CORVALLIS
ENHANCING COMMUNITY LIVABILITY

CORVALLIS
CITY COUNCIL AGENDA

March 18, 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

I. CALL TO ORDER

II. PLEDGE OF ALLEGIANCE

III. ROLL CALL

IV. PROCLAMATION / PRESENTATION / RECOGNITION

A. Proclamation of Multiple Sclerosis Awareness Week – March 11-17, 2013

B. 2012 Corvallis Forest Activities Report by Charlie Bruce, Watershed Management Advisory Commission Chair

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 – March 4, 2013
   2. City Council Work Session – February 27, 2013
   3. For Information and Filing (Draft minutes may return if changes are made by the Board or Commission)
      a. Airport Commission – February 5, 2013
      b. Arts and Culture Commission – February 20, 2013
      c. Commission for Martin Luther King, Jr. – February 26, 2013
      d. Corvallis-Benton County Public Library Board – February 6, 2013

e. Downtown Commission – February 13, 2013
f. Historic Resources Commission – February 12, 2013
g. Housing and Community Development Commission – February 19 and 20, 2013
h. Planning Commission – February 20, 2013

B. Announcement of vacancy on Watershed Management Advisory Commission – (Mann)

C. Announcement of appointment to Watershed Management Advisory Commission (Hibbs)

D. Authorization to continue work with Energy-Wise Lighting and Solar (EWLS) for rental of City facilities to install solar photovoltaic arrays

E. Authorization to enter into and for the City Manager to sign an Intergovernmental Agreement with Oregon Solutions to develop a Regional Accelerator Innovation Network (RAIN)

F. Schedule an Executive Session for April 1, 2013, at 5:30 pm under ORS 192.660(2)(d) (status of labor negotiations)

G. Cancellation of an Executive Session following the regular meeting under ORS 192.660(2)(h) (status of labor negotiations)

VII. ITEMS REMOVED FROM CONSENT AGENDA

VIII. UNFINISHED BUSINESS

A. Adoption of Findings of Fact and Order relating to an appeal of the Historic Resources Commission decision (HPP12-00019 – Asian & Pacific Cultural Center) [direction]

B. Adoption of 2013-2014 City Council goals [direction]

C. City Legislative Committee – March 12, 2013 [direction]

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

A. Human Services Committee – March 5, 2013
1. The Arts Center Annual Report [direction]
2. Public Art Selection Commission Annual Report [direction]

B. Administrative Services Committee – March 6, 2013
1. Second Quarter Operating Report [direction]
2. Downtown Corvallis Association Second Quarter Report [direction]
3. Visit Corvallis Second Quarter Report [direction]

C. Urban Services Committee – March 5, 2013

1. Systems Development Charge Annual Review [direction]
   ACTION: *A resolution establishing Systems Development Charge rates, per Municipal Code Chapter 2.08, "Systems Development Charge," and stating an effective date,* **to be read by the City Attorney** [direction]
2. Airport Lease (Looney) [direction]
3. Council Policy Review and Recommendation: CP 97-7.13,"'Municipal Airport and Industrial Park Leases" [direction]

D. Other Related Matters

1. *A resolution accepting an Oregon Department of Transportation grant ($142,212) for eCitation and eCrash software and hardware,* **to be read by the City Attorney** [direction]

2. *A resolution authorizing the Parks and Recreation Department to proceed with a Local Government Grant application for Arnold Park rehabilitation project,* **to be read by the City Attorney** [direction]

3. *A resolution authorizing the City Manager to enter into an agreement with the Department of Energy to support the Energy Grant application for the Rock Creek hydro-electric generation project,* **to be read by the City Attorney** [direction]

X. MAYOR, COUNCIL, AND STAFF REPORTS

A. Mayor's Reports

1. OSU/City Collaboration Project update [information]

B. Council Reports

C. Staff Reports [information]

1. City Manager's Report – February 2013
2. Council Request Follow-up Report – March 14, 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.

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CITY OF CORVALLIS

ACTIVITY CALENDAR

MARCH 18 - 30, 2013

MONDAY, MARCH 18

- OSU/City Collaboration Project Steering Committee - 2:30 pm - 5:00 pm - Downtown Fire Station, 400 NW Harrison Boulevard
- City Council - 6:00 pm - Downtown Fire Station, 400 NW Harrison Boulevard

TUESDAY, MARCH 19

- No Human Services Committee
- Urban Services Committee - 5:00 pm - Madison Avenue Meeting Room, 500 SW Madison Avenue
- Commission for Martin Luther King, Jr. - 5:00 pm - Library Board Room, 645 NW Monroe Avenue

WEDNESDAY, MARCH 20

- Housing and Community Development Commission - 12:00 pm - Madison Avenue Meeting Room, 500 SW Madison Avenue
- Administrative Services Committee - 3:30 pm - Madison Avenue Meeting Room, 500 SW Madison Avenue
- Arts and Culture Commission - 5:30 pm - Parks and Recreation Conference Room, 1310 SW Avery Park Drive
- Planning Commission - 7:00 pm - Downtown Fire Station, 400 NW Harrison Boulevard

THURSDAY, MARCH 21

- OSU/City Collaboration Project Neighborhood Planning Work Group - 5:30 pm - Madison Avenue Meeting Room, 500 SW Madison Avenue
- Parks, Natural Areas, and Recreation Board - 6:30 pm - Downtown Fire Station, 400 NW Harrison Boulevard

SATURDAY, MARCH 23

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

MONDAY, MARCH 25

- OSU/City Collaboration Project Parking and Traffic Work Group - 5:30 pm - Library Main Meeting Room, 645 NW Monroe Avenue

TUESDAY, MARCH 26

- City Legislative Committee - 7:30 am - City Hall Meeting Room A, 501 SW Madison Avenue

WEDNESDAY, MARCH 27

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

THURSDAY, MARCH 28

- OSU/City Collaboration Project Neighborhood Livability Work Group - 5:30 pm - Madison Avenue Meeting Room, 500 SW Madison Avenue

SATURDAY, MARCH 30

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

CORVALLIS
ENHANCING COMMUNITY LIVABILITY

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PROCLAMATION

Multiple Sclerosis Awareness Week

March 11-17, 2013

WHEREAS, Multiple sclerosis (MS) disrupts the flow of information between the brain and the body and stops people from moving; it is an unpredictable, often disabling disease of the central nervous system; and

WHEREAS, More than 2.1 million people worldwide and more than 7,500 people in Oregon live with multiple sclerosis; and

WHEREAS, Last year in Corvallis we moved closer to a world free of MS, including the development of effective treatments and a range of client programs and services to improve the lives of individuals and their families living with MS in Corvallis; and

WHEREAS, This investment is paying off in significant advances in treating MS, such as new research which could prevent more people from being diagnosed with MS; and

WHEREAS, We are committed to ensuring that people living with MS have the information and quality care they need to live healthy, productive, and independent lives, and we are relentlessly pursuing prevention, treatment, and a cure; and

WHEREAS, We devote programs and services to enhance the lives of those with MS in Corvallis and work to meet the constantly changing needs of those with MS and their families living in Corvallis; and

WHEREAS, Corvallis will host a walk on April 20 to raise awareness and funds for MS research and treatment.

NOW, THEREFORE, I, Julie Jones Manning, Mayor of the City of Corvallis, do hereby proclaim **March 11-17, 2013,** as **Multiple Sclerosis Awareness Week** in Corvallis and commend this observance to all our citizens.

_____
Julie Jones Manning, Mayor

_____
Date

A Community that Honors Diversity

CITY OF CORVALLIS
COUNCIL ACTION MINUTES

March 4, 2013

SUMMARY OF DISCUSSION

Agenda Item	Information Only	Held for Further Review	Decisions/Recommendations
Proclamation/Presentation/Recognition 1. Economic Development Officer Murphy Page 108	Yes		
Visitors' Propositions 1. Traffic Circle – NW Tenth Street/ NW Highland Drive and NW Grant Avenue (Gleske) 2. Single-Use Plastic Bags (Lending, Jensen) 3. OSU/City Collaboration Project (Jensen) 4. Public Safety Tax (Jensen) 5. Rental Housing Inspection Fee (Jensen) Pages 108-110	Yes Yes Yes Yes Yes		
Consent Agenda Page 110	Yes		
Unfinished Business 1. 2013-2014 City Council Goals Page 111	Yes		
Items of HSC Meeting of February 19, 2013 1. Social Services Semi-Annual Report 2. Standing Committee Role and Function Page 111	Yes		• Accepted report passed U
Items of ASC Meeting of February 20, 2013 1. Utility Rate Structure Study Review 2. Public Safety Tax 3. Council Policy Review and Recommendation: CP 97-10.01 - 10.09, "Financial Policies" Pages 111-112	Yes Yes	March 20, 2013	• Amended Policy passed U
Other Related Matters 1. Highway 99W Improvement Grant Page 112			• RESOLUTION 2013-08 passed U
Mayor's Reports 1. April 5 League of Oregon Cities Regional Meeting Page 113	Yes		

Agenda Item	Information Only	Held for Further Review	Decisions/Recommendations
Council Reports 1. Corvallis Sustainability Coalition Fair and Town Hall (Traber) 2. Monthly Breakfast with Legislators (Traber) 3. Outsourcing City Recreation Programs (Traber, Sorte) Page 113	 Yes Yes Yes		
Staff Reports 1. Council Request Follow-Up Report – February 28, 2013 Page 113	Yes		
Executive Session 1. Labor Negotiations – AFSCME Page 114	Yes		

Glossary of Terms

AFSCME	American Federation of State, County, and Municipal Employees
ASC	Administrative Services Committee
HSC	Human Services Committee
OSU	Oregon State University
U	Unanimous

CITY OF CORVALLIS
COUNCIL ACTION MINUTES

March 4, 2013

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 March 4, 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 Hirsch, Sorte (6:01 pm), Brown, Beilstein, Hogg, Brauner, York, Traber, Hervey

Mayor Manning directed Councilors' attention to items at their places, including a March 4 memorandum from City Manager Patterson regarding development of the Fiscal Year 2013-2014 budget (Attachment A), a flyer regarding the March 14 Corvallis Sustainability Coalition Fair and Town Hall, a February 15 memorandum from League of Oregon Cities (LOC) Executive Director McCauley regarding LOC regional meetings (Attachment B), and a March 1 memorandum from Public Works Director Steckel regarding an update and proposed timeline for removal and re-construction of the traffic circle at NW Tenth Street (Tenth)/NW Highland Drive (Highland) and NW Grant Avenue (Grant) (Attachment C).

(Councilor Sorte arrived at 6:01 pm.)

IV. PROCLAMATION / PRESENTATION / RECOGNITION

Mayor Manning introduced recently hired Economic Development Officer Melissa Murphy, who will work on the economic development collaboration program with Benton County.

Ms. Murphy reviewed that she worked in marketing promotions for several years before obtaining her bachelor's and master's degrees from Oregon State University (OSU). She will work with Economic Development Manager Nelson. She will primarily serve as an accounts manager working with local businesses to improve communications, assist them in working together and with the City, and ensuring they have access to resources to expand their operations. She will review types of businesses missing from Corvallis and how appropriate businesses can be attracted to Corvallis to create more jobs and increase income generation.

V. VISITORS' PROPOSITIONS

Eric Gleske reviewed written testimony regarding the traffic circle at Tenth/Highland and Grant (Attachment D). He noted that he did not own his property when the traffic circle was installed in 1996, yet he now had a say in whether the circle should be restored after street re-construction.

Curtis Lending referenced the recently implemented single-use plastic bag (SUPB) ban. He described a recent situation of a customer not having bags and a cashier violating the ordinance by not charging for paper bags as a courtesy to the customer. He opined that the City was "attacking the poor" by imposing flat taxes and fees on citizens' necessities: food (charges for bags to transport groceries), water (fees for tree maintenance, sidewalk maintenance, and public transit services and a possible public safety tax), and shelter (rental housing inspection fees to landlords that would likely be passed to tenants). He opined that low-income citizens could not afford extra taxes and fees and that the City seemed to be taxing the poor to support desired community aesthetics. He characterized some of these aesthetics as well intentioned, but he considered it "immoral" for the City to pay for "pet projects" by taxing low-income residents. He elaborated that, to someone with a low income or unemployed, $20 per month in additional fees and taxes was a significant impact to their already limited household finances. He urged the City to reduce services or find revenue sources that would not hurt low-income residents.

Mayor Manning noted that, during discussion of the SUPB ban, many community members discussed efforts to ensure the availability of re-usable bags for low-income individuals. The Council was sensitive to the issues Mr. Lending referenced.

Mr. Lending said he was not aware of free re-usable bags available for low-income individuals. He did not mind banning SUPBs, but he objected to the mandatory fee for paper bags.

Tom Jensen spoke regarding several topics:

- Free re-usable bags were available to people eligible for public food assistance.
- He again requested dissolution of the OSU/City Collaboration Project, based upon the City having advisory bodies to address the issues being discussed by the Project work groups. He opined that the appropriate City advisory bodies should review Project Steering Committee recommendations. He spoke with many people who were unaware of the issues the Project's work groups were discussing.
- He opined that a levy should be sought to support livability desires, such as more police officers, rather than paying for such desires via a fee on water bills.
- If OSU built on its parking lots, residents of nearby neighborhoods should be given free permits to park near their homes; and others desiring to park in the neighborhoods should be charged at least what OSU charged for on-campus parking permits.
- The proposed rental housing inspection fee would not guarantee that a rental property would be maintained and did not provide any additional security for a tenant concerned about being out-placed or out-priced. He suggested that landlords that passed inspections could be exempt from the annual fee.

Mr. Jensen said all of the issues he addressed impacted the community members with the lowest incomes. He opined that the issues, taxes, and fees, would not be equal or even and would not reflect efforts by OSU to reduce conflicts with the community. He suggested that the City address the issues separately, rather than in collaboration with OSU.

Councilor Traber clarified that OSU/City collaboration Project work group recommendations would be forwarded to the Project Steering Committee for review. Recommendations would then be forwarded to the City for review by Council Standing Committees.

Mr. Jensen said he did not want OSU contributing to any decisions made by the City.

Councilor Sorte said he was told by staff that the process for forwarding Project Steering Committee recommendations through the City's review to the Council was not yet developed. He suggested that the process be developed soon.

Councilor Hirsch acknowledged Mr. Jensen's pessimism regarding the University's involvement in decisions affecting the community. However, he was optimistic about the City's relationship with OSU in pursuing the Project Steering Committee's recommendations. He believed some of the tension and livability issues might be resolved in a manner that citizens would support.

VI. CONSENT AGENDA

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

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)

The motion passed unanimously.

VII. ITEMS REMOVED FROM CONSENT AGENDA – None.

VIII. UNFINISHED BUSINESS

VIII. UNFINISHED BUSINESS

A. FY 2013-2014 City Council goals

Mayor Manning noted that the Council held two work sessions to discuss Council goals for the 2013-2014 Council term. The meeting packet included the revised goals from the February 27 work session. Staff was compiling financial impact information regarding the goals. Adoption of the goals is planned for March 18.

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

A. Human Services Committee – February 19, 2013

1. Social Services Semi-Annual Report

Councilor Beilstein reported that the Committee received the social services semi-annual report. He was impressed by the variety and quality of work conducted by community agencies, often by volunteers and staff with low wages who believed in their efforts to benefit the community.

Councilors Beilstein and Brown, respectively, moved and seconded to accept the first social services semi-annual report for Fiscal Year 2012-2013. The motion passed unanimously.

Councilor Beilstein reported that the Committee discussed a desire for the Council to discuss the role and mode of function of the Council's Standing Committees. The topic was on the agenda for the Council's March 11 work session.

B. Administrative Services Committee – February 20, 2013

1. Utility Rate Structure Study Review

Councilor Traber explained that the City's utility rate had two components: a fixed component to pay the costs of building and maintaining infrastructure, and a variable component based upon water usage. The rate structure was last studied 15 years ago. Public Works Department staff asked a consultant to review the rate structure and present two proposals this spring.

This issue was presented for information only.

Councilor Sorte suggested that the rate structure include an economic development component. He elaborated that, when the recession occurred, the City's systems development charges were questioned because of their impacts on economic development.

2. Public Safety Tax

Councilor Traber reported that staff sought clarification from the Committee regarding details concerning unusual situations involving multi-unit dwellings that may not have water meters to which a public safety tax could be assessed. Staff posed questions, and the Committee received testimony from 12 people regarding numerous aspects of a possible public safety tax. Testimony issues included allowing a public vote of a new tax, objections to placing taxes on water meters, and whether all of the proposed additional police and fire staff members were needed. The Committee directed staff to make reasonable assumptions, as there would be few unusual situations of dwellings without water meters. The Committee was most interested in getting an idea of a potential rate for a tax on water meters and a levy to support the public safety package. The Committee will review that information before presenting a recommendation to the Council. The Committee's March 20 meeting will include review of staff's rate estimates and deliberation toward a recommendation for the Council.

This issue was presented for information only.

3. Council Policy Review and Recommendation: CP 97-10.01 - 10.09, "Financial Policies"

Councilor Traber referenced Council's previous action regarding Finance Director Brewer's recommendation that specific funds be closed and consolidated in the General Fund to simplify the City's accounting system. Staff presented to the Committee financial policy amendments related to the previous fund closures. The current budget includes a reserve and a contingency, leading to confusions. Staff recommended treating part of the reserve as a contingency fund, use of which would require Council approval and replenishment, per policy. This action also necessitated financial policy amendments.

Councilors Traber and Brauner, respectively, moved and seconded to amend Council Policies CP 97-10.01 - 10.09, "Financial Policies," as recommended by staff. The motion passed unanimously.

C. Urban Services Committee – None.

D. Other Related Matters

1. City Attorney Fewel read 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.

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

RESOLUTION 2013-08 passed unanimously.

X. MAYOR, COUNCIL, AND STAFF REPORTS

A. Mayor's Reports

Referencing Attachment B, Mayor Manning noted that the LOC represented Oregon's incorporated cities. Each year LOC representatives attempted to visit 15 to 20 cities throughout the state to provide elected officials, municipal staff, and interested citizens opportunities to learn more about the LOC and its services to members. Through the meetings, LOC staff would provide updates regarding the current legislative session and work occurring as part of the Governor's Regional Solutions program. She invited everyone to attend a regional meeting to be held in Corvallis April 5.

B. Council Reports

Councilor Traber invited everyone to the March 14 Corvallis Sustainability Coalition's Fair and Town Hall, which would include exhibits, information booths, food, an update of activities, solicitation of input regarding next steps the Coalition should pursue, and a keynote presentation. People could wander through the Fair, but he urged registration for the Town Hall to ensure seating.

Councilor Traber reported that he participated in the monthly breakfast with legislators, which the Benton County Commissioners hosted during the Legislature sessions. Representative Gelser and Senators Close and Boquist attended the breakfast. Discussions emphasized the priority of reforming the Public Employee Retirement System and concerns regarding property tax reform. He said Mayor Manning, who also attended the meeting, advised attendees that the Council endorsed the LOC's proposals. Discussions also addressed mental health, especially among school-aged children and how mental health could be supported locally.

Referencing Attachment A regarding the upcoming City budget discussions, Councilor Traber asked staff to also investigate outsourcing some of the City's recreation programs. He noted that the recreation programs comprised $2.7 million in the City's budget and were partially offset by program fees. General Parks and Recreation Department programs, excluding Osborn Aquatic Center and the Senior Center, comprised $800,000 of the budget.

Councilor Sorte noted that, if the City outsourced services, the City would not have immediate decision-making authority to guide services and business. City staff may be more aware of upcoming needs than would an outside contractor.

Councilor Traber concurred but noted from Mr. Patterson's memorandum that, if outsourcing some City services was not considered, some services may be decreased or eliminated.

C. Staff Reports

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

XI. NEW BUSINESS – None.

XII. PUBLIC HEARINGS – None.

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

The Council entered executive session at 6:40 pm.

Human Resources Manager Altmann Hughes briefed the Council regarding the status of labor negotiations with the American Federation of State, County, and Municipal Employees.

XIII. ADJOURNMENT

The meeting was adjourned at 7:04 pm.

APPROVED:

_____

MAYOR

ATTEST:

_____

CITY RECORDER

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.

LEAGUE of Oregon CITIES

P.O. Box 928 • Salem, Oregon 97308
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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*.

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* 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: 10th 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 10th 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 10th Street that were included in the original traffic calming project.
Third week of March	Deadline for returning the completed surveys.
	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 10th 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 10th 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 10th 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

CITY OF CORVALLIS
COUNCIL WORK SESSION MINUTES

February 27, 2013

The work session of the City Council of the City of Corvallis, Oregon, was called to order at 5:34 pm on February 27, 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, Traber

II. UNFINISHED BUSINESS

A. Refinement of 2013-2014 City Council Goals

Mayor Manning directed Councilors' attention to items at their places, including a memorandum from Councilor Brown related to the Housing goal (Attachment A), comments from Councilor York regarding the Public Process and Participation goal (Attachment B), a letter from Corvallis School District 509J Superintendent Prince (Attachment C), and a copy of the Council-adopted Economic Development Strategy (Attachment D).

Facilitator Joseph Bailey suggested Councilors agree to the wording of each prioritized goal before proceeding to the next goal. He commended Council on their efforts to refine the goals prior to the meeting. He noted that language stating Council will do something by a certain date relates to implementation. He encouraged Councilors to identify what they want to achieve without including implementation language in each goal.

City/OSU Collaboration
Mayor Manning and Councilors agreed that the staff suggested language was more clear and that the words, "Council approved" [recommendations] should be added.

Mayor Manning clarified for Councilor Sorte that the intent of a Housing Work Group is to address Oregon State University (OSU) issues.

Goal:
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
Mr. Bailey led Mayor Manning and Councilors through several language amendments that included discussions about active and philosophical language, goals versus implementation, words understood by the public, and other suggestions.

Goal:
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
Mr. Bailey referred to the Economic Development Strategy distributed at the beginning of the meeting (Attachment D). He cautioned Council not to counter work that has already been completed.

The Mayor and Councilors agreed that the Economic Development Commission (EDC) drafted the strategy at Council's direction and the staff suggestion for EDC review of the strategy is appropriate.

Councilors York and Hirsch both announced that they had spoken with EDC Chair French about the strategy and suggested language to include agriculture, arts and culture, and other economic development items. Ms. French clarified to Councilors York and Hirsch that the strategy is all-inclusive and not specific to any industry.

Councilor Hervey opined that the makeup of the EDC is flawed in that there are no representatives from agriculture or arts and culture. The strategy does not state these issues are not included, but background information is related to high-tech industry.

The Mayor and Councilors discussed the role of an advisory board, the direction Council provides, and whether a goal is needed to address the review of a strategy. It was noted that Economic Development Manager Nelson was directed to implement the strategy.

Goal:
- **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
Councilor Brown reviewed his memorandum (Attachment A). He said to meet the goal, Council needs access to comprehensive and objective information about the housing market.

Councilor Brown offered the following language:
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 and regulations to help meet the perceived needs of those who live here or wish to live here.

Mayor Manning recessed the Council from 6:58 until 7:05 pm.

The Mayor and Councilors discussed Councilor Brown's suggestion and noted that it included implementation language. Councilor Traber opined that it is appropriate to identify the basis of the policies and regulations.

Councilor Beilstein said the language does not reflect an active role in meeting the need for more housing. The City can do more than just create regulations and develop requirements. The goal does not address what the City has been doing to actively develop housing to meet the needs of low-income people in the community.

Discussions included implementation versus goal language and the meaning of perceived.

Goal:
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
Mayor Manning said this goal has also been identified as a priority for the group working on Benton County's Ten-Year Plan to Address Issues Surrounding Homelessness. An advisory group has been meeting weekly to identify a preferred solution and funding opportunities.

Councilor Traber added that the discussions have included ways to provide all services in one location, such as the Daytime Drop-In Center, meals, and an over-night shelter. The goal is to estimate the amount of funds necessary for this project.

Mayor Manning said this project is most likely the beginning of a capital campaign with the non-profits taking a leading role. Funding may be available from grants, foundations, and contributions (individual/corporate).

Discussions included public perception, specific versus general language, and the urgency to find a suitable location.

Goal:
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.

(Councilor Hogg left the meeting at 7:30 pm.)

Public Process and Participation
Councilor York referred to her handout (Attachment B) that revises the Council suggested goal and provides context related to purpose, action, and results. She said the consistent reference of standing committees reviewing action items is not intended to bypass boards and commissions.

Discussions included goal time line, eliminating duplication of boards and commissions, reducing staff time, utilizing expert citizen volunteers, and citizen communication.

Goal:
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.

Next Steps
In response to Councilor Hervey's inquiry about obtaining estimated costs prior to adopting the goals, Mayor Manning said she anticipated Council adopting the goals at the March 4 meeting. Acquiring additional information may delay adoption for another two weeks.

City Manager Patterson said staff has not identified how to pay for a housing study if a grant is not obtained. He is unsure of potential staff costs related to the Public Process and Participation goal and added that Council has not yet discussed the expectation and/or outcome of this goal. He suggested that Council may want to understand the costs to the City prior to adoption of any specific goal.

Councilor Sorte expressed disappointment that Council would not consider adopting these goals on March 4. Council should not worry about over-expending since implementation was purposely not included so it could be adjusted if needed. The housing and public participation goals should not be held hostage while funds are located.

Mr. Patterson noted that his feedback was not intended to be interpreted as holding a goal hostage. It is Council's decision to move forward or delay adoption until further information is available.

Councilor Sorte expressed support for moving forward with the goals as drafted with the understanding that implementation will be developed.

Councilor Hirsch stated preference to allow time for staff to provide initial information so Council can further consider the goals.

Councilor Beilstein said Council has a good record of meeting set goals; however, not all goals are achievable and a goal can develop into something the City cannot afford. He opined that the goal language needs additional work and can be further discussed at the March 4 Council meeting.

Councilor Hervey said Council may not have adopted the OSU/City Collaboration goal two years ago if it was understood the work would require one full-time equivalent support person. Delaying adoption will provide time for staff to evaluate the suggested goals.

Councilor York noted that the public is aware of Council's work on setting goals. Discussing these goals at the next regular meeting will provide the community with an opportunity to review the drafted goals and hear Council's comments.

Councilor Traber said there is nothing preventing Council from discussing the goals on March 4 and adopting them on March 18. This provides staff time to analyze the goals and Council time to reflect on the language.

Councilor Brauner agreed with Councilor Traber's comments.

III. ADJOURNMENT

The work session adjourned at 8:01 pm.

APPROVED:

_____

MAYOR

ATTEST:

_____

CITY RECORDER

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

February 27, 2013

More on the Potential Council Housing Goal:

Housing demand cannot be completely stifled or forced into what people don't want, for example, we are told that OSU students do not find on-campus dorms to be attractive and that they would rather live off campus. Similarly, home purchasers and renters vote with their feet.

The Problem: Given the existing mix of houses, apartments, and bare land in Corvallis, there is an imbalance between supply and demand for many potential residents. Being a small town, Corvallis does not have a local monopoly on housing. As a result, many people we might expect to live in Corvallis (employees at HP, at OSU, at City of Corvallis, etc.) choose to visit Corvallis daily but live outside the city limits. (Some of these out-of-towners even say they live in Corvallis!) Unfortunately, for fossil fuels, these folks commute further than necessary, and unfortunately, for the City's revenues, they do not pay property taxes to the City.

Much of the evidence of the imbalance of supply and demand is anecdotal. However, we can find some more representative data in the Citizen Attitude Survey (CAS). In the previous CAS format, respondents were asked to rate housing in Corvallis, and the results are reproduced below. The ratings were "worse" or "much worse" than the comparators: national statistics, similar sized towns, and even university towns,

RATINGS OF HOUSING IN CORVALLIS **(Percent "excellent" or "good")***

	2011	2010	2009	2008
Availability of affordable quality housing	**26%**	**36%**	**35%**	**25%**
Variety of housing options	**43%**	**51%**	**50%**	**45%**
Overall quality of new development in Corvallis	**52%**	**61%**	**56%**	**49%**

* The CAS includes only people with addresses in Corvallis. It does not include commuters or people who would like to live in Corvallis but can't find housing options which are desirable and/or affordable for them. I hypothesize that the ratings above would be lower if the opinions of these potential residents were included.

Definitions:

There are multiple segments in the Corvallis housing market; college students, families with children, low and middle and high income, people who are employed in Corvallis, etc. Each group will define "affordable" and "desirable" in their own way. Consider the CAS above; "affordability," "variety," and "quality" were defined by respondents from many segments.

Don't Jump to Solutions – Answers to staff questions.

Before buying or renting, potential residents determine what housing is "desirable" and "affordable" for them. We should not bias our analysis to a predetermined categorization of housing i.e. "price points" or "housing types" (as defined in the staff question). A study of the actual determinants of demand may find that these concepts are inappropriate or appropriate.

As a marketer, I would choose to address the staff's general question, "why the current housing market is not providing the desired mix of housing types and prices." As a subordinate part of that analysis, I would also choose investigate why "the currently vacant land and approved lots are not being developed."

If the study shows that prospective residents want vacant land, the supply of 700 vacant acres and 500 vacant lots may be the answer. Otherwise, the problem of "housing mix" should be handled in other ways.

There is advocacy in the community to update the Buildable Lands Inventory. Maybe a new BLI is the answer to the problem but maybe it is not. Let's see what the unbiased study reveals and then prioritize a BLI in our plan to proceed with "developing and revising policies and regulations."

Budgeting the goal:

I believe we have a good chance of obtaining funding, up to $200K, through a grant from ODOT.

The first expense would be the economic analysis. The second expense would be writing the plan. Only if a BLI update is deemed necessary, then it would be the third expense.

Councilor York - Rec'd 2/26/13 - /ke

Public Process and Participation DRAFT January 2013

- By December 2013 the Council will have evaluated the existing processes for participation and communication including its committee and commission structure, neighborhood associations and opportunities for testimony with input from interested citizens.
- By June 2014 the Council will transform its processes and structures into a financially sustainable and effective citizen engagement program which helps develop diverse future leaders, enhances communication between citizens and the Council, helps connect citizens to each other to enhance community and strengthen neighborhoods, and utilizes the expertise of citizen-volunteers in solving community problems.

(see Council packet for analysis and suggestions by other councilors and staff)

Purpose:

- ***Public participation is critical to democracy and good government.***
- ***The public participation system is worthy of some focused attention by the City Council to ensure it is working as well as possible.***

Possible Initial Actions:

- The Council, through its standing committees, will review and assess the public participation system in Corvallis. This system consists of Mayor-appointed/Council-confirmed boards and commissions, locally created and registered neighborhood associations, and established methods of soliciting and receiving testimony by and through these groups.
- The Council will, through its standing committees, will consider options for revision of processes and city boards and commissions to ensure that the system is effective (citizens have opportunity to give input and decision-makers have timely access to citizen values and quality information) and efficient (utilizes resources well and without unnecessary duplication or delay).
- The Council will receive and incorporate citizen input concerning assessment and options. (i.e.: model good public process and participation.)
- The Council will adopt a plan to revise its policies and practices concerning boards and commissions, public testimony, and support for neighborhood associations.

Expected Results:

- Local government will operate with an improved capacity to reflect the needs and values of our community.
- Public resources will not be strained to support a board and commission system that may have become too large and/or duplicative.
- Most or all neighborhoods will have neighborhood associations and they will enhance neighborhood communication and livability.
- Local resources which are not dependent on City dollars, including citizen expertise (ex.: Infill Task Force) and activities such as neighborhood associations which help strengthen and sustain each other, will be utilized to the fullest extent.
- Members of boards, commissions and neighborhood associations will be effective community leaders, some of whom will run for public office and provide the City with many diverse and skilled leaders.

Related goals submitted:

1. League of Women Voters - Citizen Participation

ISSUE: The livability of a community rests largely on the level of active participation by its

citizens. This requires adequate and timely notice and involvement of many residents in city decisions. While there are many neighborhood associations within the City of Corvallis, the majority are either inactive or are activated only in reaction to adjacent proposed developments or other issues. In many parts of the community, residents are not involved in city decisions and lack a connection to their neighbors and their neighborhoods.
RESULT: Many Corvallis citizens do not actively participate in the community's decision-making process and often feel left out or resentful when they perceive that decisions are being made for them without adequate notification or efforts to solicit their input. Further, neighborhoods that lack a sense of cohesion are ill-prepared to provide support to one another and the community in times of crisis. Whether an emergency is environmental, social, or economic in nature, those neighborhoods that have established strong connections are best able to support one another and strengthen the community during uncertain times.
PROPOSAL: **Adopt a City Council goal to increase citizen participation and community resilience by improving citizen notification and participation and supporting stronger connections at the neighborhood level.**
While the City of Corvallis has a history of citizen involvement and support for neighborhoods, the health and livability of the community depends on strengthening these elements. This might begin with a review of the city codes regarding citizen notification and participation, along with an assessment of the current status of neighborhood associations, and an exploration of how other city governments are strengthening connections among ·citizens at the neighborhood level. Subsequent action may lead to additions to city code.

2. Councilor Hervey - – Social Sustainability

Overarching Goal – Connect citizens to each other to enhance community, quality of life, and communications between citizens and the City.

SMARTS Goal – **By October 2014 there will be a 20% increase in the number of neighborhood associations and a 20% increase in the activity level of the existing neighborhood and home owner associations.**

Example action items –

1. Make Neighborhood Associations a talking point in Ward meetings. Hand out information regarding what example associations are doing to inform their members and to build community, along with draft bylaws to ease their formation.
2. Offer to provide staff presence at any NA meetings for which a request is made.
3. Draw upon the experience of existing neighborhoods to develop examples of what can be done to draw neighbors together.
4. Recruit community members from socially active communities to attend other NA and HOA meetings and advocate for the benefits of a more connected community.
5. Offer guidance in how to set up and run list serves and/or other electronic media to better connect neighbors to each other and the City.
6. Promote the connecting activities of existing neighborhoods through the City Web site and newsletter.

Discussion:

Corvallis already has a number of Neighborhood associations. Many if not most are fairly inactive. However, there are shining examples of neighbors acting both within their official Neighborhood Associations and without who are connecting to each other, contributing to each others lives in meaningful ways. I've spoken to the Chair of the Jobs Addition NA and some of

the members of the South Corvallis Harvest and Exchange organization. They are willing to take part in guiding these efforts.

3. Barbara Bull –

Whereas the City of Corvallis currently has many citizen commissions and committees that have been created at various times over the years, that utilize significant staff and citizen volunteer time; whereas citizen involvement in City decisions can sometimes frustrate both citizens and elected officials; I propose that the Council review the number and charge of existing committees and commissions and consider redesigning the structure to match resources with an empowered, streamlined, and effective citizen involvement structure.

Proposed Council goal: **"the Council will evaluate the existing committee and commission structure and transform it into a financially sustainable and effective Citizen Engagement program."**

RECEIVED

FEB 27 2013

CITY MANAGERS OFFICE

Corvallis School District 509J

Honoring Diversity

February 26, 2013

Mayor and City Council
City of Corvallis
PO Box 1083
Corvallis OR 97339

Dear Mayor Manning and City Council Members:

The Corvallis School District (CSD) applauds the Corvallis City Council in prioritizing the most vulnerable population in our community, the homeless and very low income. Within this often invisible segment of our population, the fastest growing portion includes children.

This year, we have identified **180** students as eligible for support through the McKinney-Vento Homeless Education Assistance Act. These families are unable to find fixed, regular and adequate housing, and in many cases are dealing with issues of domestic violence. We also have aggregate school district data showing 2,164 children participating in the Free and Reduced Meal Program, with **1,878** of those children qualifying for free meals, some living in deep poverty. In Corvallis, **238 families** currently receive TANF, which is another measure of the economic hardship in our community.

The McKinney-Vento Act provides funding and guidance on best practices for educating homeless children. It requires school districts to use federal funding to hire a family liaison and to provide limited resources to remove the barriers to attend public schools. The main themes of the act include immediate public school access and enrollment, immediate free lunch program enrollment, support for academic success, inter-agency coordination, and student-centered decision making. Approved use of these funds includes tutoring, transportation to participate in before- or after-school activities, and health, nutrition, and other social services if not available from other sources. Rent and motel stays are not allowable uses of these funds. There are four living situations identified to determine eligibility including living in a shelter or transitional housing, unsheltered (cars, tents, etc.) motels, and sharing housing due to economic, domestic violence, or other hardship. The latter is the biggest percentage of CSD family situations.

Dr. Erin Prince, Superintendent • Administration Office • 1555 SW 35th Street • PO Box 3509J • Corvallis, OR 97339
(541) 757-5811 • FAX (541) 757-5703

"Affordable" rent for some of our families who do not have a HUD voucher would need to be approximately $300-400/month and it can take 2-3 years to receive a HUD voucher. As profiled recently in a PBS Frontline investigative story "Poor Kids", nationally, 50% of homeless families are headed by a single mother. This is a heartbreaking reality in our community. The District, in partnership with the Corvallis Public Schools Foundation, receive private donations to assist with emergency funding that is not covered by McKinney-Vento. A limited number of funds have been made available for temporary assistance for rent.

The mission of the Corvallis School District is to provide all students with a relevant and challenging education that prepares them for future success as engaged citizens and contributing citizens of our world community. We believe that all students have the capacity to learn and thrive, and adequate housing is a fundamental need that is not currently being met for many students. District staff are taking a systems approach to this issue. We believe that stronger partnerships between public agencies, non-profits, and individuals will ultimately be required to work on this issue. The problems of homelessness and affordable housing are complex and efforts by government alone are not the answer. With this endorsement of these Council goals, we strongly encourage the City of Corvallis to prioritize the needs of this most vulnerable group of families living in poverty in our community.

Thank you for your time and consideration of this important goal. Please feel free to call on me if I may provide additional information.

Sincerely,

Erin Prince, Ph.D.
Superintendent
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C: School Board

The Corvallis Economic Development Strategy – 2012

I. Executive Summary

The Corvallis area economy is at a crossroads. Although unemployment is low compared to the rest of Oregon, job creation has slowed overall and declined dramatically in the manufacturing sector which pays higher wages and adds most significantly to the property tax base on which city and county finances depend. Without a healthy economy, the City will be hard pressed to support the public services and amenities that citizens desire. Recent city surveys show low citizen satisfaction with economic development efforts. We thus have the need, and the opportunity, to foster a well-defined economic renaissance in a manner that honors our community's character and values.

Responding to the economic situation, the City of Corvallis in 2010 undertook a review of the Council Policy related to economic development and formed the Economic Development Commission (EDC), which acts as an advisory body to the City Council on all matters related to economic development.

After studying the local situation, and surveying peer Oregon cities and other university towns across the U.S., the EDC identified these key findings:

- The local economy is experiencing slow job growth overall, lack of diversity especially in the private sector, and a major decline in manufacturing employment.
- This economic underperformance has resulted in higher unemployment, less disposable income, and a stagnant tax base which impacts the ability to fund public education and local government services needed to fulfill Vision 2020.
- Corvallis and Benton County have the potential to be a center for innovation- and technology-based businesses, especially considering the community's current business assets and the presence of Oregon State University, one of the nation's top research universities, and one whose education and research portfolios are an outstanding match with state and local economic development needs.
- The greatest opportunities for family-wage job creation are associated with innovative startup companies and growth of local "gazelle" companies.

The EDC recommends acting on these three principles:

- A focused economic development program, adequately funded and supported by local government, is a key mechanism needed to take advantage of these opportunities.
- A package of tools such as financing assistance, land and building resources, an efficient and predictable development review process and business information resources must be available.
- Emphasis should be placed on building strong relationships among the City, the County, OSU, and the local business community.

Economic outcomes will be the net of growth and decline, starts and failures, and comings and goings. Even staying flat in terms of employment and per capita income will require investment and effort.

The Economic Development Commission intends that the goals and action items presented in this strategy document represent the start of a more urgent and closely managed approach to local economic development. Long-term success will be linked to an ongoing commitment, the ability to adjust to changing conditions, and the agility to respond to future opportunities.

This document includes an introduction placing this strategy in the context of other economic development work, a review of the current economic situation in Corvallis, the identification three major goal areas, an initial look at metrics for success in achieving these goals, and several recommended major actions (big ideas) and other activities (smaller steps).

II. Introduction

In 2010, the City of Corvallis reviewed the Council Economic Development Policy and formed the Economic Development Commission (EDC), which acts as an advisory body to the City Council on all matters related to economic development. A subsequent municipal ordinance formally established the EDC and assigned responsibilities including developing a strategic economic development plan. While the Commission's primary responsibility is the City of Corvallis, it is recognized that the local economy extends beyond the City limits and includes Benton County as a whole (and proximate areas outside of Benton County). In fact, the Corvallis Metropolitan Statistical Area (MSA) for which Census and other data sources report, is

considered to include all of Benton County. Further, a Benton County Commissioner serves as a member of the Corvallis Economic Development Commission.

In addition to the revised Council Economic Development Policy, the EDC considered several sources of information in guiding the development of this document. This includes the Vision 2020, Corvallis Comprehensive Plan, the *Prosperity That Fits* plan, and results of the 2010 Corvallis Citizen Survey. Common themes include economic diversity, creation of family wage jobs, and pursuit of opportunities associated with emerging technologies especially related to Oregon State University.

The *Prosperity That Fits* plan was completed in 2006 with the involvement and support of a large and diverse set of community organizations and engagement of many community members. *The Corvallis Economic Development Strategy*, as recommended by the EDC, is founded upon and consistent with *Prosperity That Fits,* but builds on that plan by identifying a focused set of goals and actions with associated metrics to promote the economic health of the Corvallis community.

III. Corvallis Economic Landscape - At a Crossroads

The future Corvallis can be a first-tier innovation center and an excellent location for science- and technology-based businesses with global reach. The City can maintain a compact size and character while being home to a top research university. Oregon State University is likely to be increasingly known for its ability to foster useful technologies and bring them to life, by transferring them to successful new private ventures. The area can have a vibrant mix of age groups and continue to enjoy unusual cultural diversity for a small metropolitan area. The Hewlett-Packard campus, Sunset Research Park, and other industrial sites can be full of R&D-intensive companies, and the Airport Industrial Park can be home to several companies with significant manufacturing operations. High average wages could allow more people who work in Corvallis to live here as well. Neighborhoods can be livable and downtown can be a lively center for retail businesses, professional offices, entertainment and restaurants, maintaining Corvallis's status as one of the most desirable locations in the country.

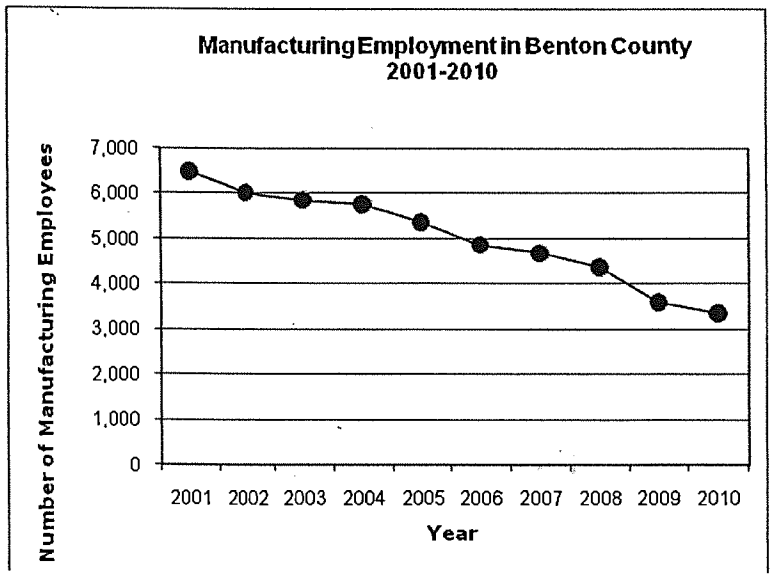

Figure 1: Manufacturing Employment in Benton County 2001-2010. Source: Oregon Employment Department

However, at the present, the Corvallis area economy and the resultant governmental revenue are at a critical juncture considering slow overall job growth, steep manufacturing job loss, and continuing low economic diversity. In sharp contrast to the 1980s and 1990s, Corvallis and Benton County are now job creation underperformers. Of the 179 smallest metropolitan areas in the country, Corvallis ranked (Milken Institute Best Performing Cities Report) 90th in job growth and 113th in wage growth between 2005-2010. Job creation has improved to just above the national average most recently. This is largely due to OSU hiring, a trend that is not expected to continue for more than a few years. Most importantly, Corvallis has not been performing to its potential as "the most innovative city in America", as reflected in our performance relative to peer cities, and particularly in our high-tech GDP growth (see Appendix chart).

	2002	2010	% change 2002-2010
Total nonfarm employment	37,200	37,370	0.46%
Total private	25,160	24,720	-1.75%
Mining, logging, and construction	1,160	1,150	-0.86%
Manufacturing	6,010	3,350	-44.26%
Durable goods	5,620	3,040	-45.91%
Trade, transportation, and utilities	4,040	4,280	5.94%
Information	950	840	-11.58%
Financial activities	1,380	1,350	-2.17%
Professional and business services	2,720	3,590	31.99%
Educational and health services	4,680	5,610	19.87%
Health care and social assistance	4,390	5,200	18.45%
Leisure and hospitality	3,060	3,370	10.13%
Other services	1,160	1,160	0.00%
Government	**12,030**	**12,650**	**5.15%**
Federal government	710	590	-16.90%
State government	8,450	9,120	7.93%
State education	8,040	8,710	8.33%
Local government	2,880	2,940	2.08%
Local education	1,590	1,570	-1.26%

Table 1: Total nonfarm employment by sector. Source: Oregon Employment Department.

It is no surprise that this weak performance is now taking a severe toll on both city and county budgets. The Corvallis unemployment rate is high by historical standards but still among the lowest in the state of Oregon (still one of the worst

states). Unemployment rates only tell part of the story, however. A significant portion of Corvallis's labor market is found in Linn County, which has a much higher unemployment rate, typically 3-5.5 percent higher than Benton County over the past twenty (20) years.

Most of Corvallis's recent population growth is among non-employed residents, such as OSU students and retirees. Hewlett-Packard Company employment, which peaked around 7,000 ten years ago is now about 2,200, approximately the same level as in the early 1980s. Manufacturing employment in 2010 in Benton County is nearly 50 percent lower than it was in 2001 (**Figure 1**). Total employment is roughly flat over the same period, but the pronounced shift from manufacturing and traded sector company employment to education and healthcare services employment is cause for concern (**Table 1**). Healthcare, which is mostly non-traded sector (and frequently non-profit), is currently expected to be the fastest growing employment segment. It would be nice if we could simply say "jobs are jobs" and that stability at our current level of comfort is what most Corvallis citizens want, but these shifts have some serious downsides:

- Wage levels in the growing sectors tend to be lower (**Table 2**) than in manufacturing or in industries that sell their goods or services outside the area (the "traded sector").

Industry	Employment	Payroll	Average Pay
Manufacturing	163,239	$9,371,719,368	$57,411
Professional & Business Services	180,948	$8,740,168,035	$48,302
Education & Health Services	221,828	$9,362,880,231	$42,208
Health & Social Assistance	195,524	$8,546,125,818	$43,709

Source: Oregon Employment Department.

Table 2: Average Pay statewide in selected employment sectors

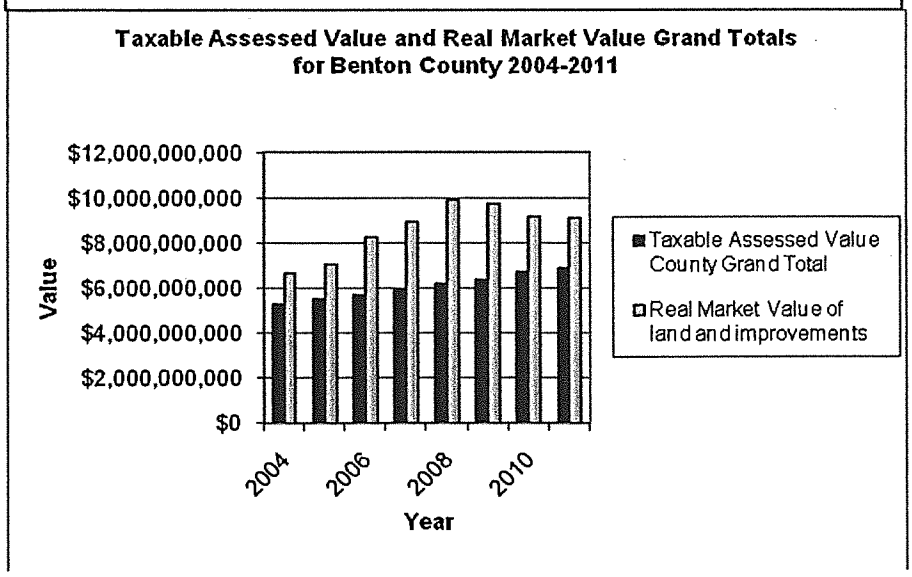

Figure 2: **Taxable Assessed Value and Real Market Value Grand Totals for Benton County 2004-2011. (Benton County Assessor's Office)**

- The availability of less disposable income puts pressure on the retail sector, resulting in business closings and empty storefronts.
- Education, government and not-for-profit healthcare providers do not pay property taxes, and indeed, the Benton County property tax base has not kept up with desired public expenditure levels (**Figure 2: Taxable Assessed Value and Real Market Value Grand Totals for Benton County 2004-2011. Figure 3**). Retirees and students do not tend to have children attending Corvallis schools, resulting in declining student enrollment (**Figure 4**) and constrained public school budgets.

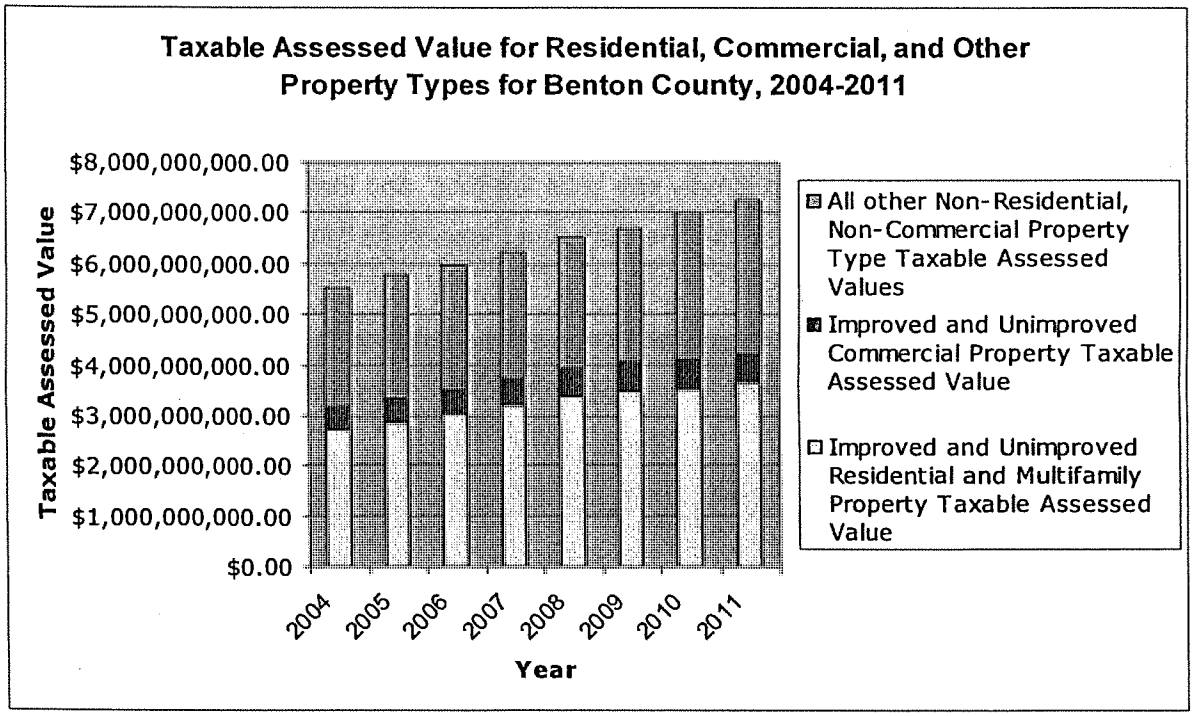

Figure 3: Taxable commercial property value has declined significantly since the major HP investments (c. 1977-1991, and is now stagnant at a very low level.

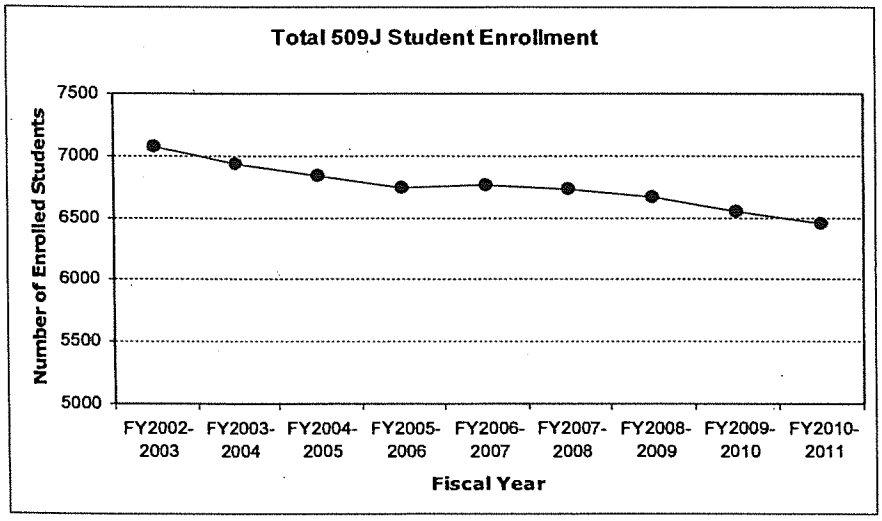

Figure 4: Total 509J Student Enrollment 2002-2010. Source: *509J By the Numbers: A Summary Report to the School Board and a Guide for Our Community.* Corvallis School District.

Notwithstanding the above, the recent success and growth of Oregon State University and Samaritan Health Systems have contributed significantly to Corvallis and have come at a good time. This growth may well continue, but it does not contribute to diversity in private sector employment and is not without its own set of market sector risks. Federal and state payments for healthcare could grow with demand or budget pressures may bring this trajectory down. The belief that a undergraduate college degree is a gateway to a highly paid job may weaken as a result of global economic shifts.

Finally, it is important to consider Corvallis's characteristics: We are a highly educated college town, perceived to be a geographically isolated, and severely lacking in business cluster strength and intensity. Thus we must have realistic economic development expectations. We will probably not recruit another major industrial manufacturing site; however, innovation-based OSU spinouts and other startups that remain and grow in the Corvallis MSA are our best major opportunity. This is familiar ground, and the plan described in the rest of this document has carefully taken this into account.

The Corvallis Economic Development Commission has based its recommended economic development action strategy on these conclusions:

- Corvallis DOES need an effective economic development strategy and program emphasizing high-wage traded sector employment and property tax base growth.
  - This strategy must not attempt to be all-things-to-all-people but rather make focused choices and be driven by rigorous, achievable, and measurable goals that are consistent with community values.
  - The program must be fiscally responsible and scalable to accommodate potentially high returns on the investment. At the same time, it must be stressed that Corvallis economic development is a public good and responsibility. It is not something we can expect to be funded primarily by the business community.

- Corvallis's main opportunities lie in the area of innovative startups (especially out of OSU) and organic growth in local 'gazelle' companies.

- There are significant ways these opportunities can be enhanced by taking advantage of Corvallis excellent economic and business assets, chiefly OSU, HP, Samaritan Health Services, and CH2M HILL as well as the highly educated Corvallis citizenry.

III. Goals

1. **INNOVATION/STARTUPS** – Provide a local business environment that supports a successful, diverse traded-sector entrepreneurial community.
   METRIC: for each year, 5-10 new seed stage (startup) companies, 3-5 A-round (emerging) companies raising approximately $10M/yr, 1-3 B-round (growth) companies raising approximately $20M/yr.

2. **ORGANIC GROWTH** – Identify opportunities and support the retention and growth of companies that are currently located in Benton County.
   a. Seek out the most promising Stage 2 companies in Benton County as determined by local employment growth and capital investment and provide services that will support these companies' continuing local presence and enhance revenue and employment growth opportunities.
      METRIC: Corvallis "Top 20" employment and payroll.
   b. Develop a major account manager program that will proactively address the needs and growth opportunities of the largest Benton County employers.
      METRIC: Major Account Managers assigned and frequency of contact/reporting

3. **LEVERAGE LOCAL ASSETS**—Develop a program that will focus on increased tenancy in existing vacant buildings and Enterprise Zone locations by business and industry types that are consistent with the *Prosperity That Fits Plan*
   METRIC: Tenants identified, permitted, moved in, and employing local citizens. (Benchmark evidence to show Corvallis has best-in-class site readiness and business expansion support processes.)

Additional metrics will be developed in order to evaluate performance in addressing the above goals. The connectivity among a variety of factors that contribute to the performance of the local economy is acknowledged. Therefore, overall economic health indicators such as private sector employment, wage levels and property tax growth shall be identified and tracked.

IV. Big Ideas

1. Provide critical financial assistance to growing businesses through tools such as (a) Urban Renewal Districts and (b) a local economic development loan program. Supports goals 1, 2a, and 3 (if URD covers one or more EZ locations).

2. Leverage the OSU-Corvallis relationship and Memorandum of Understanding to provide unprecedented advantages to Corvallis-based startups, including research infrastructure access, incubator/accelerator resources, HR and purchasing infrastructure, and innovative community networking. Supports goals 1 and 2a.

3. Support business growth by providing properly zoned and serviced land and maintaining a timely and predictable development review process. Verify via benchmarking that Corvallis is best-in-class regarding comparable university towns across the U.S. Supports goals 2a, 2b, 3.
   a. In particular, pursue opportunities to develop a research park for science-intensive companies, ideally ones that have strong synergy with OSU research strengths. Consider public investment opportunities for such a park, ranging from public ownership to infrastructure development and business financing tools.
   b. An opportunistic, but nevertheless valuable, strategy is to recruit new tenants for vacant space in Enterprise Zone areas (HP campus, Sunset Research Park, Airport Industrial Park) as well as to invest in additional land and building resources designed to meet the needs of scientific- and technology-oriented business and industry.

4. Recognize that economic development must be a core/organic local government service as opposed to an entirely outsourced effort. Accordingly, create and staff a permanent city/county Economic Development Office, reporting to the city manager, to implement the above actions, manage business outreach and assistance; coordinate business lead responses and community and business asset promotion; and propose and implement new efforts to ensure Corvallis's competitiveness for business investment. Supports ALL goals.

V. Smaller Steps

1. Develop a best-in-class information gateway portal that will provide resources to support business development with information about demographics and economics, technical and financial assistance programs, available land and building resources (Goals1, 2a, 2b, and 3).

2. Support programs sponsored by local and regional partners to facilitate innovation, entrepreneurship, and business investment. Examples include the Willamette Angel Conference and Willamette Innovators Network (Goals1and 2a).

3. Build a strong relationship with the local business community through the account manager concept, and an ongoing Business Visitation program involving government and community leaders (Goals 2a and 2b).

4. Ensure that City has an effective and productive relationship with Business Oregon, the State's economic development agency, for access and response to business development leads (Goal 3).

5. Pursue outside resources to fund expanded business development programs in Benton County (Goals 1, 2a, 2b and 3).

6. Provide a business-oriented welcoming program for key recruits of local employers (Goals 2a, 2b, and 3).

Appendix: Selected economic performance statistics comparing Corvallis and selected peer university cities (that are also small MSAs) around the U.S.

City	5-yr Job Growth (2005-2010)	1-yr Job Growth (2009-2010)	5-yr Wages & Salaries Growth (2004-2009)	1-yr Wages & Salaries Growth (2008-2009)	Job Growth (Jun 10-Jun 11)	5-yr Relative High Tech GDP Growth (2005-2010)	1-yr Relative High Tech GDP Growth (2009-2010)
Ames, IA MSA	104.25	100.35	104.99	104.43	-1.71%	74.48	100.08
Champaign/Urbana, IL MSA	100.47	99.52	101.65	104.26	-3.75%	101.77	95.89
College Station-Bryan, TX MSA	113.28	101.69	115.97	106.50	3.19%	95.09	96.74
Corvallis, OR MSA	101.09	101.04	98.64	101.52	3.49%	89.58	93.42
Davis, CA (Sacramento-Arden-Arcade-Roseville, CA MSA)	94.47	97.90	100.48	100.73	-0.35%	101.68	99.02
Fort Collins-Loveland, CO MSA	104.93	101.01	102.65	102.21	3.14%	101.26	99.01
Ithaca, NY MSA	107.61	101.77	102.85	104.09	2.01%	95.01	102.21
Lafayette, IN MSA	101.87	99.75	98.28	101.81	1.32%	82.63	92.85
Lansing-East Lansing, MI MSA	98.00	101.55	92.51	99.40	1.48%	80.03	95.43
San Luis Obispo-Paso Robles, CA MSA	97.64	99.25	101.67	101.65	0.73%	101.22	100.59
State College, PA MSA	105.87	101.51	105.50	104.66	-0.13%	109.95	100.52

Note: A score of 100.00 is the national average.
Source: 2011 Best-Performing Cities - 200 Largest Metros. Milken Institute. http://bestcities.milkeninstitute.org/bestcities2011.taf?rankyear=2011 (Accessed Dec. 29, 2011)

AIRPORT COMMISSION
MINUTES
February 5, 2013
DRAFT

Present
Bill Gleaves, Chair
Rod Berklund, Vice-Chair
Louise Parsons
Todd Brown
Bill Dean
Douglas Warrick
Lanny Zoeller
Paul Woods

Staff
Dan Mason, Public Works
Lisa Scherf, Public Works

Visitors
Tom Nelson
Robyn Bassett

Absent
Biff Traber, Council Liaison

SUMMARY OF DISCUSSION

Agenda Item	Information Only	Held for Further Review	Recommendations
I. Open Meeting, Introductions			N/A
II. Review of December 4, 2012 Minutes			Approved
III. Visitor Comments			N/A
IV. Old Business • None			N/A
V. New Business • Looney Hangars 5655 SW Plumley Lease Extension • Municipal Airport and Industrial Park Leases Policy Review			 Approval Approval, as amended
VI. Information Sharing • Update on the Airport Industrial Park • Update on the Airport • Update on the City Council • Monthly Financial Report	 X X X X		

CONTENT OF DISCUSSION

I. Open Meeting, Introductions

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

II. Review of Minutes

Commissioner Berklund moved to approve the December 4, 2012 minutes; Commissioner Brown seconded and the motion passed unanimously.

III. Visitor Comments

None.

IV. Old Business

None.

V. New Business

Looney Hangars 5655 SW Plumley Lease Extension

Dan Mason provided the details about this lease extension. **Commissioner Zoeller moved to approve the extension; Commissioner Parsons seconded the motion, which passed unanimously.**

Municipal Airport and Industrial Park Leases Policy Review

Mr. Mason reviewed the revisions staff is recommending to the Municipal Airport and Industrial Park Leases Policy. Ms. Scherf called attention to Section 7.13.030.013.b, dealing with extensions to the time periods required for lessees to both commence and complete construction of facilities, once a lease is established. In response to a question from Commissioner Woods, Ms. Scherf said an extension generally wouldn't be denied unless there was competition for that particular area and the City wanted to move things forward. The Commission discussed other suggested changes and made minor edits to the document to clarify various items.
Commissioner Zoeller moved to approve the document as amended. Commissioner Dean seconded the motion, which passed unanimously.

VI. Information Sharing

Update on Industrial Park

Tom Nelson reported the following:

- Three local businesses have been looking at the Airport Industrial Park (AIP) for expansion. In addition, three local businesses and one business from outside the Corvallis area are starting up and have inquired about the AIP.
- Staff developed a new marketing sign for the AIP, located at the intersection of Hout Street and Airport Avenue.
- The expanded Business Oregon website is being updated.

Update on Airport

Dan Mason reported the following:

- Chair Gleaves brought him new wildlife hazard requirements reported by the Airport Owners and Pilots Association (AOPA). Mr. Mason stated that he reviewed the Federal Register documents and little has changed regarding the requirements or costs to the airport.
- Mr. Mason received a letter from David Kookan, who was a U.S. Marine stationed at the Airport in 1944. He is working on an autobiography and is planning to visit the Airport

in a couple months. Mr. Mason emailed Mr. Kookan some photos and maps of the Airport from WWII. Mr. Mason gave a short brief to the Commission on the beginning of the Airport development in 1942.

- On February 11 at 7:00 p.m. at Fire Station 1, the City Council and the Planning Commission will hold a joint work session to discuss the Airport Master Plan Update. Coffman Associates, the City's airport planning consultants, will provide a 20 minute brief at the beginning of the meeting. On the following morning, Coffman Associates will present a briefing to the Benton County Board of Commissioners at 9:00 a.m.
- Mr. Mason has been working with the FAA to get approval for the City's Capital Improvement Plan project to pave an access road and install a cargo ramp at the Airport. The FAA has approved the concept of the paving of the access road, but is not convinced of the necessity for a separate cargo ramp at this time. Mr. Mason said the cargo ramp could potentially be funded with a Connect Oregon V grant, which he would apply for if the program is funded this year. Mr. Mason discussed other planned projects from the new Airport Master Plan Update that could be done in place this project, but the Commission comments were in favor of constructing this access road as a safety measure. It would keep cargo vans from crossing the main ramp on a daily basis to access their respective freight aircraft.

Update on City Council
None.

Monthly Financial Report
No discussion.

The meeting was adjourned at 8:10 a.m.

NEXT MEETING: March 5, 2013, 7:00 a.m., Madison Avenue Meeting Room

DRAFT

CITY OF CORVALLIS
MINUTES OF THE ARTS AND CULTURE COMMISSION
FEBRUARY 20, 2013

Attendance
Brenda VanDevelder, Chair
Elizabeth Westland
Shelley Moon
Patricia Daniels
Charles Creighton
Larry Rodgers
Karyle Butcher
Rebecca Badger, Vice Chair
David Huff
Joel Hirsch, Council Liaison

Staff
Karen Emery, Director
Mark Lindgren, Recorder

Visitors

SUMMARY OF DISCUSSION

Agenda Item	Information Only	Held for Further Review	Recommendations
II. Review of Minutes	X		
III. Visitor Propositions	X		
IV. da Vinci Days	X		
V. OSU School of Arts and Communication	X		
VI. Year of Culture upcoming events	X		
VII. Subcommittee Reports	X		
VIII. Staff Liaison Report	X		
IX. City Council Report	X		
X. New Business	X		
XI. Adjournment	X		The next Arts and Culture Commission meeting is scheduled for 5:30 p.m, March 20, 2013 at the Parks and Recreation Conference Room.

CONTENT OF DISCUSSION

I. REVIEW AGENDA/CALL TO ORDER. Chair Brenda VanDevelder called the meeting to order at 5:30 p.m. Butcher complimented Huff on being in the front page of the Arts section in the New York Times.

II. REVIEW OF MINUTES.
The minutes of the December 19, 2012 meeting were reviewed. Westland moved and Rodgers seconded to accept as written. Motion passed.

The minutes of the January 16, 2012 meeting were reviewed. Westland moved and Moon seconded to accept as written. Motion passed.

III. VISITORS PROPOSITIONS.
None.

IV. MARKETING COMMITTEE REPORT.
The Marketing subcommittee discussed how the Commission can add the most value to the arts community. They are first focusing on art agencies that have staff and a budget as the key stakeholders to help define this role. They discussed reviewing the scope of work for an arts strategic plan from other cities. The Marketing and Education subcommittees will meet to discuss strategic plan elements.

V. STAFF LIAISON REPORT.
VanDevelder stated Mary Pat Parker will speak at the March 20, 2013 Arts and Culture Commission meeting.

VI. CITY COUNCIL REPORT.
The Oregon Arts Tax Credit is scheduled to sunset. Huff moved and Moon seconded to ask the Mayor and City Council to endorse the continuation of the Oregon Arts Tax Credit. Motion passed.

VII. NEW BUSINESS.
Rodgers discussed the recent gift of $5 million to OSU arts programs. A new Arts Director position will be developed as well as two professorships. They also plan to coordinate more broadly with the community art providers.

Huff shared that the Majestic Theatre Executive Director has resigned, and that their board plans to search for a new director.

VIII. ADJOURNMENT:
Meeting adjourned at 7:00 p.m.

THE COMMISSION FOR MARTIN LUTHER KING, JR
MINUTES
February 26, 2013

Present
Commissioner Shyam – Chair
Commissioner Reyes – Vice Chair
Commissioner Rosa
Commissioner Nguyen
Commissioner Wimbley-Gouveia
Commissioner Orosco
Commissioner Smith
Bruce Sorte - Council Liaison

Absent
Commissioner Claywoman

Staff
Suzanne Segui, HR Specialist

SUMMARY OF DISCUSSION

Agenda Item	Action Recommendation
I. Election of Chairperson for 2013	Elected
II. Announcement of Essay and Poster Contest results	Discussed and Continued
III. MLK Kiosk	Discussed and Continued
IV. Other	Discussed and Continued
V. Adjourn to March 26, 2013	Adjourned to new Meeting Date

CONTENT OF DISCUSSION

I. Election of Chairperson for 2013 – Commissioner Nguyen nominated Commissioner Wimbley-Gouveia who respectfully declined. Commissioner Reyes nominated Commissioner Smith, Commissioner Nguyen seconded the nomination, all were in favor, and Commissioner Smith was elected the new Chair for 2013.

II. Announcement of Essay and Poster Contest Results – The Commission discussed developing a system to announce the results of the essay and poster contests. Ideas discussed include: announcing the winners at a school assembly or over the PA system; write letters to the school principals; or publish a list of all participants in the newspaper. Commissioner Shyam recommended that all participants complete a release form with their submission for publication on the City Website or local newspapers. Commissioner Shyam asked the Commissioners to draft ideas for acknowledging the participants for a future meeting.

Commissioner Nguyen motioned to gift the participants a $25.00 certificate to the Book Bin. There were 28 essay submissions and 4 poster submissions, totaling $800.00. Commissioner Smith seconded, and the motion passed. Staff Member Segui will mail the certificates enclosed in a thank you note.

III. MLK Kiosk – Commissioner Shyam asked the Commissioners to think about content for the Kiosk cases. Commissioner Wimbley-Gouveia recommended selecting content that does not need regular updating or changing.

Commissioner Wimbley-Gouveia motioned to contact a contractor to build the cases, or begin the bid process for a contractor. Commissioner Rosa seconded and the motion passed.

IV. Other - Commissioner Nguyen discussed the idea of a Community Service Project for students and/or high school classes for next year. The projects would be evaluated by the Commission and the top project would receive a group award. Commissioner Shyam asked the Commission to continue to draft ideas and bring to a future meeting for discussion.

The Commission motioned to move the next schedule meeting due to spring break. The Commission agreed to re-schedule the meeting for March 19, 2013 at 5:00pm.

V. Meeting adjourned at 6:05pm to March 19, 2013.

CORVALLIS-BENTON COUNTY PUBLIC LIBRARY BOARD MINUTES
February 6, 2013

Board Present	Staff Present
Scott Elmshaeuser, Chair	Carolyn Rawles-Heiser, Library Director
Martha Fraundorf	Janelle Cook, Senior Administrative Specialist
Leanne Giordono	Mary Finnegan, Adult Services Manager
Corrine Gobeli	Curtis Kiefer, Youth Services Manager
David Low	Carol Klamkin, Management Assistant
Isabela Mackey	Felicia Uhden, Access Services Manager
Linda Modrell	
Jacque Schreck	
Jana Kay Slater	**Visitors**:
Steve Stephenson	None
Penny York	

SUMMARY OF DISCUSSION

Agenda Item	Information Only	Action
Call to Order	7:45 pm	
Visitors' Propositions		None
Minutes: January 2, 2013		Approved as submitted
Library Board Packet	x	
Election of Library Board Vice-Chair		Jacque Schreck elected for remainder of the fiscal year.
Director's Report	x	
"Clean Slate" Program	x	
Oregon Library Passport Program	x	
Budget Discussion/Update	x	Included in Director's Report.
Board Vision Statements & Goals	x	
Division Manager Reports	x	
Board Reports • Friends of the Library Board • Foundation Board	 x x	
Information Sharing		None
Adjournment	8:55 pm	

CONTENT OF DISCUSSION

I. CALL TO ORDER

Chair Scott Elmshaeuser called the meeting to order at 7:45 pm.

Penny York, the new City Council Liaison, was welcomed to the meeting and each board member introduced themselves.

II. VISITORS' PROPOSITIONS

None.

III. APPROVAL OF MINUTES

Motion: Jacque Schreck moved approval of the January 2, 2013 minutes as submitted. The motion was seconded by Steve Stephenson and passed.

IV. LIBRARY BOARD PACKET QUESTIONS AND COMMENTS

Leanne Giordono asked if there would be another Star Wars program this year. Curtis Kiefer explained that budget reductions in staffing made it unlikely that we could repeat such a big program.

Carolyn Rawles-Heiser distributed a revised one-page handout that she will bring to the upcoming City Council work session on the budget. It gives a quick intro to Library services and budget, highlighting reductions in hours and staffing over the last few years.

V. ELECTION OF VICE-CHAIR

Due to the recent resignation of Board member Megan Castellano, it was necessary to elect a new Vice-Chair for the Library Board. Linda Modrell nominated Isabela Mackey, but she declined due to other commitments. Jacque volunteered to fill the role for the remainder of the fiscal year with the understanding that she would not be elected Chair in the fall since she already recently filled this role. The Board agreed and a unanimous vote was passed.

VI. DIRECTOR'S REPORT

The carpet replacement project will occur over Presidents' Day weekend. The Library will not have to close to complete the project; however, there may be service disruptions. The construction on the new Monroe Library is moving right along and on track for an early May grand opening. The Library's budget presentation to the City Council will take place on February 12. Carolyn developed a one-page handout for the City Councilors. No specific details are known yet regarding next year's budget except that there will be significant cuts. One staff vacancy at the Library is expected this summer and the position will likely be eliminated to save money. Penny commented that she welcomes input on the budget from any Board member. Jacque opined the word "materials" needs to be better defined for the Budget Commission because it does not just mean conventional books. Carolyn concurred and noted one publisher charges three times more for an electronic book than they do for a traditional book of the same title. Martha Fraundorf thought it would be prudent to quantify the budget cuts instead of saying "X" number of dollars were cut from the budget. If this total number could be translated into a specific number of titles or copies, she feels it would be more meaningful to the public. Steve brought up the volunteer work that provides ongoing support for the Library and how that augments the Library's budget. Carolyn said we could not do what we do without volunteers, but they cannot replace a professional staff. It was discussed and agreed that Scott would represent the Library Board at the February 12 budget presentation.

VII. CLEAN SLATE PROGRAM

The Youth Services Librarians are proposing a one-time amnesty program for teens who have delinquent accounts. Occasionally, this happens through no fault of their own, but the kids cannot use the services of the Library again until they clear up their accounts. A similar program at the Seattle Public Library required the teen to be “referred” by a librarian and did not forgive lost book charges. Carolyn proposed that for a limited time lost book charges would also be forgiven. Staff estimates that there are currently over 900 juvenile accounts who owe more than ten dollars. Carolyn further explained it is probable some of these kids have moved out of the area and restitution is unlikely. Scott inquired how the program would be implemented and Carolyn replied the specifics have yet to be ironed out because she wanted to get the Board’s feedback first. Curtis said there have been a couple of teens in the last few weeks who have approached staff about wanting to wipe their slate clean. Carolyn noted because restitution is unlikely at this point, the only risk involved is the patron will allow their account to become delinquent again. Corrine Gobeli suggested an application might be appropriate to help the teen feel more accountable. Leanne concurred an application might force them to invest time and presumably instill a sense of responsibility. Steve suggested this also might create a barrier for some kids and the purpose is to get them back using the Library. David Low disagreed saying he thought the kids needed a bit of a hurdle to learn from past mistakes instead of being handed something for free. Corrine noted the interaction could be oral instead of written to make it easier for all parties involved. It was agreed that since there was sufficient interest by the Board and the staff that the parameters would be fleshed out further and brought back to the Board at a later date.

VIII. OREGON LIBRARY PASSPORT PROGRAM

This program was proposed a few months ago and is now in place. Patrons can visit any participating library across the State to check out materials. The Library has not committed as of yet and per Carolyn, it is difficult to make the case as to why this would benefit the Corvallis Benton-County Library’s patrons. On the other hand, increasing access to library services in general is a professional value. According to Carolyn, the bigger library systems in Oregon have also not yet committed to the program. Scott inquired if the Library would be locked into the program for an infinite period of time if it were to participate. Carolyn confirmed there is no set time period. Jacque and David both expressed their opinion that the Corvallis Library should not participate due to shrinking budgets and the fact that the Library’s patrons already have to wait a long time for popular materials. Steve reluctantly agreed due to significant budget cuts. In most states where this type of program is in place, the participating libraries are reimbursed for the expenses incurred to return materials to the library of ownership. The final consensus of the Board was to decline participation at this time.

IX. BUDGET DISCUSSION/UPDATE

The budget was briefly touched on in the Director’s Report and there was no further discussion.

X. BOARD VISION STATEMENTS AND GOALS

Leanne explained that she, Corrine, and Martha recently met to review the Board vision statements originally drafted by Carolyn. They are not recommending any major content changes, but instead they tried to pull out measurable and achievable goals from each focus area so they are not meshed together. Leanne suggested it would be useful to discuss the draft goals at a future meeting or Board retreat this spring. Martha started to draft a survey for the Board members on skills and current organizational connections, but she needs further input and will send something out via email. Any further suggestions and/or comments on the draft goals should be forwarded to Leanne.

XI. DIVISION MANAGER REPORTS

Access Services: No report

Administration: No report.

Adult Services: No report

Circulation: No report.

Extension Services: Carolyn reported on behalf of Andrew Cherbas that a library in Minnesota may be interested in buying the old Bookmobile.

Youth Services: Curtis gave an update on the Maker Festival which will be a two-day event during spring break in March. There will be activities for all ages. Demonstrations on knitting, building robots, snap circuits. The drop in sessions will be held over four hours. Planning for the event has been a collaboration among Youth, Adult, and Extensions staff.

XII. COMMITTEE AND BOARD REPORTS

Friends of the Library: Corrine reported that planning is in full swing for the Big Book Sale the last weekend of February. New this year will be early entry into the sale for Friends members. New merchandise will also be for sale. At the last meeting the 2013 Needs List was received from staff and will be discussed at the March meeting. The Maker Festival is co-sponsored by the Friends, who will have a lobby book sale on topics relevant to demonstrations at the Festival. There were only seven applicants for the Young Writers Workshop planned for March, so the program will be postponed. It may be held in conjunction with Summer Reading.

Foundation Board: Steve reported the Foundation may be able to wrap up the Complete the Block campaign by April. There will be an event planned to thank all of those who contributed to the campaign. Tentative date for the event is Sunday, October 27.

XIII. INFORMATION SHARING

None.

IX. ADJOURNMENT

The meeting was adjourned at 8:55 pm.

NEXT MEETING: March 6, 2013 7:30 pm

Approved as submitted, March 13, 2013

CITY OF CORVALLIS
DOWNTOWN COMMISSION MINUTES
FEBRUARY 13, 2013 DRAFT

Present
Heidi Henry, Chair
Liz White, Vice Chair
Kirk Bailey
Dee Mooney
Ken Pastega
Brigetta Olson
Mike Wiener
Elizabeth Foster
Donna Williams
Dan Brown, Council Liaison

Staff
Ken Gibb, Director
Sarah Johnson, Associate Planner
Mark Lindgren, Recorder

Guests

Excused
Mary Gallagher
Steve Uerlings

SUMMARY OF DISCUSSION

	Agenda Item	Summary of Recommendations
I.	Call to Order.	
II.	Approval of December 12, 2012 minutes.	Minutes approved as presented.
III.	Public Comment	None.
IV.	Discussion- Multiple Unit Limited Tax Exemption and Vertical Housing Tax Credit Programs	Staff will evaluate commission comments on the programs and bring back a suggested motion for review.
V.	Discussion- Food Cart Policy – Review and Recommendations to Urban Services Committee	Discussion on issues and potential solutions identified by food cart vendors.
VI.	Staff Updates: Community Development Update Parking Committee Liaisons DCA Liaison Report	Upcoming review of draft right-of-way policy was highlighted.
VII.	Other Commissioner Updates	None.
VIII.	Other Business	Discussion on ways to draw people downtown.
IX.	Adjournment.	Meeting adjourned 7:00 p.m. The next regular meeting will be March 13, 2013 at the Madison Avenue Meeting Room.

CONTENT OF DISCUSSION

I. CALL TO ORDER.

Chair Heidi Henry called the Corvallis Downtown Commission and Parking Committee to order at 5:30 p.m. Commissioner Henry proposed adding Liaison reports to future agendas. New Council Liaison Dan Brown introduced himself, saying he was from Ward 4 and related that he'd focused on economic development the last few years. Commissioner Elizabeth Foster related she was a realtor; Brigetta Olson stated that she worked at Willamette Neighborhood Housing; and Donna Williams stated she worked at OSU Conference Services, which brings large events to Corvallis.

II. APPROVAL OF DECEMBER 12, 2012 MEETING MINUTES.

The minutes were approved as presented, with Commissioners Henry and Bailey abstaining, as they were not present.

III. PUBLIC COMMENT. None.

IV. DISCUSSION- MULTIPLE UNIT LIMITED TAX EXEMPTION AND VERTICAL HOUSING TAX CREDIT PROGRAMS

Chair Henry said the objective of the discussion was to try to forward recommendations to the City Council regarding the two, or take them off the table. She highlighted the information in the packet.

Planner Sarah Johnson described the **Multiple Unit Limited Tax Exemption**, or tax credit, saying that it may be implemented if the area meets certain criteria. It must increase density in areas where urban amenities and transportation are available, and its time frame is up to ten years. Some communities use it simply as the state describes and others add other requirements. She highlighted the example of the Capstone project in Eugene, noting the Eugene Council was now reassessing the program, since there would be two very large programs within two years that would have a big impact on the downtown area there. She said some communities impose different lengths of tax credits.

Commissioner Henry asked whether the Council wanted feedback on elements; Director Gibb replied that this commission should give thumbs up or down and let the Council respond to it and develop more details. Commissioner Pastega asked if there was an evaluation process; Planner Johnson replied that that was a big component of the proposals. Director Gibb added that the Eugene program looked into the financial details of the project and tried to determine whether the amount of subsidy was warranted. Planner Johnson noted that the approach can help direct the types of housing you want in the urban core; she said that Portland uses the program as a means to implement specific downtown housing and economic development goals, many of which are consistent with Corvallis' downtown goals. Commissioner Henry suggested considering how to determine whether a project met within the vision of Corvallis. Commissioner Mooney asked if there was infrastructure to support further density without having to invest further; Director Gibb replied that it depended on the scale of the project; parking might have to be addressed. Commissioner Bailey noted that projects pay SDC.

It was asked who would do the negotiation; Director Gibb replied that the Council would give final approval. Pastega said the criteria could include how fast payback was reached. Liaison Brown asked about the scale of the Capstone project; Planner Johnson responded that it was about seven stories, for 1,200 students. Commissioner Henry asked whether you wanted a strictly student project or mixed use, noting that there was a real need for student housing. Commissioner Bailey suggested

encouraging the kind of project that you want; the bigger the project, there could be a smaller incentive, and there could be an in-kind component. Commissioner Foster asked whether there could be parking designated for non-residents.

Commissioner Bailey noted that urban renewal requires a public vote, but these two mechanisms do not. He noted that Albany was undergoing a vote on its use of urban renewal; Director Gibb added that Corvallis has not implemented an urban renewal district. Commissioner Henry asked whether these mechanisms were needed. Director Gibb related that a smaller residential project was underway, and other national developers were looking at downtown projects, so some projects are underway without City assistance. Commissioner Henry said the documentation showed that these tools helped promote good downtown development.

Commissioner Weiner said that developing projects that provided parking would be a positive; Commissioner Bailey noted that there was a small amount of funds in the Parking Fund. Director Gibb said positive public benefits such as parking could be a criteria; Commissioner Henry highlighted public art. Director Gibb said the City essentially being an investor gives a little more control over a project. Commissioner White related that providing meeting or class space could be valuable; Commissioner Henry agreed that many groups, including non-profits were scrambling for meeting space. Commissioner Weiner suggested putting a ceiling on the number of dollars or recipients. Commissioner Henry said one limitation is the boundary of the eligible area.

Commissioner Henry asked that the drawbacks were; Director Gibb replied that concerns include whether a project was needed and whether public dollars should be used for projects. Planner Johnson highlighted the aspect of economic development stimulation. Commissioner White said the approach was fairly well defined. Commissioner Gibb noted that with urban renewal, the developer is paying a full load of taxes, unlike these two tools. Commissioner Mooney said a big advantage is the City having more control of scale or other project aspects. Commissioner Foster said the price point would be important.

Commissioner Olson asked whether going forward with either of these two programs would prevent going forward with urban renewal as well; Commissioner Bailey contended that going forward with them would make it more difficult for urban renewal to also go forward. He said this appears to be more purely economic development and suggested the commission also recommend going forward with urban renewal as well.

In discussion on the **Vertical Housing Tax Credit Program**, Planner Johnson said the program is primarily targeted toward re-development of buildings in downtown areas with housing in upper floors. The amount of credit depends on the number of floors of housing, for a maximum of ten years. There is an incentive for low-income housing. It is oriented to mixed use.

Commissioner Henry said many Main Street Programs promote mixed use in downtown. Planner Johnson related that a community she'd worked in previously found that it can be prohibitively expensive to do seismic upgrades, and that help was required for developers on the front end to get projects going. Commissioner Bailey added that the previous urban renewal effort targeted seismic upgrades. Commissioner Pastega asked about existing low-income housing; Director Gibb highlighted existing downtown buildings that housed those with special needs and persons with disabilities. Commissioner Olson highlighted a study on housing about eight years ago. Commissioner White commented that a developer would appear to get a bigger tax break the higher they built; Planner Johnson replied that that was true, within limits.

Commissioner Mooney asked whether staff had heard demand for upper-floor development; Director Gibb highlighted issues of seismic retrofits, parking, and ADA compliance challenges. Commissioner Pastega asked how many downtown locations fit this approach; Director Gibb noted that it would not likely be on a Capstone scale.

Liaison Brown noted that there was some Council concern about subsidizing business. Commissioner Henry cited the economic development aspect. Commissioner Bailey noted that urban renewal gives even more community control. Commissioner Brown added that the Council was currently very concerned about revenue, and both of these tools would reduce revenue. Director Gibb stated that if there was demand for *x* number of beds, the reality is that the beds being built downtown would get tax breaks, but there would be revenue from building further out. He related that Neighborhood Planning Work Group had decided to take no recommendation at this time on incentivizing housing; a new Housing work group will look at this on a city-wide basis. Commissioner Bailey said he'd prefer to make general recommendations. Director Gibb suggested having staff look at the minutes and bring back a suggested motion for the commission to review.

Commissioner Bailey proposed the Downtown Commission have staff evaluate the discussion and bring back a motion that captures it for commission review.

Commissioner Bailey said the vertical housing tax credit was more attractive to him as a tool, especially with the low-income housing aspect. In contrast, the multiple unit approach is currently having political pushback. Commissioner White stated that she liked the control that the multiple unit limited tax exemption gives. Commissioner Bailey noted that the vertical housing tax credit can be applied to new construction as well, depending how it is crafted. The vertical housing tax credit emphasizes mixed use. He proposed the commission choose one or the other. Commissioner Henry said the commission could support both.

Commissioner Pastega said a stair-stepped approach would have more acceptability to the community. Director Gibb said you can put general parameters around both; Commissioner Bailey said that made sense. Director Gibb said the biggest issue is whether the community wants to take that step. Planner Johnson said the state must ensure that the boundary complies with regulations. Director Gibb added that the county may have to sign off on a multi-unit limited tax exemption program.

Commissioner Weiner said the multi-unit limited tax exemption program seemed geared for larger projects. Commissioner Mooney asked if there was the same flexibility for community stipulations for both; Planner Johnson replied there was. Commissioner Mooney recalled there was contention about boundaries for urban renewal.

Commissioner Bailey highlighted the main concepts of mixed use, simplicity, and whether a project fits Corvallis. Director Gibb asked that commissioners pose any questions to staff as early as possible.

V. DISCUSSION- FOOD CART POLICY- REVIEW AND RECOMMENDATIONS TO URBAN SERVICES COMMITTEE

Planner Johnson related that the Food Cart Committee met two weeks ago. Michelle Walker was asked to collect vendors' issues as well as potential solutions. Ms. Walker organized a meeting of vendors and identified issues with the current policy and identified solutions. The vendors would like the committee to evaluate a different fee structure, since vendors feel the fees are property-owner oriented and the existing fee doesn't work for either owners or vendors. The separation issue, as related to fire code, was also a stated issue. Staff discussed the issue with the Fire Department.

Commissioner Pastega stated that he didn't like food cart areas in Portland; Commissioner Olson offered a different view. Planner Johnson said if the committee feels substantial issues warrant further consideration, the committee will bring them to the commission. In that case, staff feel a public meeting would be warranted, since changes would affect the policy that has now been in place for a year. Commissioner Henry said there will be discussion at the next meeting.

Commissioner Bailey added that a component of interest to vendors was the upfront infrastructure fee; while vendors would prefer to pay over time. Also, vendors would like to be able to move without having to start over afresh.

VI. STAFF UPDATES.

Community Development Update.
Director Gibb said staffer Greg Gescher drafted right-of-way policy to the Urban Services Committee that the commission could review, perhaps at the next meeting.

Parking Committee Liaisons.
Commissioner White noted that committee hadn't met since October.

DCA Liaison Report.
Commissioner Foster related that she will be attending a Main Street national conference in April.

VII. OTHER COMMISSIONER UPDATES.

Commissioner Weiner related the Benton County Cultural Coalition awarded a grant to his business and the Arts Center to repaint a mural. It will be unveiled next week; he invited members to attend. He hoped it would inaugurate a new era of murals.

Commissioner Henry asked members to bring forward initiatives for the commission that are important to them, and to give feedback on what the commission was doing that was important. She also asked members to submit suggestions for presentations at future meetings. Commissioner Bailey suggested hearing from the county on their building, as well as transit and vertical housing. Commissioner Henry suggested inviting the mayor. Commissioner Weiner suggested inviting the economic development staffer. Commissioner Foster suggested inviting the new Chamber Director.

Director Gibb distributed copies of the FY11-12 Community Development Department annual report.

Commissioner Foster suggested consideration of how to capture more tourism dollars, and how to get more people to come downtown. Commissioner Henry said much of Main Street's work is in regard to what makes people spend downtown. Commissioner Williams said that transportation is an issue downtown, and there is currently little to draw people downtown; there is much that could be done. She suggested ways of incentivizing getting people to come downtown; Commissioner Foster suggested focus groups. Commissioner Williams highlighted activities such as business-sponsored treasure hunts. Commissioner Bailey emphasized networking by bringing several representatives from other groups together.

VIII. OTHER BUSINESS. None.

IX. ADJOURNMENT: The meeting was adjourned at 6:57 p.m.

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

Approved as submitted, March 12, 2013

CITY OF CORVALLIS
HISTORIC RESOURCES COMMISSION MINUTES
FEBRUARY 12, 2013

Present
Deb Kadas, Chair
Richard Bryant
Roger Lizut
Geoffrey Wathen
Lori Stephens, Vice Chair
Kristin Bertilson
Tyler Jacobsen
Jim Ridlington, Planning Comm. Liaison

Staff
David Coulombe, Deputy City Attorney
Bob Richardson, Associate Planner
Claire Pate, Recorder

Guests
Greg Gescher, City Engineer

Absent/Excused
Robert "Jim" Morris
Charles Robinson
Roen Hogg, Council Liaison

SUMMARY OF DISCUSSION

	Agenda Item	Held for Further Review	Recommendations
I.	Visitor Propositions – Greg Gescher, City Engineer ROW occupation policy discussion		
II.	Public Hearings a) Charles and Hazel Willey House (HPP12-00016) b) John and Evelyn Van Groos House (HPP13-00001)		Both applications approved as presented and conditioned
III	Other Business/Info Sharing a) HRC Training topics b) Historic Preservation Month and Awards c) Letter to OSU regarding NROTC Quonset Hut – withdrawn from consideration		
IV.	Minutes Review a) December 11, 2012 b) January 8, 2013 c) January 22, 2013		All minutes approved as drafted
VI.	Adjournment – 8:05pm		

Attachment to the February 12, 2013 minutes:

A. Draft Right-Of-Way Policy, submitted by City Engineer Greg Gescher.

CONTENT OF DISCUSSION

I. Opening:

Chair Deb Kadas called the Corvallis Historic Resources Commission to order at 6:00 p.m. in the Corvallis Downtown Fire Station Meeting Room, 400 NW Harrison Blvd. She explained to the Commission and visitors that both she and Vice-Chair Stephens would be recusing themselves from taking part in the second public hearing (HPP13-00001), due to conflicts of interest. She would be asking for another commissioner to serve as Pro Tem Chair for that portion of the meeting.

II. VISITOR PROPOSITIONS:

Greg Gescher, City Engineer, gave a status report on work being done to formulate a draft Council Policy relating to a process by which to review private building owner requests to construct elements of buildings which will encroach into the public right-of-way. **(Attachment A)** In recent years, there have been more substantial encroachment requests such as for the underground parking associated with the Renaissance building, and occupied balconies that extend over the sidewalk. The process for consideration of these more major encroachments has been inefficient. City Council had asked staff to work on a more effective and equitable process, with input from the public and stakeholder groups.

The policy would apply in those parts of town like the downtown business district and neighborhood centers where Pedestrian-Oriented Design (POD) standards apply. In these areas, the Land Development Code encourages developers to build buildings at the property line, which leads to requests for architectural features, such as balconies, to extend into the public right-of-way.

There are exemptions built into the draft policy for signage and weather protection, and there will be a grandfather clause. Additionally, historic resources will be exempted from the policy. For instance, when Whiteside comes through with a major redevelopment effort, the intent will be to allow for encroachment by elements such as the marquee.

In response to questions from commissioners, Mr. Gescher responded as follows:

- Encroachments of a less-than-major nature will be reviewed by staff in light of impact to utilities, street trees, and fire access among other criteria. Major encroachments will be reviewed and licensed by City Council.

- Revocable licenses are applied to major encroachments in that, legally, the City cannot issue an indefinite license. A license would likely not ever be revoked as long as there is no major change to use or condition of a building.

- The policy will not apply to overhead utilities impinging on alleyways. The Land Development Code codifies that encroachments into alleyways cannot occur, and the policy will follow that lead.

Mr. Gescher said he would be happy to take comments or respond to any additional questions that commissioners might have, and they should feel free to contact him.

III. PUBLIC HEARINGS –A. CHARLES AND HAZEL WILLEY HOUSE (HPP12-00016); Alteration or New Construction Application; 405 NW 33rd.

A. Opening and Procedures:

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

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

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

The Chair opened the public hearing.

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

1. Conflicts of Interest - none
2. Ex Parte Contacts – none
3. Site Visits – by Commissioners Stephens, Bertilson, Kadas, Wathen, and Jacobsen. Chair Kadas said that she had run into Commissioner Jacobsen while doing her site visit, but they did not discuss the application.
4. Rebuttal of disclosures – none
5. Objections on Jurisdictional Grounds - none

C. Staff Overview:

Associate Planner Richardson gave the presentation on behalf of Associate Planner Latta, who could not attend the meeting. The Willey House is located at 405 NW 33rd Street. The site is within College Hill-West National Register Historic District, and is classified as Historic/Noncontributing. The applicant is requesting Historic Preservation Permit approval to enlarge two basement window openings on the house.

D. Legal Declaration:

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

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

E. Applicant's Presentation:

Tyrone Simmons, contractor, spoke on behalf of the applicant. They are proposing to enlarge two of the three basement windows in height to address egress concerns from the basement, in case there is a future need. He had not seen the staff report, but it is his belief that it covers all the information. He said he would be happy to answer any questions.

In response to questions from Chair Kadas, he explained that the existing concrete window wells will be expanded and deepened and will be in concrete. Further, the profile will be made by the window and will be the same color as existing. It will be designed to fit the exact hole.

F. Complete Staff Report:

Planner Richardson said he would run through some of the more pertinent review criteria. Beginning with Section 2.9.90.06.a, which requires proposals to be consistent with other codes, a preliminary review of the application indicates that it could comply with the Building Code. The applicant is required by one of the Conditions of Approval to obtain a building permit. In terms of criteria contained in Sections 2.9.100.04.b.1 and 2, the existing windows are comprised of two 3-foot wide by 2-foot tall wood windows with three divided lights. The applicant is proposing to remove both windows and install a single window in that opening that would be 6' wide by 4' deep. The increase in dimension extends below the ground surface, and the window will have a divided lite pattern of 24 rectangular lites. It will be a metal clad wood window. Staff finds that this type of window would be compatible, noting that there are multiple types of divided lite windows on the house already, and that the structure is a non-contributing resource. Though the material will be slightly different than the other wood windows, it will have a similar appearance and will be compatible due to its size. In terms of criteria in Section 2.9.100.04.b.3, a Condition of Approval is part of the staff's recommendation that would require that the trim around the window be wood instead of vinyl. As for pattern of window and door openings, the applicant is proposing to increase the size of the window and change the number of divided lites, and the opening of the window will change to a slider window. However, the proposed window would still be compatible with the Willey House because much of the change will occur below grade and not be greatly visible.

Staff finds that, as conditioned, the proposal is historically compatible.

G. Public Testimony in favor of the application: none

H. Public Testimony in opposition of the application: none

I. Neutral testimony: none.

J. Additional Questions for Staff: none.

K. Rebuttal by Applicant: none

L. Sur-rebuttal: none

M. Additional time for applicant to submit final argument: waived.

N. Close the public hearing:

MOTION: Commissioner Lizut moved to close the public hearing. Commissioner Stephens seconded the motion and it passed unanimously.

O. Discussion and Action by the Commission:

Commissioner Lizut **moved** to approve the Willey House basement windows alteration (HPP12-00016), as conditioned in the February 1, 2013, staff report to the Historic Resources Commission. This motion is based on findings in support of the application presented in the February 1, 2013, staff report to the HRC. Commissioner Wathen **seconded** the motion.

Commissioner Wathen commented that this seemed like a reasonable approach to providing egress windows for basements and this proposal does a nice job of maintaining the general look and feel of the house. Additionally, it is a non-contributing resource. Based on this and staff's reasoning this seems a reasonable request.

The motion **passed** unanimously.

P. Appeal Period:

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

III. PUBLIC HEARINGS –B. JOHN AND EVELYN VAN GROOS HOUSE (HPP13-00001); Alteration or New Construction Application; 3300 NW Van Buren Street

Chair Kadas and Vice Chair Stephens recused themselves from the proceedings. Commissioner Wathen was appointed the Pro Tem Chair for the public hearing.

A. Opening and Procedures:

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

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

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

The Chair opened the public hearing.

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

1. Conflicts of Interest – Chair Kadas and Vice Chair Stephens recused themselves previously since they are involved with the project. It was noted by all commissioners that despite the involvement of the Chair and Vice Chair with the application under review, none of the commissioners felt this would impact their ability to make a fair and impartial decision.
2. Ex Parte Contacts - none
3. Site Visits – by Commissioners Bertilson, Wathen, Jacobsen
4. Rebuttal of disclosures – none
5. Objections on Jurisdictional Grounds - none

C. Staff Overview:

Planner Robertson said that the application under consideration is for the Van Groos House located at 3300 NW Van Buren Avenue, which is considered a Historic Contributing structure in the College Hill-West National Register Historic District. The applicant is requesting Historic Preservation Permit approval to construct an approximate 49 sq.ft. addition to the southwest corner of the house.

D. Legal Declaration:

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

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

E. Applicant's Presentation:

Justin Wirth, applicant, said that he is co-owner of the property along with his wife, Lorena Reynolds. They are proposing to do a relatively small addition to their kitchen for a seating nook off the rear side of the house. They have lived in the neighborhood for twelve years, and their goal is to construct the addition in an historically accurate and appropriate manner to make it blend well with the character of the neighborhood. The overall gable design of the addition matches the front of the house, with rooflines the same. The window configurations will have the same nine lite pattern at the top and will match the others. The addition will be hard to see from Van Buren Street due to the landscaping, and will not impact the look of the house from the street. Lori Stephens, architect, added that the existing windows on the west side will be reused on the south side of the addition.

Commissioner Bryant referred to Attachment A-205, west elevation of the addition, and asked if the window designated as new crawl space access is intended to pop up above the base wood trim. Mr. Wirth said it would not, and that there was correspondence with staff in regards to this opening. The intent is to have the plywood-faced access port be of a size and with woodwork and trim to match the three others on the west elevation. It will be completely invisible from Van Buren Street.

F. Complete Staff Report:

Planner Richardson touched on the most pertinent review criteria. Section 2.9.90.06 review criterion requires that the proposal be consistent with other codes and policies. The applicant will be required to get building permits and preliminary review indicates that the project will meet the RS.5 zone standards for setbacks. Sections 2.9.90.06.b.1 and b.2 require that the project design or style be

consistent with the existing house, and also be compatible based on the appearance or material composition of the resource. As the applicant has shown in the presentation, the small, one-story addition includes features that are similar or matched with those on the existing house, including pitch of roof, eave returns, siding and trim details, and window details. For these reasons, the addition is compatible.

In terms of the Compatibility Criteria for Structures and Site Elements (Section 2.9.100.04.b.3), one of the applicable criteria is for facades. The addition will be somewhat visible from the public right-of-way but includes architectural features that are reflective of those found on the house. Additionally, it will have consistent building materials. With respect to scale and proportion, roof height and shape criteria, the addition is less than the height of the primary structure and has the same roof shape. It is compatible as proposed. Additionally, it meets the criteria for pattern of window and door openings. They are proposing to install double-hung wood windows with a nine over one divided lite pattern, which matches the rest of the windows on the building.

Staff finds that the proposal is historically compatible, based on the applicable review criteria, as conditioned; and recommends approval.

G. Public Testimony in favor of the application: None

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

I. Neutral testimony: None.

J. Additional Questions for Staff: None.

K. Rebuttal by Applicant: None.

L. Sur-rebuttal: None.

M. Additional time for applicant to submit final argument:
The applicant waived the right to submit additional testimony and there was not a request for a continuance or to hold the record open.

N. Close the public hearing:
MOTION: Commissioner Bryant **moved** to close the public hearing. Commissioner Lizut **seconded** the motion and it **passed** unanimously.

O. Discussion and Action by the Commission:
MOTION: Commissioner Bertilson **moved** to approve the Van Groos House addition (HPP13-00001), as conditioned in the February 1, 2013, staff report to the Historic Resources Commission. This motion is based on findings in support of the application presented in the February 1, 2013, staff report to the Commission, and findings in support of the application made by the Commission during deliberations on the request. Commissioner Lizut **seconded** the motion.

Commissioner Bertilson said they did a great job of design on the project, making it look like an original addition. They took great care in all of the choices they made, such as the windows. Pro Tem Chair Wathen said that they also did a very nice job with differentiation to show that it was an addition and not part of the original construction.

The motion **passed** unanimously.

Justin Wirth, the applicant, commended Planner Richardson on the work he did to expedite review of the application.

P. Appeal Period:

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

IV. OTHER BUSINESS/INFORMATION SHARING.

A. Training Topics - Discussion of Ex Parte Contacts, Site Visits, Bias, and Authority:
Planner Richardson said that he and Deputy City Attorney Coulombe had discussed various training topics that would be of benefit to the commissioners and that they planned to include discussion on topics during regular meeting sessions, instead of having a separate training session. If commissioners preferred to have a separate session, they would do that instead.

Mr. Coulombe said that though he had not made copies to pass out at the meeting he would make available an outline of his remarks, and if anyone would like a copy they should contact Mr. Richardson. He covered four points of interest, the first of which was a discussion about "ex parte contacts." An ex parte contact is defined as an oral or written communication to a hearings decision maker not made in the presence of all the parties to the hearing; and it concerns a fact or an issue in the proceedings (a material fact). It is important to make a disclosure about any ex parte contacts made because 1) Land Development Code section 2.0.50.06.d requires disclosure; 2) State law also makes the requirement for disclosure. Disclosure is considered making a public announcement of the contact as well as the content of the ex parte communication. It is not enough to just declare a contact or communication, but it is also necessary to divulge the content or "substance" of the contact. As an example, if one reads an editorial in the newspaper about a proposal, one should note the fact as well as what the substance of the article/editorial might have been. This should be followed up with a statement relating to whether one can still be fair and impartial in the decision-making process.

A decision can be overturned by LUBA if someone challenges a decision on the basis that a decision-maker made a declaration of an ex parte contact but did not provide details of the substance of that contact or communication. Without the details of the substance, it is hard to rebut the declaration.

In response to a question from Planning Commission Liaison Ridlington, Mr. Coulombe stated that the duty to disclose ex parte communications starts with the date on which an application was filed. Prior contacts relating to past applications for the same property are not necessarily required to be disclosed, though a decision-maker might want to note for the record that they had taken part in past considerations of the property. Additionally, contacts with staff are not considered ex parte.

Mr. Coulombe then discussed "site visits" and said that while ex parte contacts are governed by code, site visits are governed by case law. LUBA and the Courts of Appeals have developed case law, with a very similar requirement to disclose and to provide an opportunity to rebut the disclosure. The intent is to make sure that the information and evidence that commissioners use in the decision-making process is disclosed so that it can either be supported or challenged by the applicant or opponents.

Site visits, in essence, are also ex parte communication: the decision maker is receiving evidence visually through the visitation to the site. This includes noting the character of the neighborhood, transportation issues, parking, etc.

Mr. Coulombe gave some examples of instances he has observed that apply. For instance, during deliberations a decision maker might make a statement about observations made during a site visit which are impacting their decision. This is inappropriate without having made the disclosure during the public hearing process, where it could then be rebutted. The reason disclosures are made at the beginning of proceedings is so anyone has an opportunity to rebut, whether it be staff, the applicant or the public. If a material fact of substance is brought up during deliberations, the Chair and public body might make a determination that it is substantial enough to reopen the public hearing so that it can be rebutted or discussed.

Commissioner Wathen commented that during the public hearing phase sometimes it is hard to recall all that might be salient observations during a site visit, and that sometimes they are only recalled during the deliberative phase. Mr. Coulombe suggested that when site visits are declared, a commissioner might want to state a few salient points of what of substance was seen that relates to review criteria so that it is on the record. Other commissioners can then concur or add other items of substance that they observed. Then when the applicant gives their presentation, they have an opportunity to speak to those observations. Another important point to enter into the record is a reference to site address or description to ensure one visited the right location.

Even if a disclosure was not made at the beginning of the public hearing, there could still be a chance of disclosing what a commissioner might have witnessed during a site visit by asking a question of staff or of the applicant during their testimony. He again stressed the importance of getting this information in during the evidentiary hearing as opposed to after the public hearing is closed.

Commissioner Lizut described an instance in which he had challenged a piece of evidence submitted by a neighborhood association because he felt they were incorrectly interpreting a code requirement. He had brought this up during the deliberative process. Mr. Coulombe said that if during deliberations a commissioner expresses an opinion about the interpretation of code language applicable to a decision, it is not really problematic. The Commission is an interpretive body, though that interpretation should be guided by what the legislative body – City Council – intended or thought. Certainly, though, during the evidentiary part of the process, a commissioner could ask a proponent or opponent at the table why they have a differing interpretation than they do, in order to gain a better understanding.

Mr. Coulombe then went on to discuss "bias." There are two types of bias: apparent or actual. Apparent bias is a predisposition to decide a cause or an issue in a certain way. Bias can be found where there is evidence of a strong emotional commitment by the decision maker to approve or defeat a land use application. Actual bias consists of evidence which establishes that the decision maker cannot impartially decide the matter or issue without substantial prejudice to the rights of a party. Bias is important in that state law allows LUBA or a Court of Appeals to reverse or remand a decision where local government fails to "follow the procedures applicable to the matter before it in a manner that prejudices the substantial rights of a party." Substantial rights include the right to a decision by a tribunal which is impartial in the matter. Mr. Coulombe cited some examples:

- A City Councilor signed a letter personally attacking a development opponent.
- A City Councilor signed a petition in favor of a proposed development.
- A Commissioner's opinion piece in a local paper evidenced a degree of hostility.

LUBA does not lightly infer bias on the part of a decision maker; there has to be a sufficient quantum of evidence to establish bias. Common sense applies. If a commissioner has taken a decision in writing about a particular type of development, they could likely be found to have bias. An alternative

would be to disclose and explain how one can still make a fair and impartial decision despite having expressed this bias. This can be brought up during disclosures, even though it is not routinely requested as a disclosure.

Mr. Coulombe then went on to discuss the Commission's authority and brought into the discussion agenda item III.c, pertaining to a draft letter regarding the NROTC Quonset hut. HRC was created and given its authority under Corvallis Municipal Code (CMC), Section 1.16.325. Subsection 5 states that the Commission shall advise and assist the Council, the Planning Commission and the Community Development Director pertaining to matters as specified in the code. It would not be under the Commission's authority to send a letter directly to OSU with a mandate or request, though the Commission could request that staff or City Council consider sending such a letter. However, this would then raise the question of bias on the part of the whole Commission if, in the future, they were to consider an application relating to the Quonset hut.

In response to a point made by Chair Kadas that the letter was generated as a result of what the commissioners had heard in public testimony, he suggested that it would be more appropriate for staff to convey the sentiments that had been heard during the public testimony than for the Commission to take it up.

Commissioner Wathen opined that one could argue that HRC commissioners are, to a degree, biased in favor of historic preservation. Mr. Coulombe said that the ordinance looks for certain characteristics and skill sets for commissioners, and just because one meets those qualifications it does not equate to a finding of being biased. He said that there would be more training in this regard.

Chair Kadas and others thanked Mr. Coulombe for the training. She encouraged all commissioners to accompany disclosures with a notation of substance of a communication or site visit observations, and to note address of where one did a site visit, for the record.

B. Historic Preservation Month and Awards:

Mr. Richardson reviewed what had been done in the past and suggested that HRC form a subcommittee to recommend persons who should receive awards for their personal contributions in the field of historic preservation or for a project with which they were involved. There is limited time that staff and commissioners have to devote to Historic Preservation Month, and the awards program and ceremony have been the focus for the Commission in the past.

Chair Kadas and Commissioner Bertilson said that they would meet with Mr. Richardson to review applications and suggestions for awards. Vice Chair Stephens was asked to be a part of the group if she could find the time. Recommendations need to be brought back to HRC at its April meeting.

Chair Kadas added that in the past there have also been stewardship awards given to persons who own and maintain an historic resource. Last year, one was given to McHenry's Funeral Home. She opined that it would be nice to have yard signs to give the award recipients, and asked if staff could look into the possibility of some funding through the CLG grant monies. There was additional discussion about venues for having the awards ceremony, including the Whiteside, Children's Farm Home (newly renovated), and Lewisburg Grange Hall.

Vice Chair Stephens asked staff to consider whether there might be funding available for the Downtown Corvallis Association's walking map brochure designed by Joan Wessell. Additionally, they would like Mary Gallagher to do a walking tour of the downtown during Preservation week.

Commissioner Bryant brought up work being done by someone to historically track and preserve a house and thought that another award category might be for someone who is undertaking something like this as a means of nourishing and rewarding the work and effort.

Mr. Richardson would be following up with the County to coordinate efforts and determine venue for the awards ceremony.

C. Letter to OSU regarding NROTC Quonset Hut:
Commissioner Lizut asked that this be withdrawn from the agenda in light of Mr. Coulombe's comments during the training session.

V. MINUTES REVIEW –

A. December 11, 2012:
Commissioner Bertilson **moved** and Commissioner Jacobsen **seconded** to accept the minutes as drafted; the motion **passed** unanimously.

B. January 8, 2013:
Commissioner Wathen **moved** and Commissioner Jacobsen **seconded** to accept the minutes as drafted; the motion **passed** unanimously

C. **January 22, 2013:**
Commissioner Wathen **moved** and Commissioner Stephens **seconded** to accept the minutes as drafted; the motion **passed** unanimously.

VI. ADJOURNMENT: The meeting was adjourned at 8:05 p.m. The next meeting will be on Tuesday, March 12, 2013; at 6pm.

DRAFT RIGHT-OF-WAY POLICY

Minor Encroachment (less than 12 inches)

- Application fee: $0
- Administrative review by staff
- Annual fee: $0
- Approved with building permit
- No insurance requirements

Intermediate Encroachment (12 inches to 4 feet)

- Application fee: $500 – $750
- Administrative review by staff
- Annual fee: only if occupied
- Established by a revocable license
- Insurance requirements: $2,000,000 per occurrence, $4,000,000 aggregate

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Major Encroachment (all other requests)

- Application fee: $1500 – $1750
- Reviewed by City Council
- Annual fee: yes
- Established by a revocable license or lease
- Insurance requirements: $2,000,000 per occurrence, $4,000,000 aggregate

Attachment A

DRAFT

HOUSING AND COMMUNITY DEVELOPMENT COMMISSION
MINUTES
February 19, 2013

Present
Judy Gibson, Chair
Ed Fortmiller
Gary Hamilton
Dave Henderer
Kenny Lowe
David McCarthy
Gerry Perrone
Roger Lizut, Planning Commission Liaison
Biff Traber, City Council Liaison

Absent
Kara Brausen

Staff
Kent Weiss
Terri Heine

Visitors
Barbara Bessey, LBCC
Kimberly Moore, Work Unlimited
Samantha Ortiz, Work Unlimited
Wilma Shockman, Work Unlimited
Kelly Noland, Parent Enhancement Program
Amanda Klein, Parent Enhancement Program
Michelle Maddux-Robinson, Furniture Share
Judy Hecht, South Corvallis Food Bank
Sheila O'Keefe, South Corvallis Food Bank
Aleita Hass-Holcombe, CDDC and CHSC
Gina Vee, Corvallis Homeless Shelter Coalition
Kari Whitacre, Community Outreach

SUMMARY OF DISCUSSION

Agenda Item	Action/Recommendation
I. Consideration & Approval: HCDC Draft Minutes of December 19, 2012	Approval
II. Status: Loan Funds and Recent Rehab Loans	Information Only
III. Allocation Process Overview	Information Only
IV. FY 13-14 Microbusiness and Human Services Fund Proposal Presentations	Discussion

CONTENT OF DISCUSSION

I. Consideration & Approval: HCDC Draft Minutes of December 19, 2012

Chair Gibson opened the meeting, welcoming new Commissioners Dave Henderer and Kenny Lowe, as well as Ed Fortmiller, who will be finishing past Commissioner Michael L'Heureux's term. She then asked for consideration of the HCDC minutes of December 19, 2012. The minutes were approved unanimously.

II. Status: Loan Funds and Recent Rehab Loans

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

III. Allocation Process Overview

Weiss began an overview of the allocation process intended to provide Commissioners with helpful information as they prepared to hear presentations of proposals requesting FY 13-14 Community Development Block Grant (CDBG) funding. He noted that this evening's presentations would begin with a request from the Linn-Benton Community College (LBCC) Small Business Development Center (SBDC) to support their microbusiness development program, adding that microbusiness funding does not compete with Human Services funding. Weiss noted that all eight of this year's Human Services Fund (HSF) proposals will also be presented this evening, as well as a CDBG capital funding request from Community Outreach. LBCC will have ten minutes to present their microbusiness funding proposal, and with the exception of Community Outreach, current year recipients seeking HSF funding will have ten minutes for their presentations. The new applicant, Work Unlimited, will have fifteen minutes and Community Outreach will have forty minutes to present their two HSF proposals and their capital funding request.

Continuing, Weiss noted that two agencies will be presenting their requests tomorrow evening. Willamette Neighborhood Housing Services (WNHS) will be presenting a HOME non-capital request for Community Housing Development Organization (CHDO) funding, as well as a HOME capital funding request. Northwest Housing Alternatives (NWHA) will be presenting a capital proposal for CDBG funding. Following the proposal presentations tomorrow evening, the process to develop a set of allocation recommendations for City Council consideration will begin.

Weiss noted that the City does not yet know the total CDBG program funding amount for FY 13-14, so for estimating purposes, the current year's funding amount of $460,528 will be used. Based on this estimated allocation amount, up to $69,000 would be allowed to be spent on Human Services programs under the regulatory 15% CDBG Public Services cap. The total amount of HSF assistance being requested by the agencies for FY 13-14 is $132,740.

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

Beginning this evening's presentations, Barbara Bessey, Director of the Small Business Development Center (SBDC) located at Linn-Benton Community College (LBCC) arrived. Ms. Bessey noted that LBCC is requesting $25,000 to provide support for the Explore and Commit portions of their MicroEnterprise Program. She then provided handouts for Commissioners that detailed the LBCC Small Business Development Center's Linn-Benton MicroEnterprise Program and included information on the Business Life Cycle Service Model the program follows. She noted that a microbusiness is any business that costs less that $35,000 to start and employs one to three people. Microbusinesses are often service-oriented and generally intended to be a "lifestyle" business that provides financial support for the owner and their family.

Continuing, Ms. Bessey noted the current program is made up of three components: 1) MicroBusiness Explore; 2) MicroBusiness Commit; and 3) MicroBusiness Launch. The Explore component consists of an 11-session business idea feasibility study with the goal to throughly explore the idea to be sure it is feasible from both personal and competitive standpoints. The Commit component consists of six classroom sessions that focus on writing the start-up business plan and funding strategy. The Launch component consists of monthly instructor-led sessions that provide an ongoing support/training system for the first 12-18 months in business. Ms. Bessey noted that she is projecting that a minimum of 16 low income Corvallis residents will enroll and participate in the Explore component, and that 12 will complete that portion of the program. Of these 12, it is projected that six will participate in and complete the Commit component, and that four will move on to launch their business. Concluding, Ms. Bessey noted several examples of successful businesses that have been launched through LBCC's MicroEnterprise Program.

Commissioner Henderer asked how clients find the program. Ms. Bessey responded that many clients are referred through partnerships with Community Services Consortium (CSC), WNHS, and the local employment offices, and many others respond to advertisements and flyers. Commissioner Hamilton asked if clients are required to have any history with the field in which they are interested in beginning a business. Ms. Bessey noted that this is not a requirement, adding that clients' ideas are intensively explored during the initial feasibility study. Referencing Ms. Bessey's comment about considering home equity for start-up capital during the feasibility study, Commissioner Lowe asked if any of the participants are homeowners. Ms. Bessey responded that most first-time entrepreneurs are not homeowners and so do not have the means to invest their own money and must rely upon family, friends and other options for their start-up funding. Commissioner Henderer asked what the success rate is for the new businesses. Ms. Bessey noted that approximately 20 businesses are launched every year, adding that about half are still in business after one year.

Chair Gibson thanked Ms. Bessey for her presentation. Following her departure, Weiss noted that the next presenter will be Work Unlimited. Their request is for $20,000 to support their Supported Living program. Representatives for Work Unlimited arrived and introduced themselves as Kimberly Moore, Vocational Services and Supported Living Program Director, Samantha Ortiz, Case Manager for the Supported Living Program, and Wilma Shockman, Executive Director of Work Unlimited. Ms. Moore explained that the Supportive Living program offers help and support to vulnerable populations with significant life challenges including those who have a mental illness,

are elderly, and/or have problems with addictions. Services include help with medication management and assessing social service agencies that provide basic necessities such as food and housing assistance. Life skills training and counseling, as well as social and recreational activities, are also provided. Ms. Moore noted that last July, when Work Unlimited took over the former Permanent Supportive Housing Program, first operated by Mid-Valley Housing Plus, and then by Community Outreach, services and support to more than four dozen people were able to continue.

Ms. Shockman noted that Work Unlimited has applied for several grants for the program with the hope that enough funding will be received to support operation of the program without having to supplement it with the agency's investment income. She added that the agency's Board is strongly committed to keeping the program running. Ms. Moore noted that Ms. Ortiz currently works five to seven days a week, several hours each day, as the only on-site staff member to provide services to Benton Plaza residents and others throughout the community. She added that it is the agency's hope to grow the program in order to acquire help for Ms. Ortiz, as well as to reach more clients who are currently under-served.

Commissioner Henderer asked for confirmation that the $43,000 budgeted for the program includes all the costs for one staff to serve 46 clients, noting that that number seems conservative. Ms. Shockman responded that the budgeted number is correct, adding that the agency's Board knows that Ms. Ortiz is working very hard and they would like to hire another person to help, but would like to acquire more grant funding before acting on that option. Commissioner McCarthy asked in what ways the agency envisions the program expanding. Ms. Shockman noted that after hiring help for Ms. Ortiz and establishing that current clients are receiving all of the offered services they want, the agency will identify those who may want to have a job and/or move. She added that the agency feels that 10-12 of the current clients would take advantage of these options if given the opportunity.

Chair Gibson thanked Ms. Moore, Ms. Ortiz and Ms. Shockman for their presentation. Following their departure, representatives for the Parent Enhancement Program (PEP) arrived and introduced themselves as Kelly Noland, Office Manager and Interim Director, and Amanda Klein, Program Manager. Ms. Noland noted that they are requesting $15,000 to support their Healthy Families/Safe Kids program. She then provided a brief overview of PEP, noting that the agency provides supportive services to pregnant and parenting teenagers and young parents age 13 through 25. Services include a buddy/mentoring program, parenting and life skills classes, social activities throughout the year, home visits, transportation when necessary, child safety seat instruction, and GED preparation in conjunction with the local high schools and LBCC. PEP also provides supervised day care at their facility while parents attend classes. Ms. Noland noted that PEP also reaches out to Latino families, as well as fathers/male figures who are involved in the children's lives. Ms. Klein noted that PEP's services are very individualized because as a private non-profit, PEP does not have to follow pre-established guidelines that might limit services to individual clients or families. If a family is found to need intensive services, PEP staff can visit and help the family every day of the week as necessary. One service requirement the agency imposes on itself is that it follows up with all of its families at least once every six months. Ms. Noland noted that PEP's services are provided at no charge to the families it serves. She added that approximately

92% of clients are low income, about 50% of these fall into the extremely low income population, and 10% were homeless at some point during 2012.

Commissioner McCarthy asked how many clients the agency serves annually. Ms. Noland responded that PEP served almost 550 clients last fiscal year and they are projecting that they will serve 477 clients during FY 13-14.

As there were no further questions, Chair Gibson thanked Ms. Noland and Ms. Klein for their presentation. Following their departure, Michelle Maddux-Robinson, Executive Director for Furniture Share (FS) arrived. Ms. Maddux noted that she is requesting $11,000 for FS's Client Services to Target Populations program that will help continue their delivery of donated furniture to CDBG-qualified Corvallis populations. FS has a dual mission: 1) to administer the redistribution of quality used furniture at no cost to individuals and families in need, and 2) to redirect items that might otherwise go to the landfill. During FY 11-12, 321.4 tons of items were diverted from the landfill. Ms. Maddux-Robinson noted that when she started working at FS five years ago, she wanted to find ways to create and strengthen family bonds so that others could experience the family support system she experienced herself growing up. With that goal in mind, FS now operates three programs: Beds for Kids, Feeding Our Future, and Furniture for Individuals in Crisis. The Beds for Kids program provides a bed, pillow, sheets and a blanket to children so that they no longer have to sleep on the floor. The Feeding Our Future program provides dinner tables and chairs to families, as well as flyers with recipes and conversation starter tips to encourage healthy meals and easy mealtime steps to improve family conversations. The Furniture for Individuals in Crisis program seeks to meet basic furniture needs with the goal of providing functional living spaces and a transition to a better quality of life.

Commissioner McCarthy thanked Ms. Maddux-Robinson for her agency's dedication to providing valuable services for low income residents in the community. Commissioner Henderer asked how clients find the agency. Ms. Maddux-Robinson responded that clients are found through referrals from more than 65 social service agencies.

Chair Gibson thanked Ms. Maddux-Robinson for her presentation. Following her departure, Weiss noted that the South Corvallis Food Bank (SCFB) will be presenting next. Their request is for $18,540 to cover the cost of the agency's facility rent in the coming year. Representatives for the SCFB arrived and introduced themselves as Judy Hecht, Executive Director, and Sheila O'Keefe, Associate Director. Ms. O'Keefe noted that the SCFB is an emergency food box agency located in South Corvallis, providing at least a five-day supply of food once a month to qualifying low income clients. Currently, the SCFB is providing food boxes for 270 households per month on average. In 2011, SCFB moved into a larger facility that allows for more storage of food, as well as refrigeration and freezer space. Ms. O'Keefe noted that the larger facility has also made it possible to expand the program that the agency offers. During the past year, SCFB shared an AmeriCorp worker with the SAGE Garden to coordinate offering the garden's produce within the food bank. The AmeriCorp worker also provided cooking demonstrations and recipe sharing opportunities, built around the produce grown in the garden. Concluding, Ms. O'Keefe noted that the agency is for the first time operating with a bit of a budget deficit and so would be very appreciative of any

help toward covering the cost of its monthly rent payment. She added that the agency is applying for grants from other funding sources as well as stepping up their fundraising efforts with the hope of generating more revenue.

Chair Gibson asked what the agency thinks is causing the deficits. Ms. O'Keefe responded that the SCFB saw a greatly increased usage of their service during the past year while their funding has remained flat. Commissioner Lizut asked if the agency knows what the average price per pound of food is that goes out the door; in other words, what it costs the agency to deliver that food. Ms. Hecht noted that although they don't formally track their expenses in this way, an average cost per pound would likely be around 12 cents per pound. Commissioner Lizut responded that that is similar to numbers he has heard in the past and opined that it is an amazing statistic that food can be provided for that amount. Commissioner Henderer asked for confirmation that the agency's budget shows that at the end of FY 11-12, the deficit was about $28,000 and that they are projecting a deficit of almost $20,000 for the current fiscal year. Ms. O'Keefe confirmed that those figures are correct, noting that for several years the agency had surplus funds and so had savings to help meet budget expenses during this leaner time while they explore other funding options.

Chair Gibson thanked Ms. Hecht and Ms. O'Keefe for their presentation. Following their departure, Weiss noted that the next two presentations will be from the Corvallis Daytime Drop-in Center (CDDC) and the Corvallis Homeless Shelter Coalition (CHSC). Aleita Hass-Holcombe, Executive Director of the CDDC, arrived. Ms. Hass-Holcombe provided a brief overview of the CDDC, noting that it is currently located in the basement of the First Christian Church on the corner of SW 6th & Madison. The CDDC is open Monday-Friday from 9:00 a.m. to 2:00 p.m. and serves as a point-of-entry for information and referral for its clients. Coffee is provided by the agency and snacks are provided through donations from various community businesses. A licensed clinical social worker is available for a few hours each day to talk with clients on a casual basis. A fairly new program called the Homeless Employment Launching Project (HELP) is available as an opportunity for individuals in need to earn a small amount of money. Ms. Hass-Holcombe noted that another of the agency's programs, Project Action, has in the past been able to help people obtain birth certificates and other forms of ID, but this service has been suspended due to a lack of funding. Concluding, Ms. Hass-Holcombe noted that the $13,200 requested today will help cover the Drop-in Center's monthly rent payments.

Commissioner McCarthy noted that there is a limited amount of CDBG funding available and asked which of the two agencies' (CDDC and CHSC) requests has more merit. Ms. Hass-Holcombe responded that the two agencies are both very important and are very different. The CHSC provides shelter/housing during the colder time of the year, and the CDDC provides services to help keep people from becoming homeless or work their way out of homelessness. Chair Gibson asked if the First Christian Church will be the agency's permanent location or if they are still looking for something else. Ms. Hass-Holcombe noted that while the church and the CDDC have a good partnership and the location is good, the agency would like to find a permanent facility where the rent may be less.

Chair Gibson thanked Ms. Hass-Holcombe for her presentation. Beginning the presentation for the Corvallis Homeless Shelter Coalition, Gina Vee, Executive Director, introduced herself. Ms. Vee noted that CHSC is requesting $25,000 to support their Cold Weather Men's Shelter (CWMS). Beginning a brief background of the CWMS, Ms. Vee noted that it is in its sixth year of providing overnight shelter for five months each year for chronically homeless men. Clients are typically dealing with addiction issues, as well as acute mental illness. The agency has relationships with the police and the hospital to try to ensure that no individual who wants shelter has to be out in the elements during the winter months. The shelter is open from 7:00 p.m. to 7:00 a.m. each night/morning and the staffing for the most part is volunteer. Eighteen faith-based and secular organizations provide 4 to 5 individuals each night to bring food, offer companionship, and help with the check-in process. There is one paid staff person who works at the shelter each night beginning at 11:00 p.m. and stays awake until the shelter closes at 7:00 a.m. Ms. Vee noted that although it has been difficult in past years to find a location for the CWMS, it has never been as difficult as it was for this current year. Over the course of four months last summer, the CHSC looked at 25 different sites. None of these sites worked for a variety of reasons, and the search was still continuing past November 1st, which was supposed to be the opening date of this year's CWMS. Ms. Vee noted that with the help of Mayor Julie Manning and Benton County Commissioner Jay Dixon, an additional $5,000 from Samaritan Health and $5,000 from the Sheriff's Department was made available so the CHSC could afford the rent at the present location that was $10,000 more than was budgeted for the year. Because the building where the CWMS is located this year is for sale, the agency will again be searching for a facility after March 31. Ms. Vee noted that a steering committee has recently been formed which includes representatives from several agencies, as well as a City Council liaison, with the goal of finding a permanent shelter location.

Commissioner McCarthy asked if the CHSC has researched whether there are possible funding resources at the state level. Ms. Vee noted that she has talked with the State, but because the CWMS is a short-term emergency shelter and the State's focus is currently on the prevention of homelessness, the type of funding the shelter needs does not really exist there.

Chair Gibson thanked Ms. Vee and Ms. Hass-Holcombe for their presentations. Following their departure, Weiss noted that Community Outreach, Inc. (COI) will be presenting two Human Services Fund proposals and one capital proposal next. Kari Whitacre, Executive Director, arrived. Ms. Whitacre noted that she will first be presenting the HSF proposal for the agency's Behavioral Health Treatment program. COI is requesting $15,000 to help offset the cost of behavioral health treatment services to between 50-100 people in the community who do not have insurance but are in need of mental health services. Ms. Whitacre noted that this program is operated by a staff of four who work with people with mental health issues and/or drug and alcohol addiction. The staff work with the clients for as long as they need help. Crisis counseling is also offered as part of the program.

Commissioner McCarthy asked for more information regarding the way the behavioral health treatment is administered. Ms. Whitacre responded that they use a type of psychotherapy that includes a lot of group work and one-on-one counseling.

As there were no further questions, Ms. Whitacre began her second presentation for the Family Support Services program. She noted that this is a new program and the $15,000 being requested would help fund a Family Support Specialist who will provide services for family clients living at the shelter. The focus will be on the clients participating in life skills training and parenting classes, as well as the staff member working in a mentoring role with the children. Ms. Whitacre noted that in the past, one employee worked as both a Family Support Mentor and a Case Manager. It was found that there was conflict in having one person handle both positions due to the fact that if case management found it necessary to hold a parent accountable for goals that weren't being worked on, that same staff was tasked with providing mentoring support. Ms. Whitacre noted that COI separated these two roles last year when it created and filled a Community Case Manager position. The Family Support Specialist position has remained vacant, but the agency is hoping to fill it during FY 13-14. Concluding, she noted that the Family Support Specialist will continue working with families if they find housing and leave the shelter with the hope of helping the family integrate back into the community, including a successful transition for the children.

Commissioner Lowe asked how the Family Support Specialist services will differ from the services provided by the Parent Enhancement Program. Ms. Whitacre responded that she is not familiar with the Parent Enhancement Program, so is not able to answer the question. Chair Gibson asked if COI plans to continue the Community Case Manager program past the current fiscal year. Ms. Whitacre noted that this program will continue on and that COI is requesting funding for that position from other resources.

Beginning her final presentation, Ms. Whitacre noted that COI is requesting $53,400 in CDBG capital funding to upgrade the HVAC system at the shelter facility. The funding would cover the costs of adding air conditioning for the upper floor of the building. When the shelter was built in 2002, all of the ventilation was installed to provide air conditioning, but due to possibly running out of funding, air conditioning was installed only downstairs. Ms. Whitacre noted that during the summer, the upper floor which contains the residential facilities, gets so hot it becomes a health hazard. Also about three years ago, the building lost one of the existing air handlers and the software that runs the system is outdated and non-functional. During an initial site visit from the City, a few other problems were identified such as the need for more insulation and other weatherization issues. Ms. Whitacre noted that she has been in touch with Community Services Consortium (CSC) to inquire about their weatherization program in order to bring the building up to current standards before moving ahead with the air conditioning project.

Weiss asked if CSC staff have visited the site. Ms. Whitacre responded that they completed a site visit about two weeks ago and were optimistic that they would be able to provide insulation as well as help with some other weatherization issues. Regarding the HVAC project, she noted that three companies were contacted for project cost estimates. One firm did not respond to repeated inquiries and another provided the lowest bid, but it was not inclusive. Although a local company submitted a higher bid, COI feels that this company provided the most comprehensive estimate. This same local company has also provided the maintenance on the HVAC system for the last four years and is familiar with the system and have been able to work around the software issues. Commissioner Henderer noted that as part of his construction business, he has had good experiences with another local company as well and passed that name on to Ms. Whitacre as a

possible option to research. Chair Gibson asked if COI has considered other funding options for the project in case it is not fully funded with CDBG funds. Ms. Whitacre responded that at this time, no other funding options have been explored, noting that one of the drawbacks of a project like this is that it is not for essential services, and so is typically not seen as being as high a priority by other funders. Commissioner Perrone asked what the minimum amount of funding would be in order for the project to still proceed. Ms. Whitacre noted that if COI received a $40,000 CDBG award, the remaining $14,000 of project costs could probably be funded with other resources.

Chair Gibson thanked Ms. Whitacre for her presentations. Following her departure, Weiss reminded Commissioners that their February 20 meeting, which will begin at 5:15, will include the HOME Program capital project proposal presentation from WNHS and a CDBG proposal from Northwest Housing Alternatives. WNHS will also present their HOME funding proposal for support of their operations as a Community Housing Development Organization (CHDO). He noted that following all of tomorrow evening's presentations, the HCDC will discuss and develop a set of recommendations for funding allocations to be forwarded to the City Council for their consideration and approval.

There being no further business, the meeting was adjourned at 7:50 p.m.

DRAFT

HOUSING AND COMMUNITY DEVELOPMENT COMMISSION
MINUTES
February 20, 2013

Present
Judy Gibson, Chair
Ed Fortmiller
Gary Hamilton
Dave Henderer
Kenny Lowe
David McCarthy
Gerry Perrone
Roger Lizut, Planning Commission Liaison
Biff Traber, City Council Liaison

Absent
Kara Brausen

Staff
Kent Weiss
Joe DeMarzo
Terri Heine

Visitors
Jim Moorefield, WNHS
Garrick Harmel, WNHS
Jonathan Trutt, Northwest Housing Alternatives
Stephen McMurtrey, NWHA

SUMMARY OF DISCUSSION

Agenda Item	Action/Recommendation
I. HCDC Vice Chair Nomination and Election	Election Held
II. Agency Presentations: CDBG and HOME Capital Projects and Other Proposals	Discussion
III. Deliberations	Recommendations

CONTENT OF DISCUSSION

I. HCDC Vice Chair Nomination and Election

Chair Gibson opened the meeting. She then opened nominations for the HCDC Vice Chair position. Commissioner Perrone nominated Commissioner McCarthy. As there were no further nominations, they were closed. Chair Gibson called for a vote; Commissioner McCarthy was elected to the Vice Chair position unanimously.

II. Agency Presentations: CDBG and HOME Capital Projects and Other Proposals

Housing Division Manager Weiss directed Commissioners to the schedule included in their packet noting the order that agencies would be presenting their proposals. He stated that two agencies will be presenting their requests this evening: Willamette Neighborhood Housing Services (WNHS) will be presenting their Lancaster Bridge project and Northwest Housing Alternatives (NWHA) will be presenting their Julian Apartments project. Weiss reminded Commissioners that even though the City does not yet know what it's FY 13-14 CDBG and HOME funding amounts will be, it is likely that there will be enough HOME funds available to fully fund the capital request if the Commission recommends doing so. Regarding the CDBG capital funding requests, the amount that will be available to allocate will be less than the total of the requests.

Beginning this evening's presentation process, representatives from Willamette Neighborhood Housing Services arrived and introduced themselves as Jim Moorefield, Executive Director, and Garrick Harmel, Housing Development Manager. Mr. Moorefield noted that Lancaster Bridge is an affordable housing community of 50 families and individuals located in NE Corvallis. It was built in 1996, when affordable housing was built using lower quality standards than today. Most of the funding for this large rehabilitation project has been secured and construction is projected to start in March. Mr. Moorefield noted that after the scope of work had been put together and plans were forwarded to the City for review, it was discovered that four of the 17 buildings in the project need to be elevated in order to meet floodplain requirements.

Continuing, Mr. Harmel noted that when it was discovered that the four buildings were less than one foot above Base Flood Elevation (BFE), new plans were made to elevate these buildings two feet so that the remainder of the rehab project could commence. In order to absorb this extra cost into the project, several rehab items were removed from the original project scope. Mr. Harmel noted that the agency's $225,000 HOME capital funding request today would help put some of those items back into the scope of work. One of these items is a playground for the complex's children who make up about 50% of the residents. Mr. Harmel then noted that once the project is complete, the property will be smoke-free, adding that part of the funding requested today will be used to construct shelters away from the buildings that will be designated smoking areas. Other items including repairing sidewalks and road asphalt, covering bike areas and doing additional interior work in the units would also be put back into the project.

Chair Gibson asked if there were any questions. Commissioner Henderer opined that funds should not be spent on providing smoking locations. Mr. Moorefield responded that WNHS is in the process of transitioning many of its properties to be smoke-free and has found that there are two options for consideration. One is to not allow smoking within the units, but to make it okay to smoke elsewhere on the properties. The second option is to not allow smoking anywhere on the property, but because the street is a public street, smokers need only move a few feet to be off the rental property. WNHS concluded that it would be better to provide shelters where residents can concentrate so there will be less scattered debris and trash. Commissioner Hamilton agreed that residents may be more inclined to keep the entire property clean if there are designated smoking areas available. Mr. Harmel added that the shelters will be built away from the playground area and other areas where the children congregate. Commissioner Perrone asked how the no smoking regulation will be enforced. Mr. Harmel responded that there will be language included in leases regarding the no smoking rule and that enforcement will be handled by the property manager. Chair Gibson asked where tenants will go during the rehab process. Mr. Harmel noted that a spreadsheet has been developed to track when and where tenants will move while work is being done on their unit. Some tenants will be moved to another on-site unit; others will be moved off site. Mr. Moorefield noted that the all of the costs associated with relocating tenants are included in the costs of the project, adding that the project's budget reflects that more than $300,000 will be used for temporary relocation expenses.

Chair Gibson thanked Mr. Moorefield and Mr. Harmel for their presentation. Following their departure, representatives for Northwest Housing Alternatives arrived and introduced themselves as Jonathan Trutt, Director of Housing, and Stephen McMurtrey, Housing Developer. Mr. Trutt provided a brief background of NWHA, noting that the agency is similar to WNHS in that they are an affordable housing owner and developer. NWHA was formed about 30 years ago, is based in Milwaukie, Oregon, and has between 1,600-1,700 units of affordable housing scattered throughout the state. Most of the properties are HUD Section 8 and the agency also has a large portfolio of group homes for persons with developmental disabilities. Mr. Trutt noted that in recent years, NWHA has been very focused on buying buildings that have Section 8 assistance in place for their residents but are at risk of being converted into market rate properties. The agency typically buys the property so that it can ensure that the building remains as affordable Section 8 housing for as long as possible. Once the property is in NWHA's control, a scope of work is developed to rehab the building as needed.

Continuing, Mr. Trutt noted that about a year ago, the State approached NWHA to make them aware that the owner of the Julian Apartments wanted to sell the building, and because of the agency's experience with Section 8 preservation, thought NWHA would be an interested buyer. The Section 8 contracts at the Julian are year-to-year, making it vulnerable to losing its affordable housing status if a new owner was not interested in keeping it affordable. NWHA was very interested in purchasing the property and has been working in close collaboration with the Linn-Benton Housing Authority (LBHA) to renew the Section 8 contracts. Mr. Trutt noted that as NWHA was moving closer to the actual purchase of the building, the agency became aware that there was already a good affordable housing agency in the local area. NWHA then approached WNHS to let them know that they have extensive experience in purchasing Section 8 properties, extending the contracts, and setting up the rehab projects, but that in the case of the Julian, they do not actually need to own the building in the end. NWHA asked WNHS if they would be interested

in a partnership where NWHA would work to get the building through acquisition and rehab, with WNHS taking ownership of the building following the rehab work. WNHS was agreeable, and at this point intends to acquire ownership of the property once it is fully rehabilitated.

Mr. McMurtrey noted that although NWHA is planning a future, extensive rehabilitation of the building, today's request for $125,000 in CDBG capital funding will be used to immediately address the declining condition of the Julian Apartments' roof. Prior to purchase and in conjunction with working with the architect and general contractor, a thorough Capital Needs Assessment, as well as a seismic risk evaluation, were done on the building. During that time it was noticed that the roof is failing and there is evidence of leaking. Even though core samples were taken, NWHA was not aware of how badly it was leaking until the building was purchased and new management had taken over. Mr. McMurtrey noted that although there is currently very limited damage within the interior of the building, the roof's condition is only going to get worse. One of the challenges regarding the roof is NWHA's desire to improve the seismic performance of the entire building. Certain components of the seismic upgrade must be undertaken while the roof has been torn off and prior to a new roof going back on the building. It is anticipated that replacing the roof will be about a 6-8 week process. NWHA hopes to do this during the optimal time of the year which is late summer to early fall. Concluding, Mr. McMurtrey noted that NWHS does not anticipate needing to temporarily relocate any tenants during the roof replacement project.

Commissioner Henderer asked what the costs are estimated to be for the seismic upgrades. Mr. McMurtrey responded that it is expected that it will cost between $20,000 and $30,000 for the roof portion of the seismic upgrade. The cost to do seismic upgrades for the entire building is preliminarily estimated to be over $100,000. Commissioner Perrone asked what amount of money would be needed to proceed with the roofing piece of the rehab project if the entire requested amount is not allocated. Mr. McMurtrey noted that NWHA is committed to the project and will be proceeding regardless of whether they are awarded CDBG funding from the City, but that any allocation toward the project will be greatly appreciated.

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

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

With regard to CDBG funds, Commissioner Fortmiller moved, with Commissioner McCarthy's second, to recommend: 1) capital funding in the amount of $100,000 to Northwest Housing Alternatives for their Julian Apartments project; 2) $20,000 to support the Linn-Benton MicroBusiness program; and 3) capital funding capped at the amount of $40,000 for the Community Outreach HVAC Upgrade project, with the contingency that the agency use the services of a mechanical engineer to finalize the details of the project, and that periodic progress reports be submitted to the Housing Division. The motion passed 7-0.

Regarding HOME funds, Commissioner Fortmiller moved, with Commissioner Lowe's second, to recommend: 1) $14,900 to support WNHS's operations as a CHDO; and 2) capital funding in the amount of $225,000 to WNHS for their Lancaster Bridge project. The motion passed 7-0.

Commissioners completed individual worksheets for Human Services Fund allocations, which were combined on a single sheet for discussion and consensus development. Following agreement on final amounts, Commissioner McCarthy moved, with Commissioner Hamilton's second, to recommend to the City Council allocations of FY 13-14 CDBG Human Services Fund as follows:

- $10,000 Corvallis Daytime Drop-in Center
- $12,000 Corvallis Homeless Shelter Coalition
- $10,000 Furniture Share
- $10,000 Parent Enhancement Program
- $17,000 South Corvallis Food Bank
- $10,000 Work Unlimited

No funding was recommended for the Human Services Fund programs proposed by Community Outreach. The motion passed 6-0, with Commissioner Perrone abstaining.

Weiss thanked the Commissioners for their time and hard work with this year's funding allocation process. He noted that recommendations will be included in a future draft FY 13-14 Action Plan which the Commission will review at least once more before it is forwarded for consideration by the City Council.

There being no further business, the meeting was adjourned at 8:00 p.m.

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

DRAFT
CITY OF CORVALLIS
PLANNING COMMISSION MINUTES
February 20, 2013

Present
Jennifer Gervais, *Chair*
Frank Hann, *Vice Chair*
Roger Lizut
Ronald Sessions
G. Tucker Selko
Jasmin Woodside
James Feldmann
Bruce Sorte, *Council Liaison*

Excused Absence
Jim Ridlington
Kent Daniels

Absent

Staff
Kevin Young, Planning Division Manager
Jeff McConnell, Public Works, Engineering Supervisor
Mark Lindgren, Recorder

Visitors
Kirk Bailey
Tony Howell
Bruce Osen
David Dodson
Louise Marquering

SUMMARY OF DISCUSSION

	Agenda Item	Information Only	Held for Further Review	Recommendations
I.	Visitors' Propositions			None.
II.	Review of Unresolved Planning Issues List and Recommendation Regarding the 2013-2014 Planning Division Work Program- Public Comment Opportunity			The commission will resume consideration of the Planning Division Work Program on March 6, 2013 with the List's page 7.
III.	Planning Commission Minutes January 16, 2013			January 16, 2013 minutes approved as presented.
IV.	Old Business			The 49th Street annexation request will go through a public hearing process at the City Council.
V.	New Business			There will be Public Comment during the March 6, 2013 meeting.
VI.	Adjournment			Meeting adjourned at 9:53 p.m.

CONTENT OF DISCUSSION

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

I. VISITORS' PROPOSITIONS: None.

II. REVIEW OF UNRESOLVED PLANNING ISSUES LIST AND RECOMMENDATION REGARDING THE 2013-2014 PLANNING DIVISION WORK PROGRAM- PUBLIC COMMENT OPPORTUNITY –

Kirk Bailey, representing the Corvallis Infill Task Force (CITF), said the volunteer group tried to identify germane issues, including new ones. The group has met several times in this new session and invited commissioners to participate. He said their work and proposals generally address simple code issues that seem to cause people trouble, as well as big-picture issues (though it is beyond the scope of this group to propose code on larger issues).

He highlighted Lori Stephen's research on what other Oregon communities are doing on design review, and what that might look like in Corvallis, listed under II in the Infill Task Force's Draft 2013 LDC Work Plan handout. He noted that the code has tripled in length and is more difficult for many people to understand and use. One solution might be to establish a short list of key criteria that would be consulted no matter what you do (e.g., scale, mass, proportion, etc) along with an optional design review. It could be an optional parallel track to the existing system, and applicants would still have to meet all clear and objective standards, file a permit, and then be done. The goal would be to inform efforts such as future City/OSU Collaboration workgroups with data, taking advantage of the expertise of designers and architects on the task force.

Regarding limited-scope fix items, he cited improving solar access wording, noting that the current code was unclear on impacts of off-site versus on-site shading. Regarding fencing options for deer control, he related that one resident had had to move because she felt that she wasn't able to erect a fence in her front yard. He said as people become serious about gardening for food, this will become more important.

Regarding potential fixes to Chapter 4.0 on through-lot setback/entrance requirements, he said the issue was showing up in different ways and making some decisions would provide clear benefit.

Regarding evaluating improvements to Pedestrian Oriented Design Standards (PODS) in Chapter 4.10, he said there had been widespread complaints. He said the group could help with "Staff Identified LDC Code Issues" by supplying a missing drawing associated with #4, the reconciliation in #9, and other items.

Commissioner Sessions asked whether the group was willing to research options and make recommendations; Mr. Bailey said the group was doing research on Portland and other areas, but they may or may not come up with suggestions. Tony Howell said he was on the OSU/City Collaboration Neighborhood Planning Group, which was working on some of the issues, which would take some of the planning burden off City staff. Mr. Bailey added there could be a second phase to the collaboration process on implementing the recommendations.

Planner Kevin Young related that staff met last week with Infill Task Force representatives. He said the Neighborhood Planning Work Group Collaboration effort will likely generate recommendations, but it wouldn't write the standards; another group must do that. There was a lot of design expertise in the Infill Task Force which wasn't present in staff, so having them work on that might be a win-win. He emphasized the importance of good graphics in code to aid understanding of complex standards. He related that a

casual staff planner had compiled fifty pages of code in other jurisdictions. Mr. Bailey emphasized the group was trying to avoid duplicating other efforts.

Tony Howell stated that the City/OSU Collaboration process was evaluating the current situation regarding issues related to enhancing community livability while providing more student housing; he said that if the collaboration so directs, looking at what other cities are doing could be a helpful tool. Mr. Bailey said CITF tries to identify issues that it feels it can tackle that are within its scope, and it generally hopes to complete at least a few of the items on its list. The issues on the handout are not listed in any order. Mr. Howell asked that the Commission direct staff to budget a little staff time to work on the issues that CITF identified.

Planner Young said the Commission should make a recommendation to the City Council of prioritized work items, and that could include an endorsement of the Infill Task Force's list. Commissioner Hann expressed concern about bigger picture items, given the number of other planning efforts underway, though all the items on the list were important. He suggested adding parking to the list; Mr. Bailey replied that the group tried to address the issue in the last session, but it became obvious that it was such a broad community-wide issue that it required a larger effort. He said the group would prefer to produce a background paper on the issue rather than making recommendations.

Council Liaison Sorte said that the code would benefit from the CITF's efforts. Mr. Bailey said the group's goal was to complete review by summer, and that review of bigger picture items would more likely be done in fall or later.

Commissioner Woodside asked about the solar access code item; Mr. Bailey clarified that the code was unclear, and treats the impact of shading adjacent property the same way it does shading within a property; he stated that it was very important to a couple members. Commissioner Sessions noted the group has highlighted a number of problems and suggested the group focus on a few, and present potential solutions.

Mr. Bailey said the group had developed a definition of infill in the previous session; instead of creating a new infill chapter, requiring a big staff effort, they addressed it by adding elements in other chapters. Commissioner Sessions noted that many people were using the word "infill" differently; Mr. Bailey supported the commission establishing a definition of infill, he understood that the League of Women Voters would likely also support this and that the issue had a good deal of community support, but said the group would be working on other issues of smaller scope this session. Commissioner Gervais said that if the Commission feels the issue is important, staff could be directed to dedicate time on this issue.

Commissioner Hann noted that the Agricultural Extension Service issues designs on fences that meet code. Mr. Bailey clarified that the aspect in question was coming up with a *front yard* fence code standard on deer fence; it's a big problem for some people. He said CITF may come up with designs that simply work with current code. Commissioner Gervais thanked the group for their work.

Louise Marquering of the League of Women Voters (LWV) highlighted the group's distributed handout. As a personal aside, she related that in her neighborhood, deer fences were quite common, and among them were a couple very attractive front yard fence designs that effectively keep out deer. She highlighted that the LWV had emphasized a need to update the Buildable Land Inventory; without an up-to-date inventory and a needs analysis, development approval is just an ad hoc process.

She stated that the LWV advocates adding LDC language to require an approved wetland fill permit from DSL prior to the land use application, rather than as a Condition of Approval. She said it would be an advantage to both developers and the City to know that the DSL had issued a wetland fill permit prior to submission and review of plans for development. The developer would have a stronger application without a Condition of Approval added by staff.

The LWV advocated deletion of LDC section 4.11.50.02.c.2, which gives additional MADA credits for "areas of wetland mitigation...when infrastructure must be extended through a wetland". Additional MADA credits should *not* be given for areas of wetland mitigation. Also, regarding the policy on page 23, #5, "...consider using SDC credits as an alternative method to compensate for such mitigation", the LWV feels SDC credits should not be used in this way, since it will undermine the use and benefits of SDC's.

The City should consider changing housing variety requirements, as per page 24, item #10. She said the LWV liked the existing requirements. Housing variety results in a mixture of housing types and residents which enhances neighborhood livability.

She stated the LWV proposed two highest priority items not on the Staff Issues list. The first is to update the Comprehensive Plan Article 9- Housing. She stated that the assumptions in the article were no longer valid, since OSU enrollment has increased dramatically, while H-P has seen a large decrease of employees. Also, housing demand has not shifted toward owner occupancy, and rental housing has not remained affordable compared to the rest of the state. Second, the current definition of Infill should be revised, as it is inadequate. It must be expanded to encompass a vision of infill that is desirable to both developers and those who must live with the consequences of infill development.

Commissioner Gervais asked what problem needs to be fixed in regards to the item "adding LDC language to require an approved wetland fill permit from DSL prior to the land use application", since the process seems to be working well currently. Ms. Marquering asked what happens if a developer doesn't get a permit from the DSL; Commissioner Gervais answered that typically developers have a discussion with the DSL first to get a sense if an application would be approved.

Commissioner Feldmann asked about the "changing housing variety requirements" item; Ms. Marquering replied that the language in item #10, page 24 of the Planning Issues list, states "Consider changing housing variety requirements for developments of between five and ten acres by *reducing* the required percentage of alternative housing types..". She said that if anything, the LWV feels it should be increased, to promote a variety of housing types. She cited the example of a proposed, much larger Witham Oaks development from around 2004 or 2006, in which developers sought a minimum requirement of 10% diverse housing types. The LWV feels it should not be less than that, and would like to see more diversity of housing types in the community in order to meet the diverse needs of occupants.

Council Liaison Sorte noted that the League's concern regarding updating the Comprehensive Plan Article 9 on housing may be decided next week when the Council decides whether to refer the issue to another City/OSU Collaboration group; he said this kind of Comp Plan update would typically be done through a Planning Commission process, which he would prefer. Ms. Marquering said that speaking personally, she agreed with Liaison Sorte, saying that if the issue went through the Collaboration Committee, it would then have to be approved by the committee itself, its steering committee, and then go to the City Council. Instead, she personally would prefer to see the Planning Commission work on it.

David Dodson, OSU Campus Planning Manager, distributed a handout. He cited an example of requirements in Chapter 2.9 mandating public process to simply place three historic lights on campus. He noted that the HRC has repeatedly had to review such applications, and there are opportunities to streamline the process, especially for things that should be exempt. He noted that Historic Preservation Permits don't have fees to cover City staff costs, and since roughly half of these permit applications were submitted by OSU, it was important to address. A year ago the Council asked staff and the HRC to find cost savings in reviewing historic permit applications; SHPO helped in that review, and ultimately it came back to the HRC, which felt there was a mechanism to look at making additional exemptions in Chapter 2.9 for the three different levels of review.

He said OSU supported the HRC's recommendation to include the item in the Planning Division's Work Plan. Commissioner Sessions asked if there was a list of types of projects that would fall under the three levels. Mr. Dodson replied that there was an opportunity to make further refinements, and that OSU has prepared a list of potential modifications and the HRC has provided direction. He said that increasing the number of exempt activities and moving some items from HRC review to Director Level review would result in a cost savings to the City.

Commissioner Sessions asked whether the HRC was ready to forward recommendations to the Planning Commission; Mr. Dodson replied that the HRC reviewed the changes and has provided guidance to staff and OSU, though it has not yet been codified, which would require staff time to modify existing code language.

Commissioner Lizut said he was Planning Liaison to the HRC, which uses 43 pages of code text in Chapter 2.9. He said the HRC has complained about reviewing issues that should more properly be under Director-level review, related that the HRC was ready to go forward on it, and recommended the commission give it serious consideration.

Planner Kevin Young noted this meeting had been publicly noticed and people invited, and gave a summary of the Planning Issues review. Staff created a table of the 2011 list of Unresolved Planning Issues, with a column that described the items' completion status. He said some items from the last session were completed; others were partially completed; and other items were added. He explained that staff did not do priority scoring of additional items for this review because current public priorities were unclear; any scores simply remained from the 2011 review.

Additional items came from the Director's December 2012 memo reporting progress on the 2011-12 Work Program, and identified items that could be considered for the future work program, including recommendations from the Collaboration project, the Economic Development Commission, the Council, etc. Another source of Work Plan items are City staff, who continue to maintain an unresolved issues list, adding to it as issues arise.

He cautioned that there were significant limitations on the number of items that staff could address over the next two years; a long-term planner position has been lost, and there is less money to hire consultants to help on projects. He said staff would address the highest priority projects and devote available staff resources to them. Given those resource limitations, Council direction and ongoing Collaboration efforts, staff developed a recommended "Near-term package" of LDC revisions as work priorities in the immediate future. The first of the three main items would include LDC recommendations from the Corvallis/OSU Collaboration work groups (Neighborhood Planning, Parking and Traffic, and perhaps Neighborhood Livability) with the goal of putting them in place by fall or the end of the year.

The second item is a recommendation from the Economic Development Commission to facilitate code compliant alterations within approved planned development; this is a streamlining process for making changes within approved Planned Developments that are otherwise code compliant. Also, they could not conflict with Conditions of Approval or compensating benefits that were offered.

The third item is working with the HRC and OSU to streamline some types of historic reviews through amendments to Chapter 2.9; this approach was accepted by the Council in 2012.

Planner Young noted that the recommended package of near-term items doesn't include anything for 2014, so the commission could suggest items for work in that year. He said the number of items depended on their scope; the main thing is to establish priorities.

Commissioner Lizut asked about prioritizing big picture items versus smaller, quicker items; Planner Young replied that because of the loss of the longer-term planner, the focus is more on simply putting out fires. Commissioner Lizut advocated prioritizing a mixture of a limited number of both big and small items. Commissioner Gervais cautioned that it is unclear what the staff work load will be in 2014, so perhaps planning for both large and small scale code revisions should go forward with the realization that if economic conditions improve, the staff workload of processing building applications would be increased, and any spare time could go to addressing smaller items as time allowed. Planner Young noted that longer-range issues, like the Buildable Lands Inventory (BLI), will require more than just staff time; if budget dollars are not found for them, then they won't happen.

Commissioner Woodside asked how a Vision 2040 could be tackled without a long-term planner and limited staffing; Planner Young said it could be accomplished. Liaison Sorte added that he and Councilor York were preparing a proposal to the Council; some things must be updated. He anticipated a more ad hoc approach to this process, compared to the Vision 2020 process.

Commissioner Hann asked if there were any items that were no longer critical; Planner Young replied that there was some staff discussion regarding the need for some changes proposed on the Unresolved Planning Issues list. Some could be reviewed and removed if the commission desired. Commissioner Gervais said there was the potential for a meeting on March 6 if the commission wanted further deliberation on the issue.

Planner Young described the scoring process, saying that high scoring items reflected priorities. Commissioner Gervais asked for feedback on the staff suggestions; Commissioner Woodside concurred with staff recommendations. Commissioner Hann said item #1 could be very expensive; Commissioner Gervais agreed that some Collaboration recommendations could be so big that they end up being an evolving process beyond just the next year, but the commission could recommend that budgeting time for them was a priority. Planner Young noted that if a recommendation of a work group is to update the Comp Plan, or re-zone the entire community, then that would not be a Near-Term package item, as that will take time; he said staff anticipated some fairly focused recommendations from the Collaboration work groups as well.

Commissioner Gervais polled the commission on the suggestion that the Commission recommend that the City Council go forward with the three items, at least as starters, that staff had identified as priorities for the coming Work Plan year; the straw poll found unanimous approval.

Commissioner Gervais asked for one by one review of individual items on the 2013 Updated Unresolved Planning Issues List. Planner Young said he was hearing consensus to strike #1, "Identify and remedy unintended conflicts within the Revised Code that are substantive in nature..". Regarding #2, "Review all accessway standards..", staff felt it was accomplished; there was consensus it was accomplished and the item struck.

Planner Young stated that item #3, "Clarify the Maximum Block Perimeter..", was amended but may need further tweaking; there was consensus it was completed. There was consensus that item #4 was completed. Item #5 was completed. He stated that item #6 was partially completed; there was consensus to leave it in for now. Planner Young said item #7 was completed.

Planner Young said item #13 was completed. Item #18 was done in 2012. He related that staff felt that item #26 was addressed through current review process; there was consensus to strike it. He said that item #29, "PD overlays to residential properties..", was done prior to 2012; Commissioner Gervais asked that it be left in as a work item unless the outcome can be clarified.

Item #30, "Conversion from Residential to Commercial Uses-.." was completed in 2012. Item #31 was completed in 2011 as part of Downtown Code Amendments. Regarding item #35, Planner Young stated that staff felt it required a lot from staff on the building permit level for arguably little gain; commissioners agreed to strike it.

Item #37, "Consider review of building height definition.." was completed in 2012. There was discussion on the differences between the Fire Department definition versus that in municipal code. Item #40 was addressed in 2012. Item #41 was accomplished; there was consensus to strike it.

Regarding Historic Resource-Related Issues, item #1, Planner Young noted that the recent proposals to work on the OSU-related items were not scored, though staff has identified them as a high priority, but the 2010 changes were accomplished.

Regarding Natural Features and Natural Hazard-Related LDC Issues, Planner Young stated that Item #1, the FEMA Update, was accomplished in 2011. Commissioner Hann asked, regarding making renovations to structures within the 100 Year Floodplain, where making the term "substantial changes" more clearly defined could occur; Planner Young replied the City was mandated to adopt federal definitions in order to administer their program.

Commissioner Hann expressed concern that there were still gaps and voids in renovations terminology that can trip people up. Engineer Jeff McConnell said that the definition for "substantial improvements" came from FEMA; it is FEMA's trigger for when the City must implement new regulations, so that applicants seeking substantial improvements must at some point bring their building up to the current standards. Planner Young said that with the FEMA update, a number of terms regarding the flood plain were adopted in the Definitions section, and some items are defined differently in the floodplain than elsewhere. Commissioner Hann said the formula encouraged demolition by neglect, which doesn't serve the community well. Planner Young said this didn't affect that issue, but staff could be directed to reconcile definitions.

Planner Young said that item #2, page 12, "Changes to LDC provisions relating to natural resources..", was a huge issue and was only partially done, and he recommended keeping it. Item #6, page 15, was dealt with in 2012 and was tweaked to allow for development within setback areas rather than allowing additional encroachments into resource areas. Commissioner Gervais summarized that it was not now an obvious issue, and so proposed striking it for now; there was consensus.

Item #1, page 15 was done. Item #2, page 16, was done in 2012. Regarding item #3, Planner Young related that staff felt it was redundant and suggested deletion for now; there was consensus. Item #5, "airport industrial zoning", was done. Regarding item #4, page 18, "Mechanisms to implement the code that need to be completed", he said mechanisms had been developed and so suggested striking it; there was consensus.

Commissioner Sessions said something coming out of the Economic Development effort was the issue of the process whereby developers must propose types of street trees to the City Forester, and asked if there was a way to shorten that process. Planner Young said there were discussions about how to resolve that; it may to able to be resolved at staff level, or the commission could make a recommendation.

Commissioner Sessions added that there had been discussion of putting tree-planting funds in escrow so that street trees can be planted at a more appropriate time; Planner Young said a new item could be added to address that. Planner Young said if directed, he could add a new item "Streamline review and approval process for street trees"; there was consensus.

Item #6 was done. Item #11, page 20, was mostly completed; Planner Young said it could be retained as worthy, though there probably weren't resources to work on it; there was consensus to retain it. Item #2,

page 21, "Investigating parking requirements for multi-family dwellings" was done, and there was consensus to remove it. Regarding item #4, page 22, "Evaluate parking needs and solutions in the area west of the Central Business Zone", a parking district was enacted there, so it was done; there was consensus to remove it. Item #5, "Review parking standards for multi-family developments in excess of three bedrooms" was redundant; the item was removed. Item #6, regarding the issue of tandem parking, was included in Parking and Access Standards, and so was done.

Regarding items added to the Unresolved Planning Issues List by the Planning Commission March 16, 2011, Planner Young stated that Item #1, page 23, "LDC changes to selected Agricultural Use types" was done through the local food initiative; the item was removed from the list. Item #8, page 24, was only addressed in a limited way, as part of the local food effort. Commissioner Gervais said it would be silly for the code to force removal of an accessory building that still had value, and following discussion, there was consensus to leave it.

Commissioner Hann highlighted a possible new item regarding the issue of internal streets in commercial areas, such as at the new Market of Choice, noting that the Albertsons site could potentially be re-developed and may also require use of an internal street, and asked if staff felt that was an issue. Engineer McConnell noted that Four Acre Place implemented a shopping street, and the recent Walnut Creek Apartments used something similar to a shopping street. He said his main concern that PODS create the need for streets and said he didn't want to create a lot of infrastructure of "streets" that are actually parking lots that Public Works must maintain. Shopping streets may be public or private; the City has generally stated that it was not interested in a public shopping street; however, it is still addressed in the code. Commissioner Hann asked what kind of regulation was available to ensure owners maintain them.

Planner Young noted that that new standards governing shopping streets came in with the 2006 code; there were a lot of private streets that were developed before that, which don't meet City standards. The 1993 code states that a private street must be built to public street standards. The intent at Market of Choice was to create a vibrant pedestrian setting; that outcome is still unclear, and there is further development potential in the southeast corner of the site, which could cause concern.

Commissioner Gervais suggested leaving breathing room for staff work time in 2013 on the Infill Task Force recommendations. Commissioner Woodside proposed that the commission recommend to the Council that staff work on Corvallis Infill Task Force recommendations as a priority staff planning issue for 2013; the recommendation passed unanimously.

Commissioner Feldmann asked to address League of Women Voters items for 2014. Commissioner Woodside said it was critical that the Building Lands Inventory and the five-year supply formula be prioritized after the first four items; Commissioner Selko concurred.

Commissioner Woodside asked about item #4, page 23, "Develop a mechanism to include limited Conditions of Approval for Annexation proposals"; Planner Young replied that part of the impetus for the item was the constraint faced with the statewide Transportation Planning Rule (TPR) and not being able to move annexations forward. However, there have since been revisions to the TPR that have allowed annexations without requiring to condition applications, so there is less of a need for that than previously; there was consensus to remove it from the list.

Commissioner Woodside proposed tackling solar access issues, but wasn't sure it would go with the CITF; as well as Timberhill Mapping, item #8 on page 19. Commissioner Hann concurred with the need for the Buildable Lands Inventory, noting that there are many underdeveloped properties that could be captured, such as on 9th Street. Commissioner Hann said recent major developments have been on under-utilized lands, and we should recognize that. Planner Young said there was a challenge of establishing methodology for it, but it was worth considering, given the community's preference for infill over

expansion. Commissioner Hann said the EDC would likely have a vested interest in promoting it and this could be their charge. Planner Young said the BLI could possibly be folded in as "To include look at re-developable land".

Chair Gervais proposed continuing on March 6 if needed. Commissioner Sessions asked about Attachment C- Planning Work; Planner Young replied that staff were not proposing addressing issues identifies in Attachment C; they were not first priority, though the commission could direct staff on them.

Planner Young said that in Attachment B-5, the December 31, 2012 memo from the Community Development Director, the last page was the source for potential 2013-2014 Planning work items #1-9. Commissioner Lizut noted that two of the items were already covered on the recommended Work Plan list: Item #4, Vision update; and item #7, the OSU Historic District process changes, on the 2013 work plan. Commissioner Feldmann suggested that items #6 and #23 were similar and should be removed; there was consensus.

There was review of other items deemed important to add for 2014. Commissioner Gervais asked whether item #14 on page 5, was addressed; Planner Young will check. Commissioner Hann asked about identifying trails with more definition to help commission analysis during deliberations; Planner Young reported that the Parks and Rec Facilities Master Plan Update and Trails Plan were underway and then more information will be available.

In discussion on page 6 items, Commissioner Lizut said that items #19, #20 and #21 seemed to involve diminishing returns and suggested striking #19. Planner Young said item #20 was not fixed and remains to be done. Commissioner Woodside asked about item #21, regarding "evaluating merits of establishing standards to prohibit use of tractor trailers as signage opportunities". Commissioner Sessions said it was literally a moving target, and a waste of effort compared to higher priorities. Commissioner Gervais related that it was a recurring problem over time; there was consensus to retain the item.

Following discussion on item #19, there was consensus to retain it. Commissioner Sessions asked about item #17; Planner Young explained that the item is intended to address access control on arterial streets; there is a conflict between text in 4.0 and Table 4.0-1. He said that while there is a desire to write specific requirements for access control, it may be difficult to do. Access management is simply the principle of discouraging multiple curb cuts on high volume streets.

Engineer McConnell said the problem is that the code reference that accompanied Table 4.0-1 was taken out. Staff have suggested that businesses try to share access points. Commissioner Gervais stated it was appropriate to leave the item on the list for now.

Chair Gervais stated that the commission would continue its review at the next meeting, starting with page 7. Planner Young said the next meeting would be a public meeting and everyone on the subscriber list will be notified.

Mr. Bailey said that the Vision 2020 process had been an enormously valuable process, had made a real difference to the community, and was often referred to during the years since then. Regarding the street trees issue, he said there has been a conversation with the Urban Forester and CBUF relative to the process and advocated coordinating with her. Regarding the accessory structures issue, he related his own experience during a lot partition, when the code could have required that a very fine shed be torn down, had the timing just worked out a little differently, so he encouraged the commission to leave the item on the list, from a resource standpoint.

Commissioner Hann asked whether the LWV recommendation on updating the Comp Plan #9 on Housing had been addressed; Commissioner Gervais replied that it had not, saying that it would likely come up in

discussion of 2014 work items. Commissioner Hann said he expected the issue to be part of the recommendations from the Collaboration Housing group.

III. PLANNING COMMISSION MINUTES:

Commissioner Selko moved to approve the January 16, 2013 minutes as presented; seconded by Commissioner Feldmann; minutes passed unanimously.

IV. OLD BUSINESS:

Planner Young reported that the 49th Street Annexation from Mr. Boeder several years ago was sidelined by TPR issues; the Planned Development was denied by the Planning Commission and it recommended the Council deny the annexation. It was then appealed, and during the appeal, the applicant asked to postpone the appeal hearing. The issue remains alive, and since then, the TPR has been amended, and now the applicant intends to revive the application and go through the public hearing process with the City Council (but not the Planning Commission). Planner Young stated that he does not have a Council date for that yet.

V. NEW BUSINESS:

A. Planning Division Update:

Planner Young highlighted the current issue of Planning Magazine, which highlights the origins and current issues of the Oregon Statewide Planning program. He called attention to the department's annual report.

Commissioner Gervais asked about public comment at March 6 meeting; Planner Young said a Public Comment section would be included on the meeting agenda.

VI. ADJOURNMENT: The meeting was adjourned at 9:53 p.m.

MEMORANDUM

To: City Council Members

From: Julie Jones Manning, Mayor

Date: March 12, 2013

Subject: Vacancy on Watershed Management Advisory Commission

John Mann has resigned from the Watershed Management Advisory Commission because of relocation from the Corvallis area. John's term on the Commission expires June 30, 2014.

1018

MEMORANDUM

To: City Council Members

From: Julie Jones Manning, Mayor

Date: March 12, 2013

Subject: Appointment to Watershed Management Advisory Commission

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I am appointing the following person to the Watershed Management Advisory Commission for the term of office stated:

David Hibbs
Term expires June 30, 2014

David has worked in forest ecology and management in the OSU College of Forestry since 1983, in both extension and research positions. He has had projects involving general forest management, hardwood management, and riparian stream ecology. He is a small woodland owner with an interest in the Corvallis watershed. He believes serving on the Commission would combine his skills and his interest in helping his community.

I will ask for confirmation of this appointment at our next Council meeting, April 1, 2013.

1019

MEMORANDUM

TO: Mayor and City Council

FROM: Mary Steckel, Public Works Director

DATE: February 28, 2013

SUBJECT: Property rental for solar photovoltaic arrays

Issue

Energy-Wise Lighting and Solar (EWLS) has approached the City asking to rent space on City roofs and grounds for the placement of solar photovoltaic (PV) arrays for the generation of renewable electricity.

Discussion

EWLS is proposing to install PV arrays at several City facilities and pay an annual rent based on the amount of electricity generated. EWLS would install, own, operate, and maintain the arrays for the duration of the rental contract.

Currently, several City facilities are being evaluated for potential systems: Taylor Water Plant, Corvallis-Benton County Library, Osborn Aquatic Center, the Corvallis Airport, Public Works, Fire Stations 2 & 3, Madison Building, Municipal Court, and Parks and Recreation Administration.

To make the project financially viable for EWLS, they would apply for the Oregon Solar Incentive Program (OSIP) for each participating City facility electric meter. The OSIP is a lottery awarded program that pays successful applicants an incentive of $.23/kWh produced by the PV array for 15 years, as opposed to standard net metering where the electricity generated only offsets consumption at the going rate of ~$.07-.08/kWh. To participate in the OSIP lottery, there is an application fee that EWLS would pay for specific City electric meters. As part of the rental agreement, the City would assign the OSIP incentive to EWLS. This happens through Pacific Power.

A rental agreement would likely be for 25 years. An agreement could be structured a few different ways.

1. During the first 15 years, the City could be paid rent at a negotiated rate per kWh generated, then in years 16-25 because the OSIP incentive will have ended, the City could purchase the power generated by the array at a reduced rate (currently discussing 30% discount) compared to going rates at the time.
2. During the first 15 years, the City could be paid rent at a negotiated rate per kWh generated, then on year 16, the City could purchase the PV systems at current market value.
3. For the entire 25 year term, the City could be paid a reduced rental rate (compared to only receiving rent for 15 years).

Staff identified several reasons why it's appealing for the City to partner with EWLS instead of participating in the OSIP alone.

- Potential arrays being evaluated would require $1-3 million in capital outlay depending on how many meters receive OSIP awards. EWLS has capital available, while the City does not.
- The payoff to recoup the capital investment is extremely long for the City compared to EWLS because the City cannot utilize the federal solar tax credits and equipment depreciation schedules.
- EWLS would be responsible for all maintenance and repair and is motivated to keep the system operating at its maximum potential where City staff may have competing priorities.

EWLS has made similar agreements with school districts throughout Oregon, including Albany where they're installing PV systems on 21 buildings.

Applications for the OSIP are due the first of April. This is the last year of three that the program will be available. The program is designed such that any successful application is allotted a slot that cannot be exchanged or transferred for a different location.

The short application timeline prevents staff and EWLS from detailing a rental agreement for City Council approval prior to submitting applications to OSIP, as a result, before moving forward with the application process, EWLS would like to know the City Council commits to the program and would likely approve a future rental agreement that would result from a successful OSIP application. If EWLS were to apply and be successful for a City meter and then have the City withdraw, EWLS would be out the application fee and the OSIP allocation would be lost. EWLS would prefer to work with the City as they view it as benefit to the community, but they have others interested in participating if the City is not.

Conclusion

Staff seeks City Council's approval to continue working with EWLS for the rental of City facilities for the installation PV solar arrays as described above.

Review and Concur:

James A. Patterson, City Manager

Jim Brewer, City Attorney

Nancy Brewer, Finance Director

Memorandum

CORVALLIS
ENHANCING COMMUNITY LIVABILITY

To: Mayor and City Council
From: Tom Nelson, Economic Development Manager
Date: March 13, 2013
RE: Intergovernmental Agreement with Oregon Solutions

Background

University research is a generator of ideas that have both societal impact and commercial value. The $350M federal investment in R&D at Oregon State University and the University of Oregon combined, the South Willamette Valley's research universities, creates opportunity for a flow of valuable ideas. The South Willamette Valley has succeeded in attracting experienced entrepreneurs who complement the deep science of university research with the business savvy and track record needed to attract investment and move companies forward to customer revenue.

To accelerate the growth of technology industries in the South Willamette Valley, the Governor's South Valley Regional Solutions Center Advisory Committee recommends the development of a business accelerator. Senator Beyer has sponsored legislation and Governor Kitzhaber has indicated he supports this effort in his budget. Southern Willamette cities and the two universities are collaborating, along with regional economic development entities to develop the South Willamette Regional Accelerator and Innovation Network (RAIN).

Discussion

The entities involved agree that coordination of detail and messaging is important to gain the needed support for this endeavor, and have agreed to contract with Oregon Solutions to lead this effort. An intergovernmental agreement has been developed between Oregon Solutions and the involved entities to coordinate this effort.

Staff Recommendation

Staff recommends approval of the agreement.

Review and Concur:

James A. Patterson
City Manager

City of Corvallis/ Oregon Solutions
Intergovernmental Agreement
for Regional Accelerator Innovation Network

The CITY OF CORVALLIS, a municipal corporation of the State of Oregon, hereinafter referred to as CORVALLIS, and the State Board of Higher Education (Board) acting by and through Portland State University's National Policy Consensus Center (NPCC) an institution of the State of Oregon, hereinafter referred to as Oregon Solutions, and jointly referred to as PARTIES, or individually as a PARTY, mutually agree as follows:

All notifications necessary under this contract shall be addressed to:

City of Corvallis
Attn: Tom Nelson, Economic Development Mgr
PO Box 1083
Corvallis, OR 97339-1083
541-766-6339

Portland State University
Heather Binns, Budget Manager, NPCC
PO Box 751,
Portland, Oregon 97207
503-725-9071

1 TERM:

1.1 CORVALLIS and NPCC agree that this intergovernmental agreement is entered into pursuant to ORS 190.010. It is the intent of the PARTIES that this agreement is effective as of the date it is fully executed and that it continue until May 31, 2014.

2 SCOPE:

2.1 On behalf of participating entities, including Corvallis, Oregon Solutions will develop a governance structure for a Regional Accelerator Innovation Network, of which Corvallis shall be a member.

2.2 Oregon Solutions will enter into a contract with ECO Northwest to draft a business plan including work already done by the Core Planning Committee. ECO Northwest will plan and facilitate two six hour work sessions to create a synthesized business plan, governance structure, communications and stakeholder engagement strategy, and commitments for a Declaration of Cooperation. (complete by April 30, 2013)

2.3 Oregon Solutions will coordinate a signing ceremony for the Declaration of Cooperation. (complete by April 30, 2013)

2.4 Oregon Solutions will utilize Regional Solutions to serve as contract manager and oversee the contracts, as well as facilitate the Project Team. (February – May 2013)

2.5 Oregon Solutions will reconvene the Project Team to evaluate progress. (May 2014)

2.6 Oregon Solutions will enter into a contract with Bell and Funk who will provide public relations services to promote the RAIN initiative and to help brand the Southern Willamette Region as an innovation region including the following types of services:

2.6.1 Develop a plan and materials to inform a variety of audiences about the project to promote community engagement, solicit feedback and obstacles to success, and build excitement including a website, power point, and collaterals.

2.6.2 Take direction from the Regional Solutions Team Coordinator (also Oregon Solutions) in all aspects of the project.

2.6.3 Work collaboratively with ECO Northwest.

2.6.4 A Scope of Work for this task will be included in the contract between Bell and Funk and NPCC's Oregon Solutions.

2.6.5 The Contracting Process Proposal and Scope of Work provided NPCC's Oregon Solutions (attached) shall be considered a part of this agreement.

3 COMPENSATION:

3.1 The City of Corvallis shall pay Oregon Solutions a total of $15,000.

3.2 Payment will be made within 30 days of receipt of invoices for services provided.

3.3 All invoices for the $15,000 total payment in this agreement shall be received by June 30, 2013 and paid from the City's Fiscal Year 2012-2013 budget.

4 PARTIES agree as follows:

4.1 Subject to the limitations and conditions of the Oregon Tort Claims Act ORS 30.260-30.300, each party agrees to hold the other harmless, to indemnify and to defend the other, its officers, agents, volunteers and employees from any and all liability, actions, claims, losses, damages or other costs including attorneys fees and witness costs that may be asserted by any person or entity arising from, during, or in connection with the performance of the work described in this agreement, when such liability, action, claim, loss, damage or other cost results from the actions of that party in the course of this agreement. Nothing in this agreement shall be deemed to create a liability for any party in excess of the Oregon Tort claims limits for either party.

4.2 Oregon Solutions shall provide insurance as indicated:

4.2.1 Workers' compensation insurance in compliance with ORS 656.017, which requires subject employers to provide Oregon workers' compensation coverage for all their subject workers.

4.2.2 General Liability insurance of not less than $1,000,000 per occurrence/$2,000,000 aggregate each claim, incident, or occurrence for Bodily Injury and Property Damage. It shall include contractual liability coverage for the indemnity provided under this contract, and shall be in a form at least as broad as Commercial General Liability ISO form CG 0001. It shall provide that City and its officers and employees are Additional Insureds, but only with respect to the Oregon Solutions' services to be provided under this contract.

4.3 Each insurance endorsement shall state that coverage shall not be suspended, voided, or canceled by either party, reduced in coverage or in material limits except after thirty (30) days prior written notice by certified mail, return receipt requested, has been given to City.

4.4 NPCC shall furnish acceptable insurance certificates to City with original endorsements for each insurance policy signed by a person authorized by that insurer to bind coverage on its behalf. Certificates will be received and approved by City prior to its issuance of a Notice to Proceed. The certificate shall specify the City and its officers, agents, employees and volunteers are Additional Insured as respects to the work under the contract. Insuring companies or entities are subject to City acceptance. NPCC shall be financially responsible for all pertinent deductibles, self-insured retention and/or self-insurance. All such deductibles, retention, or self-insurance must be declared to, and approved by, City.

5 This agreement shall not be assigned, nor shall duties under this agreement be delegated, and no assignment or delegation shall be of any force or effect without the written approval of the contracting officers of NPCC and CORVALLIS.

6 Either PARTY may terminate this agreement effective June 30 of any year, provided that the terminating PARTY provides the non-terminating PARTY with a thirty (30) day written notice of the date and year in which the termination will be effective. PARTIES may, by mutual written consent only, agree to terminate this agreement effective on another date.

7 PARTIES shall comply with all applicable federal, state and local laws, rules and regulations on nondiscrimination in employment. The parties agree not to discriminate on the basis of race, religion, religious observance, gender identity or expression, color, sex, marital status, familial status, citizenship status, national origin, age, mental or physical disability, sexual orientation, or source or level of income in the performance of this contract.

8 PARTIES shall comply with the Americans with Disabilities Act of 1990 (Pub. Law No. 101-336), ORS 659A.403, ORS 659A.406 ORS 659A.142, ORS 659A.145, and all regulations and administrative rules established pursuant to those laws.

9 PERSONAL IDENTIFYING INFORMATION: Contractor agrees to safeguard personal identifying information in compliance with Oregon Revised Statute ORS 646A.600, the Oregon Consumer Identity Theft Protection Act and the Fair and Accurate Credit Transaction Act provisions of the Federal Fair Credit Reporting Act

10 LIVING WAGE: NPCC agrees to comply with Corvallis Municipal Code chapter 1.25 establishing and implementing the Living Wage. City may terminate this agreement at any time if NPCC is found to be in violation of the Living Wage Ordinance and does not correct the violation consistent with section 1.25.090 of the Corvallis Municipal Code.

NPCC agrees to keep payroll records for employees working on City's agreement and to provide those records to City if requested in accordance with section 1.25.070 of the Corvallis Municipal Code. NPCC agrees to post the information provided by City about the Living Wage in a location where employees are likely to see the information. NPCC also agrees to give each

employee working on City business information provided by City about the Living Wage. NPCC will notify City if he/she needs the information provided in a language other than English.

11 This writing is intended both as the final expression of the agreement between the PARTIES with respect to the included terms and as a complete and exclusive statement of the terms of the agreement. No modification of this agreement shall be effective unless and until it is made in writing and signed by both PARTIES.

Dated this_____day of _____ 2013.

Portland State University	City of Corvallis
_____	_____
Contracts Officer	City Manager
Approved as to form:	Approved as to form:
_____	_____
Portland State University Attorney	Corvallis City Attorney

Memorandum

To: Mayor and City Council

From: Ken Gibb, Community Development Director

Date: March 13, 2013

Subject: Formal Findings and Conclusions regarding the Asian & Pacific Cultural Center (HPP12-00019)

Issue

On February 19, 2013, the City Council deliberated on the above referenced Historic Preservation Permit (HPP) application and decided to uphold the appeal and approve the application subject to conditions of approval and adoption of Formal Findings and Conclusions. Attached to this memorandum are Formal Findings and Conclusions, and a draft Notice of Disposition.

Requested Action

The City Council is asked to review the Formal Findings and Conclusions and either:

1) Adopt the Formal Findings and Conclusions, including conditions of approval as presented in the attached document; or

2) Adopt the Formal Findings and Conclusions, including conditions of approval, as revised by City Council.

Suggested Motions

If the Council adopts the Formal Findings and Conclusions and conditions of approval as presented, the following motions are suggested depending on the action taken by Council:

1) I move to adopt the Formal Findings and Conclusions, including conditions of approval, as presented to City Council in the March 13, 2013, Staff memorandum to Council. This motion upholds the appeal of the Historic Resources Commission's decision to deny the Asian & Pacific Cultural Center application (HPP12-000019), and approves the application with conditions; or

2) I move to adopt the Formal Findings and Conclusion, including conditions of approval, as presented to City Council in the March 13, 2013, Staff memorandum

to Council, *and as revised by the City Council on March 18, 2013.* This motion upholds the appeal of the Historic Resources Commission's decision to deny the Asian & Pacific Island application (HPP12-00019), and approves the application with conditions.

Review and Concur:

Jim Patterson,
City Manager

Review and Concur:

Scott Fewel,
City Attorney

Attached

- Draft Formal Findings and Conclusions
- Draft Notice of Disposition

BEFORE THE CITY COUNCIL
THE CITY OF CORVALLIS

FINDINGS–ASIAN PACIFIC CULTURAL CENTER HISTORIC PRESERVATION PERMIT

In the matter of a City Council decision to approve a Historic Preservation Permit; and to reverse the Historic Resource Commission's decision, and uphold the appeal.	)))))	**HPP12-00019**

PREAMBLE

The matter before the Corvallis City Council is a decision regarding an appeal of the Historic Resource Commission's denial of a Historic Preservation Permit (HPP) to construct the Asian Pacific Cultural Center within the Oregon State University Historic District. The 3,600 square foot building is proposed at the southeast corner of the Woman's Field on the north side of Jefferson Way. The new construction includes a wood sided structure, cultural gateway, mezzanine roof form, post timber columns, mullion windows, and exposed rafters. The new building will serve as the Asian Pacific Cultural Center and is intended to capture the essence of many Asian Pacific cultures, which is architecturally depicted through general expression of the cultures rather than a singular cultural identity. The site plan of the new building allows for ADA access to the site, and sidewalks to connect pedestrians to and from other points on campus. The project also includes certain upgrades to adjacent parking, additional bicycle facilities and improvements along Jefferson Way.

The Corvallis Historic Resources Commission conducted a hearing on the above-referenced Historic Preservation Permit on November 13, 2012, and deliberated on the request after the public hearing was closed. The Historic Resources Commission voted to deny the request. A notice of disposition was signed on November 14, 2012 (Order # 2012-003).

On November 21, 2012, Oregon State University (hereinafter referred to as "Appellant"), filed an appeal of the Historic Resource Commission's decision to deny the Historic Preservation Permit. Supplemental information was provided to the City by the Appellant on January 25, 2012. The LDC specifies that the City Council hear appeals of Historic Resource Commission decisions regarding this type of land use application.

The City Council held a duly advertised *de novo* public hearing on the application on February 19, 2013. The City Council deliberated after the public hearing was closed and reached a tentative decision on February 19, 2013.

After consideration of all the testimony and evidence, the City Council voted to reverse the Historic Resource Commission's decision, upholding the appeal, and thereby approving the Historic Preservation Permit request, as conditioned.

Applicable Criteria

All applicable legal criteria governing review of this application are identified in the public notices for the November 13, 2012 and February 19, 2012 public hearings; the Staff Report to the Historic Resource Commission, dated November 2, 2012; the minutes of the Historic Resource Commission hearing and deliberations held on November 13, 2012; the staff memorandum to the City Council dated February 12, 2013; and the draft minutes of the City Council public hearing and deliberations dated February 19, 2013, respectively.

FINDINGS AND CONCLUSIONS RELATED TO THE APPEAL OF THE ASIAN PACIFIC CULTURAL CENTER HISTORIC PRESERVATION PERMIT (HPP12-00019)

I. General Discussion

1. The City Council accepts and adopts those findings made in the February 12, 2013, staff memorandum to the City Council that support approving the Historic Preservation Permit, as conditioned. The City Council also adopts as findings, those portions of the draft Minutes of the City Council meeting dated February 19, 2013, that demonstrate support for approving the Historic Preservation Permit. The City Council specifically accepts and adopts as findings the rationale given during deliberations held on February 19, 2013, meeting by Council Members expressing their support for approving the Historic Preservation Permit. All of the above-referenced documents shall be referred to in these findings as the "Incorporated Findings." The findings below, (the "Supplemental Findings"), supplement and elaborate the findings contained in the materials noted above, all of which are incorporated herein, by reference. The Supplemental Findings include all of the applicable criteria needed to evaluate the proposed Historic Preservation Permit. When there is a conflict between the Supplemental Findings and the Incorporated Findings, the Supplemental Findings shall prevail.

2. The City Council notes during the February 19, 2013, meeting, Council deliberated on the application and a motion to approve the request was made by Councilor Sorte. The Council notes that the motion made by Councilor Sorte to approve the application was passed with a seven-to-one vote. The Council notes the motion included the recommended condition of approval from the February 12, 2013, Staff Memorandum to City Council.

3. The City Council notes the record contains all information needed to evaluate the Historic Preservation Permit decision for compliance with the relevant criteria.

The Council notes that it considered issues raised through public testimony, and that the basis for its decision is limited to the considerations identified in the Supplemental Findings below, in addition to the findings in support of the application in the Incorporated Findings.

4. The City Council notes that the Council considered the grounds of the appeal and other issues properly raised during the proceedings.

5. The City Council finds the incorporated findings demonstrate compliance with all applicable decision criteria pertaining to the Historic Preservation Permit. The City Council adopts those findings in support of its decision to approve the Historic Preservation Permit request.

SUPPLEMENTAL FINDINGS

The following Supplemental Findings specifically address the applicable HPP review criteria and issues raised by the Appellant in the appeal to the City Council.

II. HRC-level Preservation Permits

Applicable Criteria

2.9.90.06 – Review Criteria

a. **General Review Criteria for All Historic Preservation Permits – All Historic Preservation Permits shall comply with the Building Code, as adopted and amended by the State of Oregon; and other applicable state and local Codes and ordinances related to building, development, fire, health, and safety, including other provisions of this Code. When authorized by the Building Official, some flexibility from conformance with Building Code requirements may be granted for repairs, alterations, and additions necessary for the preservation, restoration, rehabilitation, or continued use of a building or structure. In considering whether or not to authorize this flexibility from some Building Code standards, the Building Official will check to ensure that: the building or structure is a Designated Historic Resource; any unsafe conditions as described in the Building Code are corrected; the rehabilitated building or structure will be no more hazardous, based on life safety, fire safety, and sanitation, than the existing building; and the advice of the State of Oregon Historic Preservation Officer has been received.**

1. The City Council notes the application materials have been preliminarily reviewed for consistency with the applicable Codes and ordinances identified in LDC Section 2.9.90.06.a. The Council notes that Condition of Approval 1 requires the Appellant to obtain building permits prior to construction activities associated with the HPP. The City Council finds that as conditioned, the proposal complies with the review criterion above.

2.9.100.04 - Alteration or New Construction Parameters and Review Criteria for an HRC-level Historic Preservation Permit

Some exterior Alterations or New Construction involving a Designated Historic Resource may be needed to ensure its continued use. Rehabilitation of a Designated Historic Resource includes an

opportunity to make possible an efficient contemporary use through such alterations and additions. Flexibility in new building design may be considered to accommodate contemporary uses, accessibility requirements, compliance with current zoning and development standards, and cultural considerations.

2. The City Council notes that the Historic Resources Commission's decision to deny the complete application submitted on September 13, 2012 is because the application failed to satisfy the review criteria in LDC Chapter 2.9 – Historic Preservation Provisions. The Council notes the specific criteria not met by the Appellant's application include the Façades, Scale and Proportion, Roof Shape, and Site Development. The Council notes that the HRC cited the Appellant's failure to satisfy LDC Section 2.9.100.04 allowing the HRC to consider flexibility in building design to accommodate cultural considerations.

3. The Council notes that the Appellant modified the design and architectural elements of the building in response to the HRC's decision. The Council notes that the Appellant's intent in making the changes to the building is to more closely represent the cultural influence of the Asian and Pacific Island region, which would allow the City Council to consider flexibility in the building's design, consistent with LDC Section 2.9.100.04.

4. The Council notes that a public notice was provided inviting public testimony, and that the notice contained reference to modified building and site design. The City Council finds the modified building design includes architectural representations of Asian and Pacific Island cultures. Consequently, the Council finds that flexibility in building design may be considered when evaluating the proposal's compliance with the applicable review criteria.

A Historic Preservation Permit request for any of the following Alteration or New Construction activities shall be approved if the Alteration or New Construction is in compliance with the associated definitions and review criteria listed below. Such Alteration or New Construction activities are classified as an HRC-level Historic Preservation Permit.

b. Review Criteria

1. General - The Alteration or New Construction Historic Preservation Permit request shall be evaluated against the review criteria listed below. These criteria are intended to ensure that the design or style of the Alteration or New Construction is compatible with that of the existing Designated Historic Resource, if in existence, and proposed in part to remain, and with any existing surrounding comparable Designated Historic Resources, if applicable. Consideration shall be given to:

a) Historic Significance and/or classification;

b) Historic Integrity;

c) Age;

d) Architectural design or style;

e) Condition of the subject Designated Historic Resource;

f) **Whether or not the Designated Historic Resource is a prime example or one of the few remaining examples of a once common architectural design or style, or type of construction; and**

g) **Whether or not the Designated Historic Resource is of a rare or unusual architectural design or style, or type of construction.**

5. The City Council notes that the multiplicity of architectural styles and the absence of a designated historic resource on the site make it unnecessary to model the new building after a single existing building to achieve historic compatibility. The Council notes that compatibility could potentially be achieved by modeling a new building after a contributing resource, or an alternative approach and the one taken by the Appellant is to achieve historic compatibility by incorporating design themes into a building that are common among contributing designated historic resources, while also providing cultural differentiation between the proposed building and those constructed within the district's period of significance.

6. The City Council notes that pursuant to Section 2.9.100.04.b.1, the Asian Pacific Cultural Center is historically compatible with the District and historic resources based on the following reasons:

   a. The proposed building is a modern architectural style, and the historic district contains several modern buildings constructed more recently and outside the period of significance.

   b. The proposed building is a stick-built structure with horizontal wood siding and a stacked hipped roof form with clerestory windows, similar to other contributing resources in the district.

   c. The front entrance is centered on the building, which is a common characteristic for buildings within the district.

   d. The proposed building will be built on a prominent concrete base, which is a common characteristic of many contributing structures in the district.

   e. The architectural style of the building is consistent with LDC 2.9.100.04 as it allows the building form and intent to resemble cultural influence. Whereas, if the building material was red brick or concrete (materials predominant within the OSU district) or was designed to resemble buildings within the district then the cultural influence would be lost.

   f. The modified gateway is a more substantial feature using three 12-in. square posts and two cross beams at the top spanning the three supporting timbers. According to the Appellant, the modified cultural gateway is more reflective of Asian and Pacific cultures. The Appellant provided photographic examples of similarly designed cultural gateways in their appeal.

g. The modified building design increased the number of exposed timber rafters beneath the roofline, altered the type, pattern and placement of window and door openings, and increased the profile reveal of the wood siding. As described in the Appellant's analysis, these modifications to the building are intended to show the architectural influence of Asian and Pacific Island cultures.

7. The City Council finds the modified building design satisfies the criterion in LDC Section 2.9.100.04.b.1.

2. In general, the proposed Alteration or New Construction shall either:

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

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

8. The City Council notes that the proposal is for a new building, and therefore cannot more closely approximate the original historic design or style, appearance, or material composition of the existing resource. The Council notes that the proposal shall satisfy LDC Section 2.9.100.04.b.2.b.

9. The City Council notes the overall design of the building, which includes a relatively simple form, with a centered front entrance, and a stacked-hipped roof form, is compatible with common historic characteristics of buildings within the district. The Council notes the building materials proposed are consistent with the adjacent Fairbanks Hall, a historic resource, and provide a cultural identify to the building. The Council notes that the building represents a modern form and is differentiated from original historic resources in the District. The City Council finds the proposal satisfies the criterion in Section 2.9.100.04.b.2.b.

3. Compatibility Criteria for Structures and Site Elements - Compatibility considerations shall include the items listed in "a -n," below, as applicable, and relative to the applicable Period of Significance. Alteration or New Construction shall complement the architectural design or style of the primary resource, if in existence and proposed in part to remain; and any existing surrounding comparable Designated Historic Resources. Notwithstanding these provisions and "a-n," below, for Nonhistoric/Noncontributing resources in a National Register of Historic Places Historic District or resources within such Historic District that are not classified because the nomination for the Historic District is silent on the issue, Alteration or New Construction activities shall be evaluated for compatibility with the architectural design or style of any existing Historic/Contributing resource on the site or, where none exists, against the attributes of the applicable Historic District's Period of Significance.

a) <u>Facades</u> - Architectural features, such as balconies, porches, bay windows, dormers, or trim details shall be retained, restored, or designed to complement the primary structure and any existing surrounding comparable Designated Historic Resources. Particular attention should be paid to those facades that are significantly visible from public areas,

excluding alleys. Architectural elements inconsistent with the Designated Historic Resource's existing building design or style shall be avoided.

10. The City Council notes that the HRC found the complete application submitted on September 13, 2012 did not satisfy the Façades criterion. The Council notes that the Appellant made revisions to the proposed Façades to more closely represent the architectural design and style of the Asian and Pacific Island region. The Council notes that the overall architectural features such as a prominent concrete base, vertical pattern of grouped windows, stacked hipped roof, exposed rafters, covered porches, window patterns and forms, centered entry, and other design elements proposed on the APCC building provide a cultural distinction from other resources in the district, yet are compatible with the historic district. The City Council notes that the proposed size of the timber posts, scale and size of the cultural gateway, inclusion of additional windows and inclusion of recessed wooden window forms within the siding discussed at the February 19, 2013 hearing are also in keeping with the historic district.

11. The City Council notes that the facades have been modified to address the concerns raised by the HRC, and that the modifications are intended to more closely represent the cultural influence of Asian and Pacific Island architecture. Consequently, the Council notes that by doing this the design and style of the proposed building may be less historically compatible with existing resources in the District. The City Council notes that flexibility in building design may be considered per LDC 2.9.100.04, because the proposed design is representative of Asian and Pacific Island cultures. The City Council acknowledges the intended use of the building as a cultural center.

12. The Council notes that the Appellant proposes to increase the width and decrease the spacing of the proposed rafter tails underneath the eaves of the lower and upper roof. The Council notes that the 4-in. wide dimension and increased number of rafter tails strengthens the appearance of wood construction methods often found in Asian architecture. The Council notes that according to the applicant, the common wood construction method used throughout the Asian and Pacific Island region is to employ posts and beams to support a large roof. The City Council finds the use of rafter tails strengthens the appearance of wood construction, and follows a pattern of wood construction methods used in Asian and Pacific Island architecture.

13. The City Council notes that the Appellant made a couple of modifications to the building's design which give the building a strong horizontal appeal. The first was to increase the reveal of the siding from 8 inches to 16 inches. The Council notes that the wider wood siding also differentiates the proposed building from nearby Fairbanks Hall, which has wood siding with a 7 inch reveal. The Council notes that the applicant also modified the proposed windows to include fewer, wider windows. The Council notes that the amount of window coverage per façade is similar to the original proposal, but the change in window design gives a stronger horizontal feel to the building. The City Council notes that windows on the north

and south elevations were repositioned closer to the doors. The Council notes that the proposed pattern of window and door openings provides a connection between the indoor and outdoor environment, which is an important and unique cultural design element. Lastly, the Council notes that the applicant proposed to apply a horizontal trim band around the entire building. The Council notes the trim band provides a separation line between the primary windows and the transom windows, and again strengthens the horizontality of the building. The City Council notes that on the north and east facing façades of the building, the Appellant proposed a design alternate to replace the transom windows above the banks of windows with wood panels. The Council notes the wood panels are a consistent material with the historic district and will follow the design pattern of the proposed windows. The City Council finds the wood panel design alternate is appropriate and may be approved as Condition of Approval 4.

14. The City Council finds the façades of the building are not reflective of the existing Designated Historic Resources in the District. The Council finds the proposed changes to the façades include subtle architectural representations of Asian and Pacific Island cultures, and provide appropriate differentiation of the building from other historic resources throughout the district. The Council finds that flexibility in design should be considered when evaluating the proposal, based on the façades criterion. As such, the City Council finds the modified proposal satisfies the Façades criterion.

b) **<u>Building Materials</u> - Building materials shall be reflective of, and complementary to, those found on the existing primary Designated Historic Resource, if in existence and proposed in part to remain, and any existing surrounding comparable Designated Historic Resources. Siding materials of vertical board, plywood, cement stucco, aluminum, exposed concrete block, and vinyl shall be avoided, unless documented as being consistent with the original design or style, or structure of the Designated Historic Resource.**

15. The City Council notes that the HRC found the original proposal satisfied the Building Materials criterion. The Council notes that the proposed building materials for the modified proposal remained unchanged from the original proposal. The Council notes that the Appellant proposed a design alternate to replace the proposed wood siding with fiber cement siding. The Council notes that fiber cement siding is not used on any building in the OSU historic district. The Council finds the proposed design alternate is not historically compatible and is not approved. Besides the proposed fiber cement siding, the City Council finds the proposed building materials are complimentary to and reflective of the resources in the historic district, satisfying the Building Materials criterion.

c) **<u>Architectural Details</u> - Retention and repair of existing character-defining elements of a structure, such as molding or trim, brackets, columns, cladding, ornamentation, and other finishing details and their design or style, materials, and dimensions, shall be considered by the property owner prior to replacement. Replacements for existing architectural elements or proposed new architectural elements shall be consistent with the resource's design or style. If any previously existing architectural elements are restored, such**

features shall be consistent with the documented building design or style. Conjectural architectural details shall not be applied.

16. The City Council notes that his criterion applies to existing buildings. The Council notes the proposal is to construct a new building. The Council finds the Architectural Details criterion is not applicable to the applicant's proposal for a new building.

d) **<u>Scale and Proportion</u> - The size and proportions of the Alteration or New Construction shall be compatible with existing structures on the site, if in existence and proposed in part to remain, and with any surrounding comparable structures. New additions or New Construction shall generally be smaller than the impacted Designated Historic Resource, if in existence and proposed in part to remain. In rare instances where an addition or New Construction is proposed to be larger than the original Designated Historic Resource, it shall be designed such that no single element is visually larger than the original Designated Historic Resource, if in existence and proposed in part to remain, or any existing surrounding comparable Designated Historic Resources.**

17. The City Council notes that the HRC found the original proposal did not satisfy the Scale and Proportion criterion. The Council notes that in the November 13, 2012 HRC Meeting Minutes, the HRC believed the Scale and Proportion would be appropriate if the design and style of the building were clearly representing Asian and Pacific Island cultural influences. As noted in the Findings under the Façades criterion, the City Council found that the modified building design warranted building design flexibility consideration due to the cultural influences in the proposed building design. The Council notes the presence of nearby single story buildings such as Fairbanks Annex and the recently constructed Native American Cultural Center. The City Council finds the scale and proportion of the proposed building is appropriate for the designated use of the building. The Council finds the modified proposal is historically compatible with Historic Resources in the district and satisfies the Scale and Proportion criterion.

e) **<u>Height</u> - To the extent possible, the height of the Alteration or New Construction shall not exceed that of the existing primary Designated Historic Resource, if in existence and proposed in part to remain, and any existing surrounding comparable Designated Historic Resources. However, second story additions are allowed, provided they are consistent with the height standards of the underlying zoning designation and other chapters of this Code, and provided they are consistent with the other review criteria contained herein.**

18. The City Council notes that the proposed building is a single story structure and will be roughly 23 feet in height. The City Council notes that the height of the building is less than surrounding buildings and that the amount of land around the building and placement on the site in proximity to the street and parking lot provide adequate spacing to allow the building to be compatible with the overall character of the area and not result in visual inconsistency. The Council notes the presence of other single story buildings with similar building heights in the vicinity of the proposed APCC. The City Council finds the proposed building height is compatible with the existing Historic Resources in the district and satisfies the Height criterion.

f) **<u>Roof Shape</u> - New roofs shall match the pitch and shape of the original Designated Historic Resource, if in existence and proposed in part to remain, or any existing surrounding compatible Designated Historic Resources.**

19. The City Council notes that the HRC found the roof form proposed in the September 13, 2012, complete application did not satisfy the Roof Shape criterion. The Council notes that the Appellant modified the original roof form of a combination hipped and gabled roof to instead be a stacked hipped roof. The Council notes the stacked hipped roof with clerestory windows resembles the architectural styles of the Asian and Pacific Island region. The City Council notes that hipped roofs are commonly found throughout the OSU Historic District, including nearby Fairbanks Annex, Sackett Hall and the Memorial Union. The Council also notes that the use of clerestory windows located between roof forms is also found in the district, such as on the east wing of Merryfield Hall. The Council notes that the stacked roof form is represented in many Asian and Pacific cultures including Korean form, Indonesian form, and Pacific Island form. The City Council notes that while no buildings on campus have an exact match to the combined lower and upper roof form as shown in this proposal, the modified roof design has responded to the traditions of the Asian Pacific architecture and the materials and pitch of the roof are compatible with roof designs of comparable resources. As modified, the City Council finds the proposed roof form is compatible with the roof forms of existing Designated Historic Resources in the OSU Historic District, and satisfies the Roof Shape criterion.

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

20. The City Council notes that the Pattern of Window and Door Openings criterion only applies to alterations to an existing building or secondary buildings directly associated with a Designated Historic Resource. The Council notes the proposal is to construct a new building in the OSU Historic District. As such, the Council finds the Pattern of Window and Door Openings criterion does not apply to the subject request. The City Council notes that the November 2, 2012, Staff Report to the HRC identifies how the pattern of window and door openings of the proposed buildings is compatible under the Façades criterion.

h) **<u>Building Orientation</u> - Building orientation shall be compatible with existing development patterns on the Designated Historic Resource site, if in existence and proposed in part to remain, and any existing surrounding comparable Designated Historic Resources. In general, Alteration or New Construction shall be sited to minimize impacts to facade(s) of the Designated Historic Resource that are significantly visible from public areas, excluding alleys.**

21. The City Council notes that the proposed building has entrances on the north, west and south sides of the building. The Council notes that the primary entrance

is centered on the south façade of the building, and is framed by the cultural gateway. The Council notes that the main entry is oriented to Jefferson Way, consistent with most other Contributing Historic Resources in the district which are also oriented to a street. The City Council notes that the secondary entrances open to adjacent plazas and open areas, which is a typical development pattern within the historic district and a design approach that is encouraged on OSU's campus in order to support pedestrian connectivity. The City Council finds that the proposed building is oriented in a manner consistent with the development pattern within the historic district and satisfies the Building Orientation criterion.

i) **<u>Site Development</u> - To the extent practicable, given other applicable development standards, such as standards in this Code for building coverage, setbacks, landscaping, sidewalk and street tree locations, the Alteration or New Construction shall maintain existing site development patterns, if in existence and proposed in part to remain.**

22. The City Council notes the proposed setback from SW Jefferson Way is consistent with adjacent Historic Resources and the existing development pattern along that street. The Council notes that the proposed improvements to SW Jefferson Way and the adjacent parking lot are consistent with development patterns and street improvement projects permitted within the historic district. The City council notes that Condition of Approval 3 is to upgrade SW Jefferson Way, consistent with the adjacent Austin Hall improvements. As Conditioned, the City Council finds the proposal satisfies the Site Development criterion.

j) **<u>Accessory Development/Structures</u> - Accessory development as defined in Chapter 4.3 - Accessory Development Regulations and items such as exterior lighting, walls, fences, awnings, and landscaping that are associated with an Alteration or New Construction Historic Preservation Permit application, shall be visually compatible with the architectural design or style of the existing Designated Historic Resource, if in existence and proposed in part to remain, and any comparable Designated Historic Resources within the District, as applicable.**

23. The City Council notes that the HRC found the proposed accessory development satisfied the Accessory Development/Structures criterion. The Council notes that the Appellant proposed to modify one accessory development feature, and that was the cultural gateway. The Council notes the modifications to the cultural gateway were primarily to increase the size, and presence of the feature. The Council notes the increase in the sizes of the timbers used for the gateway feature. The Council notes the cultural gateway is not an architectural feature that is found elsewhere in the OSU historic district, because it is a design element that is reflective of Asian and Pacific cultures. The Council notes that LDC Section 2.9.100.04 allows the City Council to consider flexibility in design for cultural considerations. The City Council finds that the gateway feature is an area where this flexibility is warranted because it is a structure that is representative of Asian and Pacific Island cultures. The City Council finds the modified cultural gateway is compatible with the Historic District. The Council finds the proposal satisfies the Accessory Development/Structures criterion.

k) <u>Garages</u> - **Garages, including doors, shall be compatible with the Designated Historic Resource site's primary structure, if in existence and proposed in part to remain, based on factors that include design or style, roof pitch and shape, architectural details, location and orientation, and building materials. In a National Register of Historic Places Historic District, the design or style of Alteration or New Construction involving an existing or new garage, visible from public rights–of-way or private street rights-of–way, shall also be compatible with the design or style of other garages in the applicable Historic District that were constructed during that Historic District's Period of Significance.**

l) <u>Chemical or Physical Treatments</u> - **Chemical or physical treatments, if appropriate, shall be undertaken using the gentlest means possible. Treatments that cause damage to historic materials shall not be used.**

24. The City Council notes that the proposal does not include construction or alteration to a garage, nor does it involve the use of chemical or physical treatments. The Council finds the Garages and Chemical or Physical Treatments criteria do not apply to the subject application.

m) <u>Archeological Resources</u> - **Activities associated with archeological resources shall be carried out in accordance with all State requirements pertaining to the finding of cultural materials, including ORS 358.905, as amended, which pertains to the finding of cultural materials; ORS 390.235, as amended, which describes steps for State permits on sites where cultural materials are found; and OAR 736.051.0080 and OAR 736.051.0090, as amended, which describe requirements for cultural materials found on public verses private land, respectively.**

25. The City Council notes that the construction of the building will require ground disturbance. The Council notes that Condition of Approval 1 requires the applicant to comply with applicable provisions in Oregon Revised Statutes and the Oregon Administrative Rules pertaining to the finding of cultural materials. As conditioned, the City Council finds the proposal satisfies the Archeological Resources criterion.

n) <u>Differentiation</u> - **New freestanding buildings and additions to buildings shall be differentiated from the portions of the site's existing Designated Historic Resource(s) inside the applicable Period of Significance. However, they also shall be compatible with said Designated Historic Resource's Historically Significant materials, design or style elements, features, size, scale, proportion, and massing to protect the Historic Integrity of the Designated Historic Resource and its environment. The differentiation may be subtle and may be accomplished between the Historically Significant portions and the new construction with variations in wall or roof alignment, offsets, roof pitch, or roof height. Alternatively, differentiation may be accomplished by a visual change in surface, such as a molding strip or other element that acts as an interface between the Historically Significant and the new portions.**

26. The City Council notes that the proposed building is differentiated from existing Designated Historic Resources in the district based primarily on the architectural style intended to resemble the Asian and Pacific Island cultural influences. The Council notes that the size and scale of the building are generally smaller than surrounding resources. The City Council finds the proposal is differentiated from

other Designated Historic Resources in the district and satisfies the Differentiation criterion.

III. PUBLIC TESTIMONY

1. The City Council notes that one piece of written testimony was submitted by Rachael Weber during the City Council hearing held on February 19, 2013. The Council notes that the testimony was in support of the application and the changes that had been made to the design. The City Council notes that six persons verbally testified in favor of the application at the February 19, 2013, City Council hearing. The City Council notes that the testimony was considered as part of the public record in reaching a final decision.

IV. CONDITIONS OF APPROVAL

The City Council notes that with the included Conditions of Approval the proposal is consistent and compatible with the OSU Historic District and satisfies the applicable review criteria. The Council notes the following as applicable Conditions of Approval:

1. **Building Permits and other LDC Standards** - The applicant shall obtain any required Building Permits associated with the proposal. Work associated with the proposal shall comply with the Building Code, as adopted and amended by the State of Oregon; and other applicable state and local Codes and ordinances related to building, development, archeological resources, fire, health, and safety, including other provisions of the Land Development Code.

2. **Consistency with Plans** - Development shall comply with the plans and narrative in the applicant's proposal; excerpts of the plans are included as **Attachment A** of the November 2, 2012, staff report to the HRC.

3. **SW Jefferson Way Improvements** – Improvements to SW Jefferson Way along the APCC site's frontage shall be completed consistent with the Austin Hall HPP approval **(HPP12-00015; Order No. 2012-059)**, unless the Austin Hall HPP expires. If the Austin Hall HPP expires, the following conditions or approval shall apply.

   If the Austin Hall approval expires:

   - All public improvements to SW Jefferson Way along the APCC site's frontage shall be completed and accepted prior to the issuance of any Certificate of Occupancy for the APCC building. Prior to the Final Certificate of Occupancy, the applicant shall construct SW Jefferson Way (a private street) along the APCC site's frontage, consistent with the standards in LDC Chapter 4.0 – Public Improvements.

- Alternatively, prior to issuance of Building Permits, the applicant shall enter into a Memorandum of Agreement with the City to establish a timeline for constructing SW Jefferson Way to City standards. If the applicant enters into a Memorandum of Agreement, that Agreement shall include a requirement that the required street improvements be completed by December 31, 2014. SW Jefferson Way street improvement plans shall be approved prior to the issuance of Building Permits for development associated with the APCC. The applicant shall also provide financial security for the cost of improving the street and installing utilities as part of the Memorandum of Agreement, in the event the applicant does not complete the required street improvements by December 31, 2014.

- In the event that the City of Corvallis adopts different street standards for Oregon State University that would allow SW Jefferson Way to be configured as proposed in this application, the required improvements to SW Jefferson Way shall comply with those standards. A TIA will be required if this section of SW Jefferson Way is going to be reconfigured to a one way street.

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 approved. The siding material shall be wood.

V. SUMMARY AND CONCLUSION

The HRC found the original building design did not satisfy the review criteria in LDC Chapter 2.9 – Historic Preservation Provisions. The applicant appealed this decision to the City Council and subsequently modified the proposed building design for City Council review. The Appellant's revisions are intended to more strongly reflect the architectural influences of the Asian and Pacific Island region. The Appellant requests that the City Council consider design flexibility, as allowed per LDC Section 2.9.100.04, due to cultural considerations. The HRC did not find the original building design warranted design flexibility for cultural considerations.

Based on the Council's analysis, staff's February 12, 2013, Memorandum to the City Council, and the information submitted by the Appellant for this appeal, the Council finds the modified building design introduces additional cultural elements that allow the City Council to consider design flexibility, due to cultural considerations and as such, the proposal satisfies the applicable review criteria in LDC Chapter 2.9 – Historic Preservation Provisions.

As the body charged with hearing appeals of a Historic Preservation Permit decision, the City Council, having reviewed the record associated with the subject Historic Preservation Permit application, considered evidence supporting and opposing the application and finds that the proposal, as conditioned, adequately addresses applicable

review criteria and is found to be consistent with the applicable sections of the Land Development Code. The Council finds that, as conditioned, the proposal provided sufficient information to demonstrate compliance with the criteria that the Council believes apply to the application. Therefore, the appeal is UPHELD, the City Council reverses the Historic Resource Commission decision to deny the Historic Preservation Permit application (HPP12-00019), and the Historic Preservation Permit is approved, subject to Conditions of Approval.

Dated: _____

_____
Julie Manning, MAYOR

ATTACHMENT:

City Council Notice of Disposition

CORVALLIS CITY COUNCIL
NOTICE OF DISPOSITION

ORDER NO. 2013-013

CASE: **OSU Asian & Pacific Cultural Center (HPP12-00019)**

REQUEST: Appeal of the Historic Resources Commission's decision to deny a Historic Preservation Permit. On appeal, the appellant/applicant requests approval of a Historic Preservation Permit to construct a new 3,600 sq. ft. building on the north side of Jefferson Way, west of the Fairbanks Hall and parking lot. The building will house the Asian and Pacific Cultural Center (APCC). In addition to the new building, the applicant proposes to re-stripe a portion of the Fairbanks Hall parking lot to accommodate an accessible parking space, provide site landscaping, install a building identification sign, and construct several other site improvements including a practice area, a cultural gateway, a barbecue area, site lighting, bike parking, and pedestrian walkways.

OWNER/ APPELLANT: Sara Robertson for:
Oregon State University
134 Oak Creek Building, OSU
Corvallis, OR 97339

LOCATION: The APCC is proposed to be constructed in the southeast corner of the Women's Field, on the north side of Jefferson Way. The APCC would be on Tax Lot 100 of Benton County Assessor's Map 11-5-34.

DECISION: The Corvallis City Council held a duly-advertised, de novo public hearing, deliberated, and reached a tentative decision on the appeal on February 19, 2013. After consideration of all the testimony and evidence, the City Council voted to reverse the Historic Resources Commission's decision to deny the request, and consequently, approved the Historic Preservation Permit application, with conditions. On March 18, 2013, the City Council adopted Formal Findings in support of its decision.

If you with to appeal this decision, an appeal must be filed with the State Land Use Board of Appeals within 21 days from the date of the decision. The proposal, staff report, hearing minutes, memoranda to City Council, and findings and conclusions may be reviewed at the Community Development Department, Planning Division, City Hall, 501 SW Madison Avenue.

_____

Julie Manning,
Mayor, City of Corvallis

Signed: March 18, 2013

LUBA Appeal Deadline: April 8, 2013

Effective Period: April 8, 2015 (if not appealed)

Historic Preservation Permits shall be effective for a two-year period from the date of approval. In the event that the applicant has not begun the development or its identified and approved phases prior to the expiration of the established effective period, the approval shall expire.

Conditions of Approval
Asian & Pacific Cultural Center (HPP12-00019)

1. **Building Permits and other LDC Standards** - The applicant shall obtain any required Building Permits associated with the proposal. Work associated with the proposal shall comply with the Building Code, as adopted and amended by the State of Oregon; and other applicable state and local Codes and ordinances related to building, development, archeological resources, fire, health, and safety, including other provisions of the Land Development Code.

2. **Consistency with Plans** - Development shall comply with the plans and narrative in the applicant's proposal; excerpts of the plans are included as **Attachment A** of the November 2, 2012, staff report to the HRC, and **Exhibit B** of the February 12, 2013 memorandum to the City Council.

3. **SW Jefferson Way Improvements** – Improvements to SW Jefferson Way along the APCC site's frontage shall be completed consistent with the Austin Hall HPP approval **(HPP12-00015; Order No. 2012-059)**, unless the Austin Hall HPP expires. If the Austin Hall HPP expires, the following conditions of approval shall apply.

   If the Austin Hall approval expires:

   - All public improvements to SW Jefferson Way along the APCC site's frontage shall be completed and accepted prior to the issuance of any Certificate of Occupancy for the APCC building. Prior to the Final

Certificate of Occupancy, the applicant shall construct SW Jefferson Way (a private street) along the APCC site's frontage, consistent with the standards in LDC Chapter 4.0 – Public Improvements.

- Alternatively, prior to issuance of Building Permits, the applicant shall enter into a Memorandum of Agreement with the City to establish a timeline for constructing SW Jefferson Way to City standards. If the applicant enters into a Memorandum of Agreement, that Agreement shall include a requirement that the required street improvements be completed by December 31, 2014. SW Jefferson Way street improvement plans shall be approved prior to the issuance of Building Permits for development associated with the APCC. The applicant shall also provide financial security for the cost of improving the street and installing utilities as part of the Memorandum of Agreement, in the event the applicant does not complete the required street improvements by December 31, 2014.

- In the event that the City of Corvallis adopts different street standards for Oregon State University that would allow SW Jefferson Way to be configured as proposed in this application, the required improvements to SW Jefferson Way shall comply with those standards. A TIA will be required if this section of SW Jefferson Way is going to be reconfigured to a one way street.

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 approved. The siding material shall be wood.

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.

* * * MEMORANDUM * * *

MARCH 12, 2013

TO: MAYOR AND CITY COUNCIL

FROM: JAMES A. PATTERSON, CITY MANAGER

SUBJECT: MARCH 12, 2013, CITY LEGISLATIVE COMMITTEE WORKING NOTES

1. Call to Order

The meeting was called to order by Mayor Manning at 7:38 am, with Councilors York, Hervey, and Brauner in attendance. Also present were City Manager Patterson, Finance Director Brewer, and Community Development Director Gibb.

2. Co-Chairs Budget
   - PERS reform recommendations
   - Impact of 2013-2014 City budget development

Finance Director Nancy Brewer provided Committee members with a memorandum regarding Public Employee Retirement System (PERS) reform and Governor Kitzhaber's request to legislators that reforms be passed in the next three weeks. If PERS reforms are passed, it could result in savings to the City of Corvallis that could potentially eliminate all or a large portion of the PERS increase that the City will be including in the Fiscal Year 2013-2014 balanced budget proposal. Ms. Brewer reviewed the memorandum with Committee members. Councilor Brauner asked about the likelihood of a legal challenge to the PERS reform, and Finance Director Brewer said she could almost guaranteed it would occur. The Committee agreed to continue to watch the bill and receive updates from staff so that, in the future, a formal recommendation might be made to the full City Council.

3. Regional Accelerator and Innovation Network (RAIN)
   - February 26 luncheon
   - Funding information
   - March 7 testimony
   - Oregon Solutions, Bell & Funk involvement
   - Next steps

Mayor Manning updated the Committee on the South Willamette Valley Regional Accelerator and Innovation Network (RAIN) and provided Committee members with the legislative concept paper overview. Councilor York expressed concerns over the reference in the concept paper's last paragraph to locations being evaluated for a facility, including two buildings adjacent to the Oregon State University campus. Mayor Manning suggested that the question about specific locations may be best answered by Rick Spinrad, but she thought the building being considered was the Nypro building along SW Research Way. Councilor York said she would be comfortable with that.

4. LOC Priorities
   - SJR 10 / HJR 8 (Voter control referral)
   - SJR 11 / HJR 13 (Reset at sale)
   - 911 tax renewal
   - Jobs/economic development
   - HB 2253 (population forecasting)

Community Development Director Gibb shared information related to House Bill (HB) 2253. This Bill deals with the expansion of the Urban Growth Boundaries in cities and population forecasts to be done by Portland State University. Under the Bill, the City would receive updated population forecasts to use for planning purposes.

Councilors Brauner and Hervey, respectively, moved and seconded for the City Council to support House Bill 2253 and authorize Mayor Manning to communicate its support to our legislators. Motion passed three to zero.

Mr. Gibb also shared information on HB 3145. This Bill, as proposed, would remove cities' local control over issuing building permits for State building projects valued at more than $1 million. The example cited was in Junction City, where the State is trying to site a new mental hospital. Mr. Gibb said the Bill is bad and came in very late. Development Services Division Manager Carlson testified to a legislative committee against the idea. It appears that testimony at least compelled legislators in committee to call a "time out" to further consider the negative impacts of such legislation. Staff will continue to track the Bill and report any additional information at a future Committee meeting.

5. Healthy Eating Active Living (HEAL) Cities Campaign

Mayor Manning shared a handout on Healthy Eating Active Living (HEAL) and noted the purpose of bringing the item forward was to ask the Committee to consider a recommendation to Council to adopt a resolution. A sample resolution was also distributed. Councilor Hervey said that, in his review of the list of items, the City of Corvallis does most of the items, and it makes sense to support the Campaign. Councilor Brauner suggested that the Committee recommend to Council that the HEAL resolution be referred to Human Services Committee (HSC) for consideration and recommendation to the Council. Committee members agreed with this approach.

Mayor Manning provided a handout related to HB 217 and the Oregon Cultural Trust. She referenced an e-mail from Meryl Lipman. Our local Arts and Culture Commission discussed this matter and asked Parks and Recreation Director Emery to approach the Committee to consider opposing HB 217. The Committee discussed the matter, including asking a member of the Arts and Culture Commission to attend the next City Council meeting and share information during Visitors' Proposition regarding HB 217.

Councilors York and Brauner, respectively, moved and seconded for the City Council to support continuance of the tax credit for the Oregon Cultural Trust. The motion passed three to zero.

6. LOC Regional Meeting – April 5, 2013, noon, Madison Avenue Meeting Room

   There was no update on the LOC Regional Meeting.

7. Monthly Meeting With Local Legislators (Hosted by Benton County) – April 6, 8 am, McGrath's

   Mayor Manning reminded Committee members that the monthly County meeting with local legislators was scheduled for April 6 at 8:00 am at McGrath's Fish House. Councilor York will attend the meeting this time.

8. Next meeting – April 9, 2013

   The next Committee meeting is April 9. A Committee meeting was also tentatively scheduled for March 26, in case legislative issues need review sooner.

9. Adjournment

   The meeting adjourned at 8:41 am.

1003

MEMORANDUM

March 9, 2013

TO: Legislative Committee

FROM: Nancy Brewer, Finance Director

SUBJECT: **Proposed PERS Legislation**

I. Issue

To update the Legislative Committee and the City Council on PERS related legislation.

II. Background

As full disclosure, I will begin by saying I am a founding member of the Employers' Alliance – a group of public employers drawn from cities, counties, special districts, schools, community colleges, and the State – that has been working since the late 1990s on PERS system changes. This group played a key role in the 2003 reforms, and is again playing a key role in the reform efforts under discussion this year. This group has worked with PERS staff and the PERS Actuary to ensure that the concepts for change being discussed this year have been vetted for cost savings accuracy. The Oregon School Boards Association (OSBA) and a coalition of League of Oregon Cities (LOC) and the Association of Oregon Counties (AOC) have each obtained legal opinions on the constitutionality of some of the concepts being proposed.

III. Discussion

PERS related legislation is one of the hottest topics in Salem this year with over 45 bills introduced already. Key activities include:

- The Governor's Proposed Budget included an expectation that the legislature would modify the current cost-of-living adjustments (COLA) for all current and future retirees to only apply to the first $24,000 of pension payments. This change is currently projected to save around $810 million; the proposed legislation includes an expedited referral to the Oregon Supreme Court and rate reductions for all employers (reduced from the currently required increases due for implementation July 1, 2013). Savings are expected to be about 4.4% of payroll, an amount that would come close to eliminating any rate increase for the City of Corvallis for FY 13-14. There are half a dozen bills with similar changes to COLA calculations, ranging from $24,000 in annual income to $36,000 in annual income. As a solution, this one has a lot going for it – it spreads the impact to all current and future retirees instead of just changing pensions for one group and it won't result in a retirement "tsunami" since it would not apply any differently if you retire before X date.
- Legislative leadership's budget proposal included a change to the COLA, but less straightforward, and at about half the savings of the Governor's proposal. Legislative leadership included some other provisions in their budget proposal, including ending the tax remedy for out-of-state retirees, and a concept around rate collaring that remains slightly confusing. This is expected to be clarified once a bill is actually drafted, but it seems that this would defer about 1.9% of the public schools'

rate increase for July 1 that is the result of the system's underfunded status that doubled the rate collar. Speculation is that good earnings for the biennium could wipe out this 1.9%. If the system does not earn enough, the 1.9% increase would be put into effect with the July 1, 2015 rate change. Leadership's concepts have not yet been drafted into bill form, so more definitive information is expected in the next couple of weeks.

- OSBA has dropped a bill (SB 754) that makes a number of changes to the system, including the COLA changes as recommended by the Governor, changes to the definition of "Final Average Salary" for purposes of calculating pension payments, ending the tax remedy for out-of-state retirees, ending Tier 1/2 member contributions to the Individual Account Program and moving those monies into the PERS system, and decoupling the assumed earnings rate of the system from the rate used for calculating pensions and using a rate of 4% for calculating pensions.
- The LOC is likely to ask to have a bill submitted to terminate the money match retirement benefit for any person who has been an "inactive" member for some number of years. Cost savings are estimated at $440 million which is also significant.
- Other bills make a wide variety of changes in the system, ranging from moving membership from working 600 hours to 1,040 hours per year to changes for Judges' retirement. While these bills would be expected to have an impact on the system, it is generally a small change.

There have also been dueling legal opinions, with Legislative Counsel saying the COLA change cannot be done within the Oregon Constitution, and the Department of Justice stating it can be. Former Supreme Court Justice Mick Gillette has weighed in on the side of the DOJ. There are also a number of economic impact studies coming out and referencing the systems unfunded actuarial liability as a ratio against personal income, the economic value of retirement benefits, and the impact of extending the PERS system amortization period.

The amortization period determination is a function of the PERS Board and does not require legislative action to change. Extending the amortization period is supported by labor representatives because it results in lower employer rates without changing the pension benefits for retirees. I have been at Board meetings twice recently testifying against this action. While employer rates would decrease, it actually would cost significantly more over time and pushes the costs of current employees to future generations. The Employers Alliance will continue to follow this issue at the PERS Board meetings.

IV. Legislative Action

Chatter from Salem indicates the Governor is pushing to have action on his proposed bill within the next three weeks. This makes sense due to the State's role in funding K-12 education. Like the City, all school districts are in the middle of budget setting for the fiscal year beginning July 1, 2013. No savings from possible rate decreases can be built into budgets until actual action takes place. Action prior to adopting budgets could result in significant differences for schools, and other local governments.

General consensus is that most legislators would rather not make changes to the PERS system, but recognize they have no choice. As a result, they seem to be leaning toward the Governor's bill on the COLA under the "if it will be a bad decision, might as well make it count" philosophy.

V. Other Bills Finance Watches

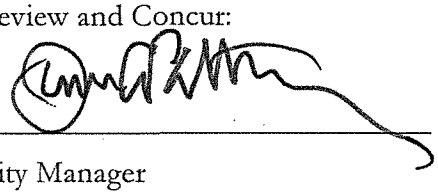
The Finance Department is watching a series of other bills that could have a financial impact on the City. Major concepts include:

- Allowing local liquor/cigarette taxes. While this is not expected to do much in this session, as the State looks at how they will fund services in O & C counties, and the potential for drawing State Revenue Sharing monies from other governments to fund these services, this door may get opened and could provide a new revenue source for the City.
- Other Post Employment Benefits (OPEB). Bills have been introduced which would allow for separate pools for retirees and active employees, which would reduce the City's OPEB liability for the current implicit subsidy. Other bills have been introduced that would require funding a trust to cover the costs of OPEBs.
- Property tax bills. In particular, Finance Department staff is following the two joint resolutions proposed by LOC.

VI. Requested Action

This is provided for information only at this point. Council could support a letter to Corvallis' legislators supporting certain concepts, or could wait until a specific bill begins to move and then support that bill.

Review and Concur:



City Manager

Legislative Concept Paper - Overview

SOUTH WILLAMETTE VALLEY REGIONAL ACCELERATOR & INNOVATION NETWORK (RAIN)

February 18, 2013

Governor's South Valley Regional Solutions Center Advisory Committee

Goal: **Foster job creation in the South Willamette Valley by advancing the formation, support, growth, and retention of technology-based startups.**

Background:

The four key ingredients to developing innovative ideas into viable thriving businesses are market opportunity, ideas, team, and access to capital.

Market Opportunities: Successful ventures deliver solutions that meet real customer needs. Access to market savvy networks helps steer R&D efforts toward such solutions. Ideas and teams are necessary pillars, and market opportunities are the soil in which these ideas must germinate and thrive.

Ideas: University research is a generator of ideas that have both societal impact and commercial value. The $350M federal investment in R&D at Oregon State University and the University of Oregon combined, the South Willamette Valley's research universities, creates opportunity for a flow of valuable ideas. This impact is strengthened by the many collaborative research efforts across the two universities in this last decade, 40+ startups were generated from this federal investment.

Team: The South Willamette Valley has succeeded in attracting experienced entrepreneurs who complement the deep science of university research with the business savvy and track record needed to attract investment and move companies forward to customer revenue. Sources of management talent and mentoring include entrepreneurs such as those associated with Oregon's signature research centers and others attracted by the university spinout activity. Additionally, the both universities have entrepreneurship programs that help develop future generations of management talent.

Access to Capital: Creating technology-based business entities requires funding in four essential categories: seed or very early stage; proof of concept/gap; company formation; company growth. Through Gap Funds such as those established by the Signature Research Centers, and the university venture development funds, universities and the state have been able to support the very earliest stages of entrepreneurial activities. However, the South Willamette Valley has challenges in access to later stage funding for company growth. Access to venture capital and their networks, as well as, small business loans, which support these investments, is thin.

Request:

To accelerate the growth of technology industries in the South Willamette Valley, the Governor's South Valley Regional Solutions Center Advisory Committee recommends:

1. **Building the South Willamette Valley Technology RAIN.** Hundreds of technology-based innovations occur annually through research conducted at Oregon State University and the University of Oregon. Access to market savvy networks, including the use of business school classes, can direct these innovations toward resources that significantly increase the potential for startup company formation. Early stage technology start-ups need connections to mentors, guidance on business formation and outside investment, and sales and marketing support to foster early stage development. Affordable and properly outfitted office and lab space in close proximity to university research, faculty and students reduces the burden on startups. Access to high capacity university equipment and expertise in an open environment will foster idea exchange and collaboration.

   There are not sufficient accelerator resources serving the burgeoning technology business development needs of the South Willamette Valley. Our vision of the business accelerator is both "hard" assets (facilities, plant, and equipment) and "soft" assets (mentorship, networking, and virtual information assets).

   The RAIN Accelerator will consist of multiple, virtually linked companion "accelerator" facilities where start-up principals are co-located with research and educational resources. In addition, dedicated and respective "incubator" facilities will be developed, one in Eugene and one in Corvallis, resulting in ~22,000 square feet of total space total for acceleration and business incubation.

   Distributed facility space within the University system (such as the Wood Innovation Center at Oregon State University or the Materials Science Institute/CAMCOR at

University of Oregon) enables co-location of innovative start-ups and spin-outs with world class researchers and facilities.

These planned mixed-use facilities will combine business and programmatic space, with linkages through shared IT and community-based resources to capitalize on respective strengths into one seamless ecosystem for innovation. Facility footprints and resources will be located near the two major research universities in Eugene and Corvallis, already aligned with ONAMI and BEST Signature Research Centers. These facilities and the associated Accelerator ecosystem will bring Entrepreneurs in Residence, Mentors in Residence, investment capital, UO & OSU students, post-doctoral researchers, faculty, and community resources together in support of technology based startups. Linkages will also be established with city economic development programs (in Corvallis, Eugene, Springfield and Albany) and county economic development entities (in Lane, Benton and Linn Counties.)

Oregon R.A.I.N. complements other State of Oregon programs including those of the Oregon Innovation Council (Oregon InC). by providing new access points both to its Signature Research Center (SRC) programs and the wider-ranging innovation agendas of the Universities, communities and State. Accelerator residents in both Eugene and Corvallis will have access to research service centers, such as CAMCOR (Center for Materials Characterization in Oregon), the MBI (Microtechnology Breakthrough Institute) and the unique state-of-the-art research facilities on the UO and OSU campuses. These physical resources provide equipment, facilities, and expertise that are otherwise seldom easily available to emerging small innovation-based companies.

Investment in this "virtual accelerator" that connects these distributed facilities, resources and agencies will propel the commercialization of Oregon's world class research university innovations, and provide economic growth in the region. The Governor's South Valley Regional Solutions Center Advisory Committee recommends a state capital investment and operating funds for development of the two linked accelerators anchored in Corvallis and Eugene. The two research universities pledge to raise an equal investment from other funds, including philanthropy and grant applications, to leverage the state investment and promote community engagement and commitment to the economic development goals.

The table below provides a top-level summary, with detailed operating budgets and capital investments in the respective plans OSU and UO Accelerator plans.

	Corvallis/OSU Accelerator		Eugene/UO Accelerator		Total Investment	
	Operating	Capital	Operating	Capital	Operating	Capital
Level A	$2.0625M	$3.75M	$2.0625M	$3.75M	$4.125M	$7.5M
Level B	$1.375M	$2.5M	$1.375M	$2.5M	$2.75M	$5.0M

Table 1: Summary Budgets for OSU and UO Accelerators

2. **Streamlining Processes to Grow and Retain Viable Businesses.** Establish tax incentives such as enterprise zones in key South Willamette communities that commit to retention efforts or participate in the Governor's program to streamline permitting for industrial uses as defined in SB 766. Establish tax incentives that promote the retention of high growth technology based companies when significant investment is received, numerous jobs are created, but products are not on the market. Providing public and private incentives to plant and grow companies in the South Willamette will help accelerate the growth of our high tech sector, allowing us to achieve a competitive advantage and develop key clusters.

3. **Enhancing Incentives to Increase Access to Capital.** More channels for feasibility grants and investment with a wider breath of technological focus are needed to significantly grow and retain startups in the South Willamette region, which includes grants, loans, angel investment, and venture capital. Several strategies in a single legislative package would bring value. First, fine tune the existing University Venture Development Fund feasibility study grant program by renaming it to an "Innovation Development Fund", with a simpler tax credit plan, terminate the Treasure repayment, and extend the sunset provision. To help increase sources of investment, develop a side-car state co-investment program of angel and later stages of funding to attract capital including such funds affiliated with Oregon's universities, perhaps specifically designated by region in this case, targeted to the South Willamette Valley. In the early stage, company management and investors play key roles in determining where a startup will be located, whereas later stage companies may look for tax and other incentives. Oregon needs to develop appropriate incentives anchored in providing greater certainty to investors and management.

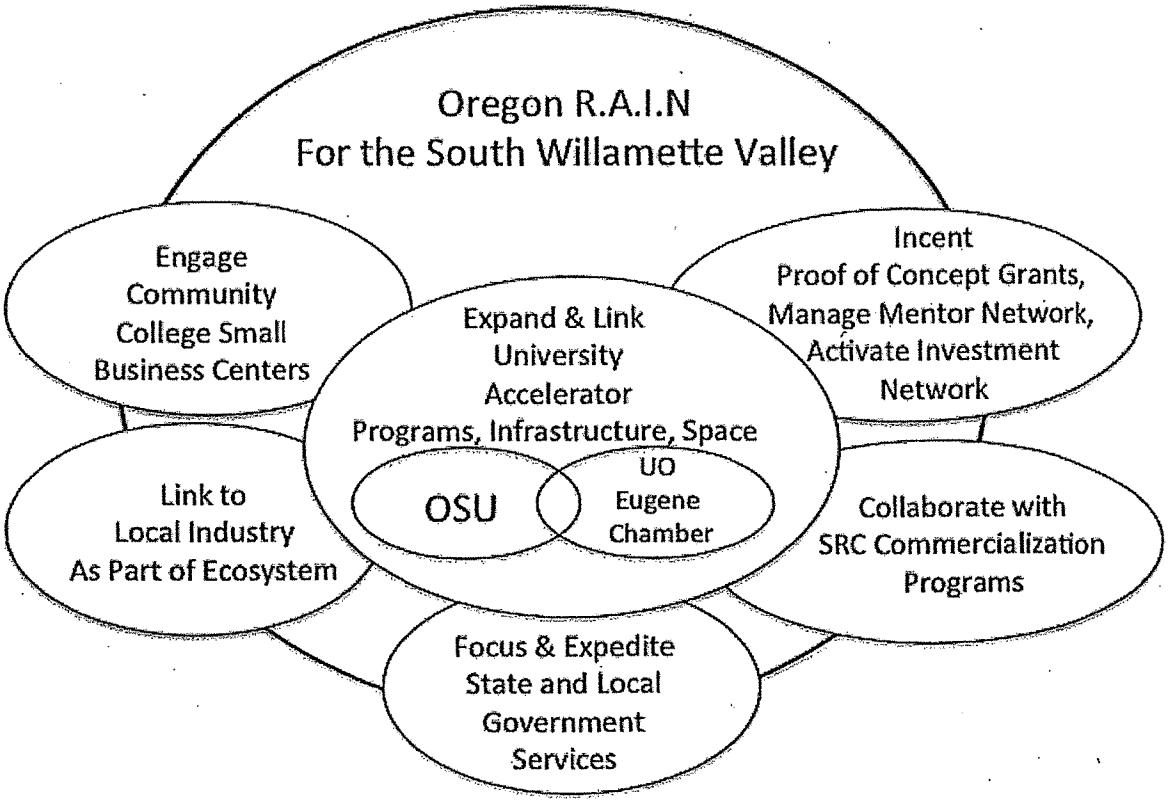
Specifically, the Governor's South Valley Regional Solutions Center Advisory Committee recommends legislation to create an "Innovation Development Fund." The key elements of this evolution of the Venture Development Fund include:

a. Tax credit to individuals or organizations making gifts to the Fund
b. Ability to direct gifts made to the Fund to donor-selected technology categories

Outcome: **A successful partnership between two of Oregon's world-class research intensive universities, the private sector and state government that provide the resources necessary to efficiently transition from ideas to startups to large Oregon-based companies and thereby help drive high-wage job creation.**

REGIONAL COLLABORATIVE STRUCTURE OF RAIN

Collaborators: University of Oregon, Oregon State University, Lane Community College, Linn Benton Community College, the Eugene, Springfield, and Corvallis Chambers of Commerce, Cities of Eugene, Springfield, Corvallis, and Albany, University of Oregon Community Planning Workshop, Lane, Benton and Linn County Economic Development, Oregon's Signature Research Centers, and the South Willamette Valley technology industry



LINKED ACCELERATORS ANCHORED IN CORVALLIS AND EUGENE

A Regional Innovation Ecosystem □

Oregon R.A.I.N. leverages existing and new assets within the South Willamette Valley region to accelerate the successful development of high growth, innovation-based companies. It provides needed physical and programmatic resources to nurture and commercialize promising innovations in an environment supporting both product and business development. The project accommodates companies derived from the South Valley's Universities, as well as community-based enterprises, creating a synergistic mix of emerging businesses transforming the South Willamette Valley's growing research capabilities into commercially viable products and businesses that will increase the region's prosperity.

The core asset of RAIN is the linked accelerator anchored at Corvallis/Oregon State University and Eugene/University of Oregon. The majority of the proposed investment will increase the capacity of these two accelerators to foster job creation through both programmatic and infrastructure expansion.

As shown in the figure above, a primary emphasis of the South Willamette Valley RAIN will be on collaboration between UO and OSU Accelerators. This will allow both efforts to leverage respective competencies and use overall resources most effectively. Specific shared tools and resources may include

- "Start-up in a Box" to streamline venture formation
- Access to legal tools and advice on protection of intellectual property
- An "Entrepreneur-in-Residence" program to provide managerial support for start-up companies
- A common point of contact for communication with the extended Oregon innovation ecosystem.

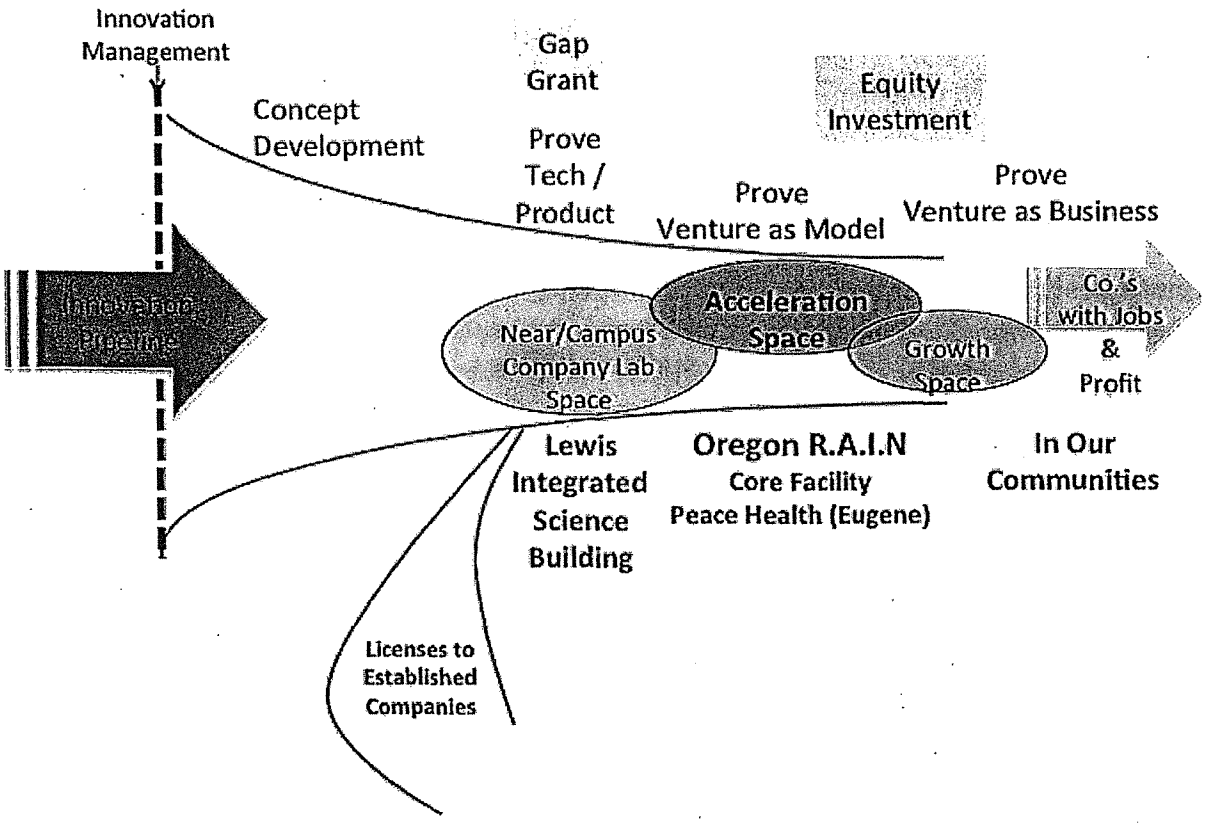
Given the number of participants in this ecosystem, shared communication with these stakeholders will be a significant benefit of RAIN. This collaboration will provide a common portal for external stakeholders and resources to engage with innovation from both the UO and OSU Accelerators. Regular co-hosted forms will engage Oregon Signature Research Centers (SRCs) to showcase new innovation and coordinate potential gap funding. State and regional government entities including Small Business Development Centers, industry clusters, and Economic Development agencies will have a common point of contact. Finally, RAIN will provide a connection point for external investors interested in accessing the most promising innovation from the South Willamette Valley.

"Oregon R.A.I.N. in Eugene"

Our proposal for Oregon R.A.I.N. in partnership with the Governor's Regional Solution Team encompasses both physical facilities and programmatic elements. It includes funding for an accelerator facility proximate to the University of Oregon campus that will house eight new companies and serve many more. UO, Lane County Economic Development, and the Cities of Eugene and Springfield will build on the Regional Prosperity Initiative (http://www.lanecounty.org/Departments/HHS/HSC/Documents/Reg_Prosper_Initannualreport.pdf) by engaging the Eugene Chamber of Commerce to co-direct the Eugene facility and programs. The Eugene Chamber has excelled in developing an entrepreneur support network, related programming, and also manages the Willamette Angel Conference in collaboration with the Corvallis Chamber. The proposal fosters a planned "Innovation System" of which the two core technology accelerator facilities in Eugene and Corvallis are highly networked through the private sector chambers to develop, experiment with, and share a full range of "soft assets" linking start-up and early stage businesses with the resources they need for the establishment and growth of their companies.

The heart of the Eugene anchor facility of the Oregon R.A.I.N will be roughly 14,000 feet on the third floor of Peace Health North, located in the same building that houses the Research Innovation Services offices of the University of Oregon and conveniently adjacent to both the UO campus and downtown Eugene. The accelerator will include lab space, office space, shared spaces such as emerging business bullpen, conference and training rooms, and space dedicated to community partners, including the Cities of Eugene and Springfield, Lane County Economic Development, our SBDC, and the private sector. Labs will accommodate projects ranging from biology or material science discoveries (wet labs) to information technology, manufacture of equipment (dry labs), or pilot classrooms and end-user demonstration projects (living labs). The figure below illustrates the 3 phases supported in our ecosystem (Prove Tech, Prove Venture as Model, Prove Venture as Business) on the top of the funnel and overlapping facilities inside.

Oregon R.A.I.N @ Eugene



Programmatic collaboration will take place between Oregon R.A.I.N. and the Universities, the cities, the counties and the SRC's, A variety of programs and services will be offered to meet a spectrum of needs for companies from the early proof-of-concept phase through proof of business model to revenue generation and sustainability. Programmatic offerings at the Eugene R.A.I.N. facility fall into five broad categories:

(1) **Business Creation**

Innovation Management, coordinated by Research, Innovation and Graduate Education at the □University of Oregon, including development of research assets, identification and acquisition of intellectual property, management of start-up opportunities by the New Ventures lead, and industry networking through the Senior Director of Industry Partnerships.

Research Development Services, including assistance securing grants and funding for early stage startups through programs offered by federal agencies, such as the Small Business Innovation Research / Small Business Technology Transfer programs (SBIR/SBTT).

The Venture Launch Pathway, mentored by business, law and science involving market feasibility studies on new technologies and ideas performed by collaborative graduate student teams.

The UO Innovation Law Clinic where supervising attorneys and law student teams support each accelerator to manage company organization and securities, intellectual property, regulatory issues, and transactions support, such as employment agreements or licensing.

Oregon R.A.I.N. Professional Services, facilitated by the R.A.I.N. Centers that provide administrative, reception, legal, and accounting services for participant companies.

(2) **Innovation Network**□

Participation in *industry networking* through UO's Senior Director of Industry Partnerships,□Access to *Entrepreneurs in Residence,* including offices for EIRs from ONAMI and BEST in accelerator facilities,□Quarterly *networking meetings* between Eugene and Corvallis accelerator companies,□Access to the *Oregon R.A.I.N. Mentor Network* managed by the Eugene and Corvallis Chambers of Commerce.

(3) **Investment Capital**□

The *University Venture Development Fund,*□Access to *Angel Network* managed by Eugene Chamber of Commerce,□Eugene *Revolving Loan* Fund,□*Gap and matching grants* offered by Oregon SRC's ONAMI, OTRADI and BEST, *SBIR and STTR* grants.

(4) **Educational Curriculum**

An innovative on-line and video-based support program developed as part of this initiative with content unique to starting businesses in the South Willamette Valley.

Tuition-based *business classes* offered by the Lundquist College of Business

Smartups Academy, a year-long program for early-stage businesses seeking investment focused on □product and customer development and "pitching" to investors. The Academy starts with 3-months □of intensive training followed by 9 months of check-in meetings to stay on course.

Training in *grant writing* to procure competitively awarded funding from federal agency programs □designed to support small business development.

Support with *developing and writing business plans* □

(5) **Community Resources**□

Onsite access to Lane County Economic Development resources,□Lane Community College Small Business Development Center and Workforce training programs, City governments of

Eugene, Springfield and Corvallis for assistance with business loans,□workforce development, and site identification and permitting.

Oregon RAIN at Corvallis/Oregon State University- The "OSU Venture Accelerator"

Oregon State University annually conducts more than $275M of research, and is a prolific source of innovation that provides opportunities for new company creation, science and technology based products and services, and high wage jobs. To significantly increase the number and quality of new companies, a systematic approach is needed to identify, foster and fund the most promising opportunities. A well-trained workforce is also essential to economic vitality. Students and innovators need relevant academic education and practical experience in the technical, business and operational realities of moving innovation to market.

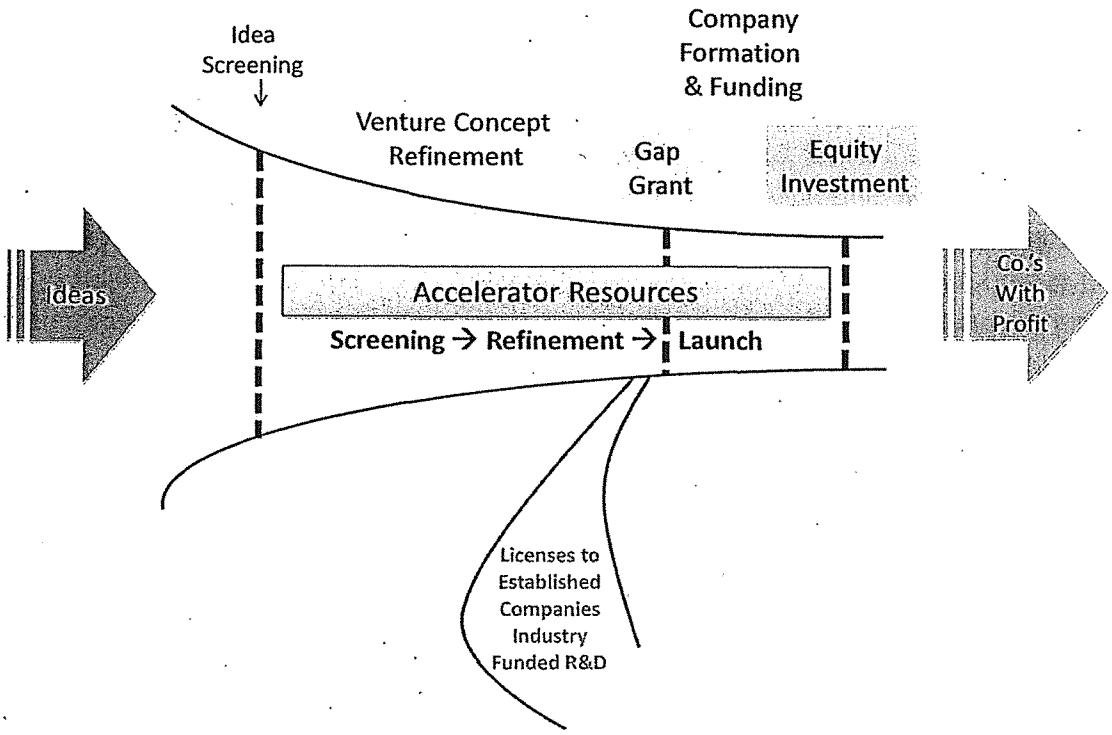
OSU has formed a Venture Accelerator to address both of these aspects: **providing targeted resources** to advance selected innovative concepts and **actively engaging students in the process** of evaluating, researching and refining these commercial opportunities. The best opportunities will be matched with resources from outside the university to further enhance chances for success.

To build an effective innovation ecosystem, a coordinated effort is needed among researchers, students, entrepreneurs, prospective investors, and community resources. The Accelerator will act as a focal point for these groups in moving innovation to market. A process and forum will be provided to **evaluate** new technologies for commercial potential, **educate and inform** prospective entrepreneurs and students, **provide resources** for early stage start-up companies, and **connect** the technical, business, and investment communities.

Within the Accelerator, concepts and prospective startups will be guided through three commercialization stages. These include **prescreening**, in which participants are provided information and referrals; **refinement**, where innovators receive assistance with business plan development and launch from trained student interns and community mentors; and **funding**, where students perform due diligence in preparation for investor engagement.

A key component of commercializing ideas is the engagement of the external community as advisors, investors and direct participants, and tapping into existing community organizations, workshops, and events. Alumni, community members and students will play important roles in moving ideas from concept to commercial reality. Trusted external experts will identify promising early stage technologies from OSU researchers; student participants will perform business, market, competitor and financial assessments; community mentors and Entrepreneurs-in-Residence will assist with business plan development and execution for start-up companies.

Venture Accelerator



The Accelerator is staffed and jointly sponsored during a startup phase by the OSU Office for Commercialization and Corporate Development (OCCD) and the College of Business (COB). **During Phase 1**, starting Q1 2013, the Accelerator will identify and promote the commercialization of promising innovation from OSU staff, researchers and students. To realize this goal, the OCCD and COB have jointly committed $380,000 per year in startup funds for the Accelerator for the next two years. The Accelerator represents a cornerstone of the ***OSU Industry Partnering and Commercialization Strategic Plan***, with a goal of more than twenty fundable OSU-derived startup companies through FY2017.

The true potential of the Accelerator concept lies in active community and regional participation at all stages of the commercialization process, including idea submission. **During Phase 2**, starting in Q4 2013, the quality and number of ideas will be enhanced as innovation is included beyond OSU from strategic partners, community and regional sources. The OSU Accelerator with this expanded scope will have an annual operating budget of approximately $850,000 and will draw upon funding beyond the OCCD and COB startup commitments. Current use funds from RAIN of $2.0625M (Level A) or $1.375M (Level B) will provide operational support starting Q1 2014.

In Phase 3, the OSU Accelerator will be housed in a dedicated facility. During Q3 2014 RAIN capital funds of $3.125M (Level A) or $2.084M (Level B) will be used to purchase and upgrade

space for expanded Accelerator operations. A portion of this facility will provide expanded work areas for Accelerator interns, offices for the Co-directors and support staff, and meeting areas for collaboration with startup companies. In Q4 2014, $625K (Level A) or $417K (Level B) from the RAIN grant will be used to upgrade a portion of the facility for an Incubator, to include offices for startup companies associated with the Accelerator.

Several specific locations are being evaluated for this facility, including two buildings adjacent to the OSU campus providing 7,000- 9,000 square feet of space. The proposed capital funds would be sufficient for acquisition and renovation of these properties for Accelerator functions as well as working areas. In addition, the possibility of co-location with the MBI facility on the HP campus is under discussion. As funding permits, lab space for startup companies will be included as a part of the build out.

Regional Solutions Infrastructure Funding

Updated January 31, 2013

This primer is intended to inform Regional Solutions Advisory Committee members about the organization of funding available within the Governor's budget to support regional infrastructure development, and its relationship to long-term planning and ongoing support for development of regional priorities over the next 10-years.

The capital funding distributed in the budget as bonding authority provides opportunity for each of the regions to plan, pursue, and implement their highest priorities.

The Governor's infrastructure budget was created to support regional infrastructure priorities and allocates dedicated and competitive funding that will allow Oregon Solutions regions to secure funds for identified priorities. The authorities for bonding are diverse and anticipated to provide sufficient funding to initiate vital projects in all regions.

- The Governor has seeded $2 million in authority with the 10 Oregon Solutions regions which will assure positive advancement for projects – importantly it anticipates that this funding authority will be retained until spent and that this funding can be combined with sister committee and other state infrastructure funds. [May 2014, SB 5533]
- The Governor's budget will provide nearly $1 million to all Regional Solutions Advisory Committees for project and infrastructure planning ($100,000 for each region). [July 2013, DAS General Fund]
- A $30 million Regional and Community Infrastructure bonding authority will be allocated to regional priorities through IFA that will allow the agency to form an advisory committee of Regional Solutions Committee conveners to provide the methods and means of distributing funds (committee is intended to be formed through existing rulemaking authority). [March 2015, SB 5533]
- $10 million is allocated to water development priorities. [May 2014]
- $10 million is allocated to innovations surrounding centers of business development. [May 2014]
- Other funding is available to support collaborative forest projects in eastern, central and southern Oregon and for facilitation of O&C lands solutions. [October 2013 & May 2014, SB 5533]
- Connect Oregon is support by $60 million in bonding authority and shall continue to be advanced through established planning and allocation processes. [March 2015]

- $24.452 million provided to the Business Oregon, Oregon Infrastructure Authority (IFA) to support water and waste water treatment. [October 2013 & March 2015]

Overall, this distribution provides Oregon Regional Solutions Committees and local communities broad opportunities to advance the most important infrastructure development projects to support economic growth and public benefits for citizens of the regions.

The necessary steps to move regional solutions infrastructure forward.

The Governor's budget now shapes a vital discussion about the processes Oregon will use to invest in the economic vitality of its regions.

- The projects and strategies are already on the "to do" lists of Regional Solutions Advisory Committees; funding provided in the Governor's budget is flexible and distributed to encompass all of them. Legislative approval of the funding in the Governor's budget would be sufficient to put this strategic infrastructure plan into action – and ultimately such approval is an absolute necessity.

Regional and Community Infrastructure: 2013-2015

Subject to Legislative Approval; See Senate Bill 5533

PURPOSE and TIMING	July 2013	Oct. 2013	May 2014	March 2015	Ongoing Executive Order Capacity/one time Funding
State Planning Funds	$1.7 m to DAS		$.5 m from Business Oregon		$2.2 m of state funds is one time funding [DAS Budget, General Fund]
Regional Planning Assistance and Direct Infrastructure Grants	*$1 m Regional Planning Assistance (10 RSC)*		*$20 m Infrastructure Grants & Loans ($2 m per RSC)*		$1 m Regional Planning Assistance is one time [DAS Budget, General Fund] *$20 m for Infrastructure Grants [SB 5533 Section 2(2) & 3; Regional Infrastructure Fund]* *(E.O. capacity of $100 m)*
Available Regional Priority Funding		$20 m Water and Waste Water (loan fund)	$10 m Regional Water Funding (grants available to all Regions)	*$30 m for Regional Economic Priorities (grants & loans available to all regions)* $4.4 m Water and Waste Water (loan fund)	$24.4 m for Water and Waste Water (E.O. capacity of $115 m) $10 m for Regional Water Funding (E.O. capacity of $180 m) *$30 m for Regional Economic Priorities [SB 5533 Section 2(2) & 3; Regional Infrastructure Fund]* *(E.O. capacity of $205 m)*
Dedicated Funding		$2 m Eastern, Central, Southern OR Forest Collaboration $1.4 O&C Collaboration	$2 m Eastern, Central, Southern OR Forest Collaboration $1.75 m Cultural Resources Economic Fund (Cultural Trust) $10 m Business Innovation Centers		ALL ONE TIME FUNDING [Forest/O&C Collaboration: SB 5533 Section 5] [Cultural Resources Economic Fund: SB 5533 Section 7]
Connect Oregon				$60 m Connect Oregon	$60 m for Connect Oregon (E.O. capacity of $510 m)
Other Transportation				$17 Lane Transit	One Time Funding

Voter Control Referral

SJR 10/HJR 8

Description

The League's proposed constitutional referral would allow local voters the ability to consider a temporary tax outside of compression. The referral would not raise anyone's taxes, but would empower voters to authorize a tax for local operations.

Background

Under Oregon's current system, statewide limitations can prohibit local voters from having the ability to raise their own taxes to support services they demand. Measure 5 limitations restrict general governments (cities, counties and special districts) and schools to levying no more than $10 and $5 per $1,000 of real market value respectively. Any taxes levied in excess of those limitations are reduced until the limitations are met, a process known as compression. Temporary taxes that are in addition to the municipality's permanent rate that are approved by voters to provide funding for operating expenses are compressed first under this system. As a result, voters residing in a municipality in compression are limited in their ability to raise revenue to support services they desire.

Example

Sweet Home, a timber-dependent community of roughly 9,000 residents in Linn County, has a low permanent tax rate for a city of its size. As a result, the city has provided essential police protection and library services via voter-approved temporary taxes since 1986. In 2010, voters in Sweet Home approved these temporary taxes with 60 and 55 percent of the vote respectively.

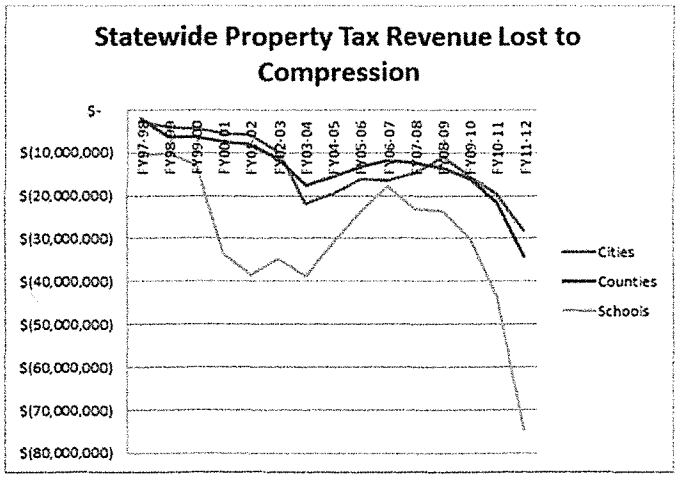
However, Linn County has its own voter-approved temporary tax that competes against Sweet Home's, and property values in Sweet Home have fallen in recent years. As a result, temporary tax revenue losses due to compression have increased from $300,000 to $730,000 – nearly a third of what the levy was supposed to collect. As a consequence, the public safety and library services are not being provided at the level local citizens wanted.

Statewide Impacts

Compression is becoming a growing problem for local governments statewide. Since 2008-09, total revenue lost to compression has increased from $51 million, or 1.13 percent of property tax collections, to $144 million, or 2.8 percent of collections (see Table 1). All counties are in compression, as are half of all cities and more than 90 percent of all school districts.

Table 1: Statewide compression losses

	Revenue lost to compression in FY2011-12 (in millions)	Percent increase in compression losses since FY2008-09
Schools	$ (74.50)	216%
Counties	$ (34.30)	154%
Cities	$ (28.20)	161%



Last May, local voters approved 18 of 21 (86 percent) temporary taxes, including six out of six city tax levies and four out of five county tax levies. While voters may still be concerned about the state of the economy, in many instances they clearly realize the value of local government services and are willing to tax themselves to provide those services. Whether or not any local voters approve temporary taxes outside of compression limitations is irrelevant. What matters is that voters currently do not have the freedom and opportunity to do so.

For more information, visit *www.orcities.org/toolkit* or contact Chris Fick at (503) 588-6550 or *cfick@orcities.org*.

LEAGUE of Oregon CITIES

Reset at Sale

SJR 11/HJR 13

Description

The League's second proposed constitutional referral would reset a property's taxable value to its real market value at the time of sale or construction. The referral would not raise anyone's taxes on their current home, but would restore equity by recalibrating taxes based on the market's valuation of a property at the time of sale—a better measure of a property's value and an owner's ability to pay.

Background

Measure 50, passed in 1997, created a new artificial taxable value for all properties. Taxable value was initially set at 90 percent of a property's 1995-96 real market value. For newer properties, a county-wide ratio is applied to determine the initial taxable value. Growth in taxable value is limited to 3 percent annually.

By locking in taxable values based on 1995-96 real market values or a ratio at the time of construction, and by capping annual growth, huge disparities in tax bills have emerged as property values have changed and as neighborhoods have gentrified.

Example and Statewide Impacts

Homeowners in inner North and Northeast Portland, for example, often have property tax bills that are one-third or one-fourth of what homeowners with similar real market values pay across town. The reason is simple. In the early and mid-1990s, large swaths of North and Northeast Portland had lower market values, and those values still determine the taxes owed. (See Table 1 for examples.)

Similarly, the ratio applied to new property can vary greatly from year to year as the market fluctuates. In Deschutes County, the ratio used to calculate taxable value for new properties has increased 50 percent between 2010 and 2011. As a result, identical properties with the same sale price but permitted only months apart can have dramatically different tax liabilities.

These inequities are not confined to certain areas of the state, however; they exist statewide.

Table 1: Tax inequities between two neighborhoods in Portland

Established	RMV	Taxable Value	Taxes
9910 SW 61st	$ 269,670	$ 213,930	*$4,236*
9931 SW 61st	$ 270,590	$ 236,110	*$4,270*
9930 SW 61st	$ 279,390	$ 216,920	*$4,385*
9911 SW 61st	$ 311,450	$ 252,070	*$4,897*
Gentrifying	**RMV**	**Taxable Value**	**Taxes**
5134 NE 16th	$ 267,870	$ 72,870	*$1,624*
5117 NE 16th	$ 268,480	$ 51,790	*$1,154*
5126 NE 16th	$ 282,140	$ 51,640	*$1,151*
5133 NE 16th	$ 352,530	$ 81,930	*$1,826*

Solution

Seventeen other states have property tax limitations similar to Oregon's. Of those, 15 readjust property taxes at the time of sale. Oregon's existing system, according to a Lincoln Institute of Land Policy report, "has gone the farthest of any [in the country] in breaking the link between property taxes and property values."

Resetting taxable value to real market value at the time of sale would reconnect the link between property value and property taxes, and improve the fairness of Oregon's system.

For more information, contact Chris Fick at (503) 588-6550 or *cfick@orcities.org*.

LEAGUE of Oregon CITIES

9-1-1 Tax Renewal

Description

The League will work with other stakeholder groups (principally organizations representing public safety organizations and jurisdictions) to extend the 9-1-1 emergency services tax beyond its expiration in 2014. In doing so, the League seeks several important policy changes to the 9-1-1 system.

Background

The current $.75 per month tax is an important source of revenue for cities. After subtracting collection costs, administrative fees and equipment costs, cities receive $13 million per biennium, which is passed through to the governing authority of the 9-1-1 jurisdiction serving that city. These funds are the backbone of the budget that supports the planning, installation, maintenance, operation and improvement of the statewide 9-1-1 emergency reporting system.

The state currently diverts portions of the 9-1-1 tax revenues it collects as well as the earned interest to the general fund in support of positions and activities unrelated to 9-1-1 services, a practice frowned upon by the federal government. Oregon is one of the only states in the country to do so, and as a result, for the last three years has been ineligible for federal emergency services grants.

Pre-paid cellular phone and Voice over Internet Protocol (VoIP) users do not pay the 9-1-1 tax. All other users of telecommunications services, including regular cell phone users, pay the tax. Previous attempts to enact legislation addressing this inequity have failed. Legislative counsel has opined that such legislation is unnecessary because the authority to levy this tax already exists. The Oregon Department of Revenue is considering a rule that would include pre-paid cell phones under the tax, but if approved litigation would likely result.

Concept Details

The statutory authorization for the collection of taxes in support of the 9-1-1 reporting system is due to expire on December 31, 2014. It is therefore important that the Oregon Legislative Assembly extend the authorization for the 9-1-1 tax. In addition, the League will seek to:

- Modify the tax rate to ensure adequate resources for both the management of the system and the acquisition of the most modern technology;
- Make permanent the statutory authority for the tax (i.e. no sunset provision) in recognition of the permanence of the 9-1-1 system;
- Require that the state use revenues derived from the 9-1-1 tax solely for the provision of emergency reporting services, thereby ending the practice of diverting both revenues and earned interest to the state's general fund; and
- Make it statutorily clear that purchasers of pre-paid cell phones and VoIP services are also subject to the 9-1-1 tax.

For more information, contact Craig Honeyman at (503) 588-6550 or *choneyman@orcities.org*.

Jobs and Economic Development

Description

Support investment in three funding requests from the Oregon Business Development Department that will create, retain, expand and attract businesses that provide sustainable family-wage jobs for Oregonians through public-private partnerships and leverage funding and economic opportunities for Oregon companies and entrepreneurs. The three initiatives are:

- **$10 million** to recapitalize the *Brownfield Revolving Loan Redevelopment Fund,* which provides loan funding for gap financing that commercial lenders are unable to provide to clean up industrial sites;

- **$25 million** within the Special Public Works Fund (SPWF) to institute the *Patient Capital for Industrial Lands Infrastructure Pilot Program*, which would provide funding to municipalities to install infrastructure and necessary feasibility studies needed for industrial sites to be "shovel" ready for development; and

- **$15 million** within the SPWF to institute the *Employment Site Re-Use/Redevelopment Pilot Program,* which would assist communities with funding incentives to reuse or redevelop existing industrial lands. Funding could be used to address a variety of barriers to utilizing existing industrial land within a city's urban growth boundary, including building inadequate infrastructure, addressing environmental contamination, and dealing with fractured parcel ownerships or pressure to convert to non-industrial uses.

Background

In a 2012 League survey, cities ranked the lack of infrastructure as the biggest hurdle to attracting new or expanded industrial development or new employment opportunities. Adequate infrastructure for industrial sites is a critical component to the economic vitality of cities and local economic regions. An adequate supply of shovel-ready industrial land will be essential in order for cities to create jobs, improve the quality of life for residents, and foster entrepreneurship and productive economic activity.

Further, prior surveys have identified more than $2 billion in municipal infrastructure projects that would be ready to go to bid if sufficient funding is secured – a figure that reflects the decline of state and federal investments in local infrastructure over the course of the last several decades.

Statewide Impacts

These three economic development initiatives would remedy infrastructure deficiencies and provide critical funding for specific types of industrial development situations that are important for job creation and economic vitality.

These three programs will:

- Help cities utilize existing industrial sites and clean up underutilized and contaminated areas;
- Grow the property tax base for cash-strapped cities, schools and counties;
- Give Oregon a supply of shovel-ready industrial land that can be occupied within six months;
- Provide family-wage jobs when a tenant occupies the land; and
- Make Oregon a more competitive and attractive state for economic development.

For more information, contact Chris Fick or Erin Doyle at (503) 588-6550 or
cfick@orcities.org or *edoyle@orcities.org.*

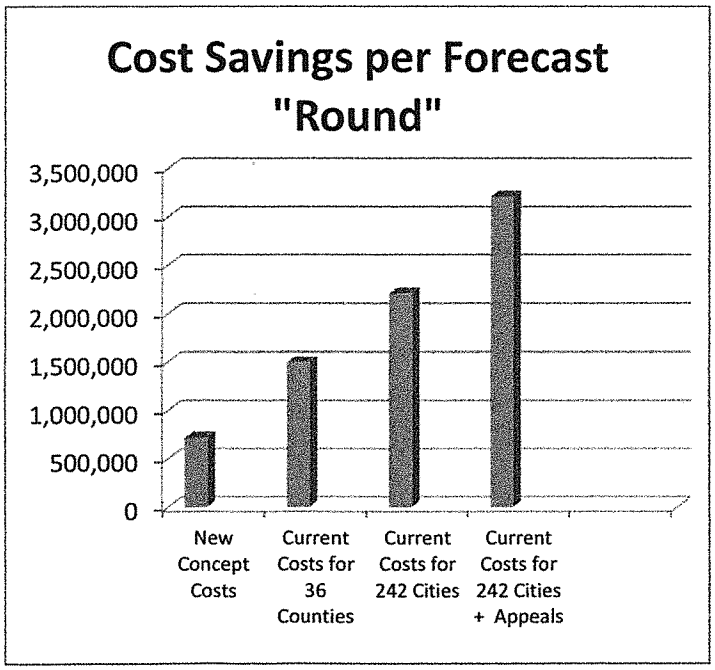
Population Forecasting
HB 2253

Description
HB 2253 would provide cities with population forecasts that would be updated every four years and be fully funded by state resources. These forecasts would be provided by the Population Research Center (PRC) at Portland State University, would not be considered a land use decision, and not subject to appeal at the Land Use Board of Appeals (LUBA).

Background
Under our current system, cities are mandated to use population forecasts to update their comprehensive plans. Current and future trends indicate that there are growing numbers of cities finding it necessary to begin UGB updates, requiring fresh forecasts. Counties are required by state law to issue, adopt and keep current forecasts for the urban and rural portions of their county (except Metro for its portion of the three-county region). For a variety of reasons, counties have had difficulty complying with the mandate to provide forecasts to cities—more than half the counties in the state have never provided their cities' forecasts, or the forecasts are more than 10 years old. Cities have also had difficulty obtaining timely county approval of forecasts generated by a city, resulting in lost opportunity costs. Additionally, the monetary costs of complying with the existing system are substantial. Adding to the costs has been the skyrocketing of litigation— many forecasts are being challenged initially or at a later date as part of a subsequent land use action.

Example
Take for example the city of Newberg, a fast-growing community of roughly 22,000 residents in Yamhill County. The city has experienced two fairly recent forecast efforts, resulting in a LUBA appeal, approximately $30,000 in city expenses and several years of time. Newberg still does not have a coordinated population forecast number that has been adopted by the county. Additionally, there has also been associated county time and expense, significant private citizen time and expense, and delay of important growth and employment opportunities in the city.

Statewide Impacts
The new forecasting system will result in considerable cost savings and will provide forecasts on an on-going basis.



Concept Details
- Forecasts will not be a land use decision, and not appealable to LUBA.
- "First round" forecasts will be completed over a 4-year period. Forecasts will be issued for one-fourth of the state every year.
- 50-year forecast horizon; includes single-year increments.
- Includes a local process that allows multiple opportunities for input from cities, counties, citizens.
- A short 60-day challenge process if a city, county or citizen does not agree with the forecast.
- Cities may choose from several options as to when they begin using the new numbers.
- Metro retains responsibility for city/county forecasts in the Metro boundary, but must coordinate methodologies with PRC. PRC will produce forecasts for cities and counties in Multnomah/Clackamas/Washington County, outside of Metro.
- A peer review team comprised of experts in the field, and city and county representatives will review methodology, local data collection and provide peer review to PRC.
- Cities with a shared UGB or shared county boundaries will be coordinated and forecasted in the same "round."

For more information, contact Erin Doyle at (503) 588-6550 or *edoyle@orcities.org*.

HEALTHY EATING
ACTIVE LIVING
CITIES
CAMPAIGN

HEAL CITIES POLICY MENU

The Oregon Public Health Institute and the League of Oregon Cities have teamed up to bring the HEAL Cities Campaign to Oregon, with the financial support of Kaiser Permanente.

The HEAL Cities Campaign helps civic leaders create healthy communities. The Campaign has a **policy** focus, because policies establish the rules and shape the environment in which employees, residents and businesses make decisions about nutrition and physical activity. Opinion surveys show that people want to eat better, move more, and feel energized to do the things they love. **It is much more difficult for people to make healthy choices in an unhealthy environment.**

Cities that provide healthy, fit environments rate higher on livability, and are more attractive to families and businesses.

The Campaign provides cities with information about policy options in four areas: Land Use & Transportation, Access to Healthy Food Options, Shared Use, and Workplace Wellness & Nutrition Standards. This Policy Menu is designed to help answer these questions:

1. **What policies might expand options for healthy eating and active living in my city?**
2. **What policies might improve workplace wellness for my city's employees?**

The Campaign will work with participating cities to tailor policies for their communities. If you are interested in learning more about any aspect of the HEAL Cities Campaign, or if you would like technical assistance from the HEAL Cities Campaign to adapt a policy for your city, please see our website, www.HEALCitiesNW.org, or contact Beth Kaye, HEAL Cities Campaign Manager, at bethkaye@orphi.org or 503 227-5502x 230.

315 SW FIFTH AVENUE, SUITE 202
PORTLAND, OR 97204
PHONE: 503-227-5502
FAX: 503-416-3696
www.healcitiesnw.org
info@healcitiesnw.org

HEAL CITIES POLICY MENU

LAND USE AND TRANSPORTATION
Comprehensive Plan, Land Use Plan, and Transportation Plan Updates
1. Include general health goals; promote physical activity and access to healthy food options
2. Promote mixed-use, transit-oriented, and/or compact development
3. Promote street connectivity
4. Promote "complete streets"
5. Promote pedestrian and bicycle safety in all transportation planning
6. Improve access for all residents to existing recreational and natural areas
7. Provide transit access to grocery stores
8. Collaborate with public health agencies and organizations to support programs and activities related to nutrition, including classes in gardening, meal planning, and cooking
9. Increase the number of parks, open spaces, and recreational trails
Establish Guidelines and/or Zoning Controls
10. Adopt incentives for compact, mixed use and/or transit-oriented development
11. Establish pedestrian and bike friendly street design standards
12. Allow new and/or support existing farmers markets
13. Allow new and/or support existing community gardens
14. Create a healthy food zone around schools and parks by allowing or supporting the location or wholesome food retail and community gardens in those areas
15. Allow or support the location of wholesome food retail In neighborhoods that have a concentration of retailers of sugar-loaded beverages, high fat, high salt, and heavily processed foods
16. Allow Community Supported Agriculture distribution points on public property
Bicycle and Pedestrian Plans
17. Establish dedicated pathways for pedestrians and cyclists
18. Address pedestrian and bicycle safety at crossings, along traffic corridors, on routes between residential areas and schools, and in other transportation projects
Healthy Infrastructure Investments
19. Increase accessibility of recreational facilities and other key destinations to pedestrians, cyclists, and transit riders
20. Create Safe Routes to Schools from residential neighborhoods to local elementary, middle, and high schools
21. Prioritize capital improvement projects that fund sidewalks, crosswalks and bike lanes in neighborhoods with high obesity rates
ACCESS TO HEALTHY FOOD OPTIONS
Improving Access to Healthy Food Options
22. Attract retailers that offer fresh fruits and vegetables and wholesome staple items at reasonable prices
23. Provide economic incentives for healthy food retail projects
24. Support availability of fresh fruits and vegetables and wholesome staple items at reasonable prices in

areas identified as 'food swamps' or 'food mirages'
25. Support community gardens
26. Support year-round farmers markets
27. Support Community Supported Agriculture
28. Encourage low-income residents to purchase fresh produce by offering economic incentives (e.g., at your local farmers market, offer $5 worth of produce for each $1 of SNAP benefits)
Recognize Retailers that Promote Healthy Eating
29. Recognize restaurants that disclose the calorie amount and grams of fat for each menu item listed on a menu or menu board in a clear and conspicuous manner
30. Recognize restaurants that remove foods containing artificial trans-fat from their menu
31. Recognize restaurants that offer smaller portions of popular high-calorie and high-fat dishes
32. Recognize restaurants that establish pricing structures that encourage consumption of lower-calorie, lower-fat, and less processed foods
33. Recognize restaurants and markets that feature healthy check-out lanes for orders that include only lower-calorie, lower-fat, and less processed or unprocessed foods
SHARED USE AGREEMENTS
34. Negotiate agreements with school districts or other entities to open use of existing recreational facilities (e.g., pools, tennis courts, fields) to general public during off-hours
35. Partner with school districts or other public entities to share the cost and responsibilities of building and maintaining new park and recreation facilities
36. Partner with school districts, religious institutions, or other entities to share the cost and responsibilities of institutional kitchens for public cooking demonstrations, cooking lessons, and/or congregate meal preparation and distribution
37. Partner with school districts, religious institutions, or other entities to share the cost and responsibilities of food distribution centers
WORKPLACE WELLNESS & NUTRITION STANDARDS
Workplace Wellness
38. Require a self-assessment of wellness practices in each municipal workplace
39. Require the city to create a tailored plan to address its needs
40. Schedule activity breaks during the work day
41. Encourage use of stairways
42. Improve breastfeeding accommodations for employees
Healthy Meeting Policies
43. Require that all meetings with food offer a healthy option (e.g., fruit, nuts)
44. Make water the preferred beverage at meetings
45. Encourage walking meetings
46. Establish physical activity breaks for meetings that last more than one hour
Nutrition Standards
47. Set nutrition standards for vending machines located in city owned or leased locations
48. Set nutrition standards for food offered for sale or served at city events, city sponsored meetings, city facilities, city concessions, and city programs

Access to Healthy Food Options in the Workplace
49. Offer Community Supported Agriculture (CSA) programs to city employees
IMPLEMENTATION
50. Prioritize funding for projects and programs that create or expand HEAL options in areas identified as having the fewest options, and/or where obesity rates are highest
51. Create incentives for development project proposals that create or expand HEAL options in areas identified as having the fewest options, and/or where obesity rates are highest

HEALTHY EATING
ACTIVE LIVING
CITIES
CAMPAIGN

MODEL RESOLUTION INSTRUCTIONS

The Campaign began in 2012, when the League of Oregon Cities and the Oregon Public Health Institute agreed to partner in the Healthy Eating Active Living (HEAL) Cities Campaign. The Campaign assists public officials to create healthy, fit communities, through policies that expand access to options for healthy eating and active living throughout the community, and that create a culture of health at municipal workplaces. These policies have multiple benefits. A city that adopts a number of HEAL policies will improve local livability and have a profound positive impact on the community's health and well-being.

INSTRUCTIONS

Joining the HEAL Cities Campaign is easy to do.

- EAGER CITIES join the Campaign by providing the Campaign with a resolution, proclamation, or letter expressing the intent to work with the Campaign to explore HEAL policies.
- ACTIVE CITIES are cities that already had at least one HEAL policy on their books before joining the Campaign. ACTIVE CITIES join the Campaign by submitting these policies, together with a resolution, proclamation, or letter expressing the intent to work with the Campaign to explore additional HEAL policies.
- FIT CITIES are cities that adopt and implement at least one new HEAL policy, and submit the policy to the Campaign with an implementation plan. A city may join as a FIT CITY, or may advance to FIT CITY status by adopting and implementing a policy after joining as an EAGER or ACTIVE CITY.
- FABULOUS CITIES are FIT CITIES that adopt and implement at least two additional HEAL policies, and submit the policies to the Campaign with implementation plans.

All EAGER, ACTIVE, FIT & FABULOUS CITIES are eligible for HEAL City Campaign resources, including use of the HEAL Cities logo and an invitation to free trainings. Participating cities are also eligible for technical assistance. Basic technical assistance is available at no charge.

Use this Resolution form if your city is not ready to adopt a HEAL policy at the present time, but wants to join the Campaign and work with the Campaign to explore HEAL policies. The Resolution allows you to specify whether your city already has at least one HEAL policy on the books. Please modify the Draft Resolution based on local conditions. All highlighted text should be modified.

You may wish to use this Resolution together with the HEAL Cities Policy Menu.

We look forward to working with you, and hope that you will share your adopted resolution and/or policies.

RESOLUTION NO. __
SETTING FORTH [MUNICIPALITY]'S COMMITMENT TO PUT HEALTHY OPTIONS WITHIN REACH OF ALL RESIDENTS

WHEREAS, improving livability and community health are important goals; and

WHEREAS the nutrition and physical activity choices that individuals make for themselves and their families are influenced by their environment; and

WHEREAS local policies on land use & transportation, access to healthy food, and shared use determine whether options for healthy eating and active living are within reach of the people who live, work, go to school, play or worship in the city; and

WHEREAS high rates of costly chronic disease among both children and adults are correlated to environments with few or no options for healthy eating and active living; and

WHEREAS, (city) is a member of the League of Oregon Cities; and

WHEREAS, in 2010, the League of Oregon Cities Board of Directors resolved to partner with and support the national *Let's Move!* Campaign headed by the First Lady of the United States, and has encouraged Oregon cities to adopt preventive measures to fight obesity; and

WHEREAS, in 2012, the League of Oregon Cities Board of Directors resolved to partner with the Oregon Public Health Institute (OPHI) in the *Healthy Eating Active Living (HEAL) Cities Campaign,* and encouraged all Oregon cities to join the *HEAL Cities Campaign* and qualify as a HEAL City by accepting information, training and technical assistance from OPHI staff on policies to support healthier eating and increased physical activity levels for all residents, create more livable communities, and create a culture of wellness at municipal workplaces, and adopting at least one recommended HEAL policy; and

WHEREAS, <add description of previous HEALpolicy actions taken by city, if any>
WHEREAS, <add description of other pertinent local conditions, if any>;

NOW, THEREFORE, LET IT BE RESOLVED that the City Council hereby recognizes that joining the HEAL Cities Campaign has the potential to improve local livability and have a positive impact on the community's health and well-being. To that end, [name of city] adopts this HEAL Resolution;

BE IT FURTHER RESOLVED that [name of city] Staff shall work with HEAL Cities Campaign Staff to explore HEAL policies and to identify those policies that are suitable for the City's unique local circumstances.

BE IT FURTHER RESOLVED Staff will report back to this Council with recommendations not later than [___] days from the date of this Ordinance.

[Insert Block for Council sign-off]

Manning, Julie

From: Lipman Meryl [meryl.lipman@biz.state.or.us]
Sent: Monday, March 11, 2013 3:26 PM
To: Manning, Julie
Subject: RE: letter of support
Attachments: Messaging grid Tax Credit Reauth 2-25-13.pptx

The bills seem to be going through the different committees with little lead time so we are asking people to write to their legislators and newspapers, particularly showing the ways in which the Trust and coalitions have impacted their communities... tourism, education, economy, downtown revitalization, etc...

Attached is some messaging we worked up as a PPT slide. Also, with specific regard to Benton County:

- $183,839 awarded in grants in Benton County since 2003
- 2 out of every 4 projects in Benton County are youth or education focused; supporting arts, heritage and humanities activities in schools and universities.
- Such projects as Calyx, Corvallis Youth Symphony, OSU Foundation, Benton County Historical Society funded.
- ArtsCare, employing over 25 artists in hospitals and hospice care facilities, received a 2011 Arts Builds Communities Grant from the Oregon Arts Commission, which gets part of its funding from the Trust
- Corvallis Arts Center, helping homeschoolers, preschoolers and at-risk youth access arts education, has received regular funding from the Trust
- Whiteside Theatre's new plumbing system was made possible in part by a grant from the Trust.
- Oregon Heritage Commission and State Historic Preservation Office and Oregon Historical Society, all involved with Mainstreet USA programs that have impacted Corvallis, are funded by the Trust.
- The Trust has funded 2 out of 3 of the touchstone organizations drawing together Corvallis Year of Culture.
- Walter Frankel of Corvallis represents Benton County and the heritage sector on the Governor-appointed Oregon Cultural Trust Board.

Hopefully this helps!

Thank you!

Meryl Lipman, MA
Communications Manager
Oregon Cultural Trust
775 Summer St. NE Suite 200
Salem, OR 97301
Office: 503-986-0081
Direct: 503-480-5360
meryl.lipman@biz.state.or.us

Learn how your contribution can enrich lives today at CulturalTrust.org!

From: Manning, Julie [mailto:Julie.Manning@corvallisoregon.gov]
Sent: Monday, March 11, 2013 2:58 PM

The cultural tax credit generates funds to grant 1.5m+ a year to cultural non-profits, impacting education, the economy, and community building

•6 million people a year, including visitors, experience culture in Oregon
•Since its inception, 21,000 donors have contributed over $28 million to the Trust and at least that amount to Oregon culture
•Over 500,000 students and youth served annually
•8,750 cultural jobs supported by nonprofits eligible for Trust support

The Trust is part of Oregon's history of progressive legislation

•Ranked with the Bottle Bill, Beach Bill and Vote By Mail among our most innovative policies
•Open, fair and transparent, welcoming all types of groups
•Involvement encouraged in every county and tribe
•Was created with and enjoys bi-partisan support, with then-Rep. Ben Westlund as its co-creator
•The Tax Credit and Trust grants are economic drivers and supplement arts and cultural education in our schools

Oregon Cultural Trust is at a critical crossroads: Its unique, 10-year old cultural tax credit is up for reauthorization by the 2013 Legislature

The tax credit has a profound multiplier effect

•If $3.8+m each year is donated to the Trust, then at least that amount has been contributed to non-profit partners
•Gifts are entirely voluntary
•Over 50% of Trust donors cite the tax credit as a reason they give to arts & culture… the average gift to the Trust is close to the tax credit limit
•The Trust benefits all of Oregon – at state and local levels
•The Trust has made 973 grants totaling $12.8 million in the last 10 years

Local beneficiaries include children, families, organizations

•Non-profits large and small use the cultural tax credit as a powerful tool to increase private giving
•Trust grants enable organizations like Josephine Community Libraries to acquire Spanish children's books and bilingual books for English Language Learners
•Ethos Music, Portland Opera To Go and the Poet Laureate use Trust grants to bring performing and literary arts to rural and underserved schools and community libraries

G.
2/28/13

LEAGUE of Oregon CITIES

P.O. Box 928 • Salem, Oregon 97308
(503) 588-6550 • (800) 452-0338 • Fax: (503) 399-4863
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*.

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* 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.

HUMAN SERVICES COMMITTEE
MINUTES
March 5, 2013

Present
Councilor Mike Beilstein, Chair
Councilor Penny York
Councilor Bruce Sorte

Staff
Jim Patterson, City Manager
Steve Deghetto, Parks and Recreation Assistant Director
Carrie Mullens, City Manager's Office

Visitors
David Huff, The Arts Center Executive Director
Elizabeth Bell, The Arts Center Board Chair
Shelley Curtis, Public Art Selection Commission (PASC) Chair

SUMMARY OF DISCUSSION

	Agenda Item	Information Only	Held for Further Review	Recommendations
I.	The Arts Center Annual Report			Accept The Arts Center annual report for Fiscal Year 2011-2012
II.	Public Art Selection Commission Annual Report			Accept the Public Art Selection Commission annual report for Fiscal Year 2011-2012
IV.	Other Business • March 19 agenda	Yes		

Chair Beilstein called the meeting to order at 2:01 pm.

CONTENT OF DISCUSSION

I. The Arts Center Annual Report (Attachment)

Mr. Deghetto reviewed the staff report and introduced Mr. Huff and Ms. Bell.

Mr. Huff said The Arts Center (Center) revised its business model during Fiscal Year (FY) 2011-2012 to ensure that potential future financial reductions will not impact core programs. Acquiring a grant from the Oregon Community Foundation allowed the Center time to assess programs and amend practices. A tuition increase was established and offset with additional scholarship opportunities. Changes were also made in the operation of the gallery and retail store. Efforts are underway for the Center's 50th anniversary which includes a $200,000 fund-raising goal to increase

stability for community programs. The Center extends its programs to rural schools, at-risk youth, youth correction facilities, hospitals, and rural store fronts. The mission is to integrate art in every day life and provide youth and others with access to arts education. The Center has been successful in obtaining grants and with fund-raising activities.

Mr. Deghetto added that memberships to the Center increased ten percent during FY 2011-2012.

Councilor York commended Mr. Huff for his efforts. Through Leadership Corvallis, she attended a discussion at the Center about a controversial exhibit. The discussion was well led and community leaders developed an appreciation in the abilities of Center staff to discuss difficult subjects and how art can enhance difficult subjects.

Ms. Bell announced that the *New York Times* publicized the Corvallis exhibit. Mr. Huff said more than 75 people from more than 100 miles away came to Corvallis to see the exhibit. Visitors from Idaho and Washington stayed in local hotels and ate at local restaurants, supporting the economic vibrancy of Corvallis.

Councillor Sorte announced that he previously met with Mr. Huff about measuring the economic impact of the arts. Population pyramids for Oregon and Corvallis reveal that a decrease in revenues is expected as the remaining baby-boomers retire and have fixed-incomes. He opined that it will be important for the Center to seriously recruit for memberships now. Reinforcing the arts in Corvallis can be done informally or through consultants.

Mr. Huff said the Center Board has reviewed the population pyramids. He noted that 90 percent of the Center's members pay $50 or less in dues and the business model is not based on large denomination donors. The Center will begin measuring the economic impact on the community. For example, the Center pays $110,000 directly to local artists. With additional information, the Center can identify how this support impacts life in Corvallis.

Chair Beilstein referred to page three of the agreement that speaks to the millage rate the Center receives from the City. He said he understood that the Center receives a fixed amount.

Mr. Deghetto responded that the Finance Department calculates the amount allocated to the Center each year. Through additional discussions between Chair Beilstein, Mr. Deghetto, and Mr. Huff, it was determined that the Center received two annual payments from the City. One check is based on millage rate and one is based on the $32,000 fixed amount as noted in the agreement.

Mr. Patterson mentioned that he spoke with Mr. Huff prior to the FY 2011-2012 budget process and discussed the 5.07 percent across-the-board budget reductions. Mr. Huff said it was informative and having the information helped the Center budget for the following year. Mr. Patterson confirmed that he will have a similar discussion with Mr. Huff within the next few weeks.

In response to Chair Beilstein's inquiry, Mr. Huff said the Center's total budget is approximately $500,000. The City's contribution of $44,000 pays for essentials such as bookkeeping and marketing. Many grants and donations are restrictive in use.

Mr. Patterson said the Center also utilizes City funds as leverage for additional grant monies. The value of the City's contribution is clear and important.

Mr. Deghetto said the Parks and Recreation Department relies on the Center to provide a higher level of art programming and education.

Chair Beilstein provided a brief history of funding for the Center, stating that the Corvallis voters initially approved a tax levy for permanent support. Following Measures 47 and 50, the City was required to combine small levies and the City agreed to continue providing the same proportional amount to the Center. He opined that there is an obligation for the City to fund the Center since citizens approved dedicated funding. He stated a commitment to maintain the relationship of City support for the Center, regardless of the need for other City budget considerations.

The Committee unanimously recommends Council accept The Arts Center annual report for Fiscal Year 2011-2012.

II. Public Art Selection Commission Annual Report (Attachment)

Mr. Deghetto reviewed the staff report and noted three corrections:

- Under "Background," the last sentence should read: In Fiscal Year 11-12...
- Under "Discussion," the first sentence should note that PASC met two times during the fiscal year.
- The attachments should only include minutes from April 19 and June 21, 2012.

Mr. Deghetto noted that during last fiscal year, PASC reviewed two proposals – the Mosaic Collaborations project to install 18 mosaics on trash receptacles along 3rd and 4th Streets, and the mural representing the life and goals of Dr. Martin Luther King, Jr. that is displayed in the kiosk at Dr. Martin Luther King, Jr. Park.

Mr. Deghetto added that PASC members represent a wide spectrum of invaluable arts expertise. Discussions during their meetings include additional opportunities for public art, selection criteria, and on-going maintenance of public art.

Councilor York reported that, as part of Leadership Corvallis, she participated in creating one of the trash receptacle mosaics. She noted that the August 16, 2012 PASC minutes attached to the staff report mention a future Leadership Corvallis art project, and said the Leadership Corvallis Board has not approved a proposal. She encouraged PASC to ensure the sponsoring entity approves any proposal before PASC schedules a review.

Mr Deghetto confirmed that PASC did not receive a proposal. He added that the Policy includes very detailed selection criteria. PASC will revisit the policy and may propose changes so reviews include finished products, if possible.

Mr. Deghetto said some proposals received by PASC do not fit the parameters of the policy. Location is important and PASC is working on a location inventory. Public art cannot be placed in every building. As the City amasses more art, discussions need to occur about liability, funding, protection, and maintenance.

Ms. Curtis said when PASC reviewed the proposals for the art piece in the Library, they considered how each piece is made, how it would be cleaned, and if it could be easily damaged. Considering this criteria narrowed the choice to two pieces.

In response to Chair Beilstein's inquiry, Mr. Deghetto said public art placement is addressed in a Council Policy. The language states that public art must be installed in areas open to the public. A personal office would not be appropriate per policy. PASC can discuss how to protect art in an unsupervised location.

Chair Beilstein noted that it is up to PASC to initiate a policy review.

Councilor Sorte said the Riverfront project set a good precedent for public art in Corvallis. He added that Ms. Curtis is well known in the land grant system for art, and has a high level of expertise and distinct skills. He encouraged PASC to remain separate from The Arts Center.

In response to Chair Beilstein's inquiries about the graffiti wall, Ms. Curtis and Mr. Deghetto confirmed that the wall has been discussed. Barriers include funding, placement, obtaining a $6,000 Willamette Greenway permit, staff resources, serviceability, and environmental and traffic concerns. Willamette Greenway permits are issued by the State.

Chair Beilstein noted that the Corvallis Environmental Center is getting a new mural on the side of their building. Mr. Deghetto explained that murals fall under temporary art which is not part of PASC's review. PASC reviews art utilizing public funds to place art in the public right-of-way and/or other City resources.

Mr. Patterson clarified for Ms. Curtis that murals installed on privately-owned buildings require City permits.

The Committee unanimously recommends Council accept the Public Art Selection Commission annual report for Fiscal Year 2011-2012.

IV. Other Business

Chair Beilstein opined that, if Council adopts the Public Process and Participation Goal, the Human Services Committee (HSC) is the appropriate committee to work on the goal. He inquired whether HSC members want to schedule a brainstorming meeting and whether the public should be invited.

Councilor York agreed that HSC is a good place to start drafting a process or scope for Council consideration. She noted that the next HSC meeting is the day after Council is scheduled to take action on the goals. This item could be placed on the HSC agenda as a placeholder for discussion.

Chair Beilstein said staff support is not necessary if HSC members only discuss the goal; however, staff are welcome to attend.

Councilor York opined that staff preparation is not needed to start the conversation.

Chair Beilstein expressed concern about not first discussing this decision with the full Council.

Councilor Sorte said he thought the Mayor suggested to Council items that should be referred to standing committees. He suggested Chair Beilstein state during his HSC report to Council that HSC is offering to begin the discussion about the Public Process and Participation goal.

Councillor York noted that HSC members have two opportunities to discuss this with the full Council – at the March 11 work session and the March 18 regular meeting. If the topic is placed on the March 19 HSC agenda, the public will be noticed. If Council chooses to take an alternate path, HSC will not address the agenda item.

Chair Beilstein said he will anticipate beginning the discussion about this goal at the next HSC meeting.

Councilor Sorte suggested Chair Beilstein research which standing committee initially worked with the Committee for Citizen Involvement (CCI).

In response to Councillor York's comments about planning being the scope of the CCI, Councilor Sorte said the initial idea was not only planning related, it included addressing adversarial community issues.

Councilor York said her understanding was that the State requires CCI to address land use policies and issues. Chair Beilstein agreed and said the State mandates cities have a citizen involvement committee to assist citizens in providing input regarding land use decisions. Corvallis' CCI may be involved in issues beyond the mandate. In some cities, the Planning Commission performs those duties without a separate committee.

Councillor Sorte suggested Chair Beilstein visit with Councilor Hervey since he is heavily involved with the CCI.

Mr. Patterson said this topic will be discussed at the March 11 work session. The City Attorney will be in attendance and can respond to questions or concerns Councilors may have about a subcommittee working on agenda-ized items, if brainstorming is different, and/or other items that may limit the ability of the subcommittee.

Councillor Beilstein said he may not be able to attend the March 11 work session. Councilor Sorte announced that he also may be absent.

Staff noted that the agenda item scheduled for the March 19 HSC meeting has been postponed to April 2 and no other agenda items are ready.

Councilor York expressed support for adding the Public Process and Participation discussion on the March 19 HSC agenda. The meeting can be canceled depending on Council's discussion and decision during the March 18 meeting.

Chair Beilstein announced that he will inform Assistant to City Manager/City Recorder Louie about the agenda item.

Corvallis TidBits editor, Joe Raia, suggested a public participation night at a Corvallis Knights game and hosting the same for arts support.

The meeting adjourned at 3:00 pm.

The next Human Services Committee meeting is scheduled for 2:00 pm on Tuesday, March 19 in the Madison Avenue Meeting Room.

Respectfully submitted,

Mike Beilstein, Chair

MEMORANDUM

CORVALLIS
ENHANCING COMMUNITY LIVABILITY
PARKS & RECREATION

To: Human Services Committee
From: Karen Emery, Director
Steve DeGhetto, Assistant Director
Date: February 13, 2013
Subject: The Arts Center Annual Report

Issue: The Arts Center is scheduled for its annual review before the Human Services Committee.

Background: The City Council allocates funds to The Arts Center for its operations through the annual appropriation of tax revenues ($44,960 in FY11-12). As per the current agreement between the City and The Arts Center, dated July 1, 2009, a report describing The Arts Center's effectiveness in organization and promotion is to be submitted on an annual basis.

Discussion: The Arts Center's fifteen (15) member Board of Directors, David Huff, Executive Director and The Arts Center staff have continued in the 49th anniversary year of providing art programming and cultural events for the community.

The Arts Center has continued to maintain diverse revenue streams which include funding from the City of Corvallis, the Oregon Arts Commission, Oregon Community Foundation, Oregon Humanities, The Ford Family Foundation, and James F. and Marion L. Miller Foundation. These grants support programming, services, training for ArtsCare artists, and computer system up-grades for the Arts Center.

Volunteers contributed 3,500 hours toward operations, educational and exhibition support at The Arts Center.

Memberships at the Arts center have increased 10% from the previous fiscal year and brought in $36,931 during the reporting period.

The use of funds originating from The Arts Center's five endowment funds has been conservative during the reporting period.

The following highlights demonstrate the Arts Center's diversity in revenues and partnerships:

- The Art Center received $184,595 in grants from private foundations and state agencies.
- School Districts - the Arts in Education program is funded through grants and private donations, serving over 3,000 students annually.

- Corvallis Parks and Recreation Department, Corvallis School District, Corvallis-Benton County Public Library, Oregon State University, the Corvallis Environmental Center, Leadership Corvallis, Corvallis Fall Festival and da Vinci Days all offered a variety of art-focused programs.
- Samaritan Health Services continued the ArtsCare program which brings art and artists into the health-care and hospice environment.
- The Multicultural Literacy Center, the Corvallis-Benton County Public Library, and the Corvallis Environmental Center offered Globetrotters Arts and Culture Camp.
- The Arts Center Exhibition Program offered ten (10) major exhibitions in the Main Gallery and eleven (12) exhibitions featuring the work of community art guilds and guest artists in the Corrine Woodman gallery.

Recommendation: Staff recommends that the Human Services Committee recommend to City Council to accept The Arts Center Annual Report.

Review and Concur:

James A. Patterson, City Manager

Nancy Brewer, Finance Director

Attachments:

1. The Arts Center Annual Report
2. The Arts Center/City of Corvallis Agreement
3. Finance Department Financial Review Memo
4. Finance Department Property Tax Notification Letter

The Arts Center Annual Report to the City of Corvallis 2011-2012
Submitted by David Huff, Executive Director

This annual report provides highlights from The Arts Center's fiscal year, July 1, 2011 through June 30, 2012. The arts play a vital role in the character and culture of Corvallis. By bringing transformative arts experiences to a broad spectrum of the community, The Arts Center continues to have a significant positive impact on the city's economic vitality, livability, and resident well being.

This year represents the 49th anniversary of The Arts Center. The organization spent much of the year adjusting its business plan to reflect a 50% reduction in funding from the City of Corvallis. To offset this loss, The Arts Center has done three things:

- Increased the commission rate in the gallery and ArtShop to 50/50 (up from a previous 40/60 split favoring artists);
- Eliminated a part time staff position at the front desk
- Increase tuition for in-house classes by 20% (along with doubling the amount of scholarship funds available)

Together with a renewed push for outside grant funding and individual donations, these adjustments allows The Arts Center to end the year with a very modest surplus without major reductions in offered services.

The organization has continued its role as an engine for the creative economy, paying more than $100,000 to local artists through teacher fees and sales commissions. For nearly 50 years The Arts Center has served Corvallis by supporting the community's livability, infrastructure, and resident wellbeing.

FISCAL

<u>City Funding and Grants</u>
Financial support from the City of Corvallis has been an essential part of The Arts Center's success as an organization. City funding is consistently leveraged to secure large donations and grant funding. By using city funding to support the organization's staff and facility, The Arts Center continues to be one of the most highly competitive mid-sized arts organizations in the state for grant funding.

In FY11/12 The Arts Center received $184,595 in grants from private foundations and state agencies. Awarded grants include $25,000 from the Oregon Community Foundation, $15,000 from the Ford Family Foundation, $10,000 from the James F. and Marion L. Miller Foundation, $6,300 for Oregon Humanities, and over $60,000 in grants from the Oregon Arts Commission. These grants helped support The Arts Center's essential programs and services, including artist residencies in local schools, training for artists who participate in the ArtsCare hospital program, and much needed improvements to The Arts Center's computer and database systems.

Endowment
The Endowment Board of Directors oversees five funds: a General Fund; the Howland Fund to support public art in Corvallis and awards for the Howland Community Open exhibition; the Elizabeth Starker Cameron Arts Education Fund; the Bob & Kitty Bunn Fund for the ArtsCare Program; and the Steele Family Fund designated for the Exhibits Program. Given the ongoing turbulence of the market, The Arts Center has continued to be extremely conservative in its use of Endowment funds.

Volunteers/In Kind
Over 3,500 volunteer hours were donated to The Arts Center with services ranging from daily front desk receptionist hours to educational support and exhibition installation.

Memberships / Donations
Support from individuals continues to be a strong area for The Arts Center. Memberships (the majority of which are of under $100) brought in a total of $36,931 in FY11/12. This represents a 10% increase over the previous year. Donations have also increased 15% over last year.

End of the Year Balance
The Arts Center ended FY11/12 with $66,687 in total net assets (including temporarily restricted assets). This total represents a net gain of $3,056 for the year. In The Arts Center's FY10/11 report, the organization pledged to make strategic changes to its business plan to address the year end deficit and end FY11/12 with a surplus. The organization was successful in this effort and plans to continue running a surplus in FY 12/13.

PROGRAMS & SERVICES

Public Programs
The Arts Center welcomed over 10,000 visitors to our ArtShop and Exhibitions in FY11/12 at no charge. The exhibition program coordinated a total of 10 major exhibitions that offered a variety of work from local, regional, and international artists. Each exhibition featured an opening event to meet the artists as well as a complementary cultural event such as a related Brown Bag Gallery Talk. An additional 12 exhibitions in the Corrine Woodman galleries featured the work of local art guilds and guest artists.

Now in its third year, the Between the Cracks performance series featured seven annual avante guard music concerts and literary events in a partnership with the OSU Music Department. In addition to this concert series, The Arts Center also hosted the symposium 'American Spring' which invited humanities scholars to come to the gallery and talk about issues surrounding radical change in America.

ArtsCare
Funded, in part, through an ongoing partnership with Samaritan Health Services, The ArtsCare program continues to provide over 1,400 hours of free art experiences to patients in area hospitals. In FY11/12, eighteen local artists worked with patient groups in cancer, dialysis

treatment areas and mental health units. Artists also worked with patients' families staying short term at the Pastega House.

Education

The Arts Center provides educational opportunities to over 1,500 children annually through its in-house educational programs. In FY11/12, The Arts Center offered: on-site classes in ceramics, textiles, dance, painting and drawing; all-day programs on no-school days; and an 7 week children's summer camp (Globetrotters Arts & Culture Camp); and a popular arts and culture enrichment program for home-school youth

The Arts Center also continues its At-Risk Arts Education program, which brings arts education to schools sites in Linn and Benton Counties at no cost to the student. The program, which is funded through grants and private donations, serves over 3,000 students annually and focuses on serving at-risk youth.

Collaborations

In an effort to serve the needs of our community and to effectively maximize community resources, The Arts Center collaborates with many individuals and organizations. This year The Arts Center partnered with the Corvallis School District, Parks & Recreation, the Corvallis-Benton County Public Library, Leadership Corvallis, the Multicultural Literacy Center, the Environmental Center, a regional home-school group, Corvallis Fall Festival and daVinci Days Festival.

The Arts Center is fortunate to have a hard-working and supportive Board of Directors: 15 individuals who offer the organization a diversified perspective.

For any questions concerning this report, please contact David Huff, Executive Director, at The Arts Center, 754-1551.

CITY OF CORVALLIS AND THE ARTS CENTER
AGREEMENT

This Agreement is entered into this 30th day of July 2012, by and between the CITY OF CORVALLIS, a municipal corporation of the State of Oregon, hereinafter referred to as "CITY", and THE ARTS CENTER, an Oregon non-profit corporation, formerly known as ArtCentric, hereinafter referred to as "THE ARTS CENTER".

All notifications necessary under this agreement shall be addressed to:

Corvallis Parks and Recreation	The Arts Center
Attn: Steve DeGhetto	Attn: David Huff
1310 SW Avery Park Drive	700 SW Madison
Corvallis, OR 97333	Corvallis, OR 97333
541-766-6918	541-754-1551

1. Term

1.1 This Agreement shall be effective from July 1, 2012 through June 30, 2015

1.2 If this Agreement crosses fiscal years, funding for future years is contingent upon the City Council adopting appropriations.

2. THE ART CENTER agrees to:

2.1 Offer cultural arts programs including art exhibits, art classes, and other related art activities at The Arts Center, located at 700 SW Madison, Corvallis, Benton County, Oregon.

2.2 Maintain a listing of art organizations in the community.

2.3 Conduct an Arts-in-Education Program in the community.

2.4 Inform the public about the arts in the community.

2.5 Cooperate with CITY in putting on events and activities which promote the use of The Arts Center facility and CITY facilities.

2.6 Publish a quarterly newsletter and calendar distributed to members of THE ARTS CENTER, media, and citizens, informing them about the activities at The Arts Center facility and CITY facilities.

2.7 All accounting records and evidence pertaining to all costs of THE ARTS CENTER and all documents related to this agreement shall be kept available at THE ARTS CENTER office or place of business for the duration of the agreement and thereafter for three (3) years after completion of any audit. Records which relate to (a) complaints, claims, administrative proceedings or litigation arising out of the performance of this Agreement, or (b) costs and expenses of this Agreement to which the CITY or any other governmental agency takes exception, shall be retained beyond the three (3) years until resolution of disposition of such appeals, litigation, claims or exceptions. The obligations in this section shall survive termination of the agreement.

2.8 THE ARTS CENTER shall provide for an independent financial and compliance audit or financial review annually for any fiscal year in which CITY funds are received under this Agreement. The results of the independent audit or financial review must be submitted to CITY within thirty (30) days of completion. Within thirty (30) days of the submittal of such audit report, THE ARTS CENTER shall provide a written response to all conditions or findings reported in such audit report. The response must discuss each condition or finding and set forth a proposed resolution, including a schedule for correcting any deficiency. All conditions or corrective actions shall take place within six (6) months after receipt of the audit report unless the City Manager or his/her designee authorizes an extension of time to complete such actions. Two copies of this review shall be forwarded to the City's Parks and Recreation Director as part of the annual report.

2.9 THE ARTS CENTER shall submit a report annually by October 31st to the City, documenting the revenues and expenditures, activities, problems, and achievements of THE ARTS CENTER's programs for the previous fiscal year ending June 30th. THE ARTS CENTER annual report shall include, but not be limited to, a description of its effectiveness in the following program areas:

2.9.1 Organization: Progress THE ARTS CENTER has made to involve the arts and the public in its activities.

2.9.2 Promotion: Progress of THE ARTS CENTER in promoting the Center as a community arts facility.

2.10 THE ARTS CENTER will display a Corvallis Parks and Recreation co-sponsorship banner during co-sponsored youth camps when THE ARTS CENTER uses Parks and Recreation rental facilities free of charge. Reservations will be established 60 days prior to the start of THE ARTS CENTER programs, with facilities available on a first come first served basis and through the normal facilities reservation process in the Corvallis Parks and Recreation Department.

2.11 THE ARTS CENTER will meet with the City annually to review the City's building maintenance plan to establish the building repair schedule and to outline Special, Capital Improvement, and Operating projects.

2.12 THE ARTS CENTER is prohibited from making any structural changes and/or improvements which might or will change the historical status of The Arts Center structure without written permission from the City.

2.13 THE ARTS CENTER will maintain the landscape and turf area adjacent to the Arts Center building.

2.14 THE ARTS CENTER agrees to maintain the premises in a good and safe condition and to be responsible for ordinary repairs and maintenance. The maintenance responsibility will include interior painting, wood floor maintenance, stripping and waxing vinyl floors, carpet cleaning, and window cleaning.

3. CITY agrees to:

3.1 Budget the City Council-approved proportion of the CITY's property tax levy to be paid to THE ARTS CENTER each fiscal year that this Agreement is in effect. CITY will levy property taxes in compliance with Constitutional and statutory requirements each fiscal year during this Agreement. The City Council determines, by policy, the proportion of the CITY's total levy to be allocated to THE ARTS CENTER each year. In the event that a reduction or elimination of the appropriation for this Agreement is being considered by the CITY's Budget Commission or City Council during annual budget deliberations, CITY shall provide notice to THE ARTS CENTER on or before May 15th of such contemplated action. If the appropriation is eliminated THE ARTS CENTER shall be relieved of all obligations described in this Agreement effective the beginning of the fiscal year in which the funds are not appropriated.

3.2 The CITY's Finance Department will notify THE ARTS CENTER's Director by April 1st of each year of THE ARTS CENTER's currently projected portion of the CITY's estimated property tax levy for the following fiscal year, beginning July 1st.

3.3 The CITY's Finance Department will provide THE ARTS CENTER's Director with the actual revenue figure when the actual amount of taxes levied for the year is known (around mid-November).

3.4 Payments will be made to THE ARTS CENTER in the amount of $32,000 by July 31st of each year, or up to the maximum of the total estimated allocation if less than $32,000. The payment made in December of each year will be the net amount of the total of THE ARTS CENTER property tax allocation as identified in section 3.3, less the $32,000 or other amount paid to THE ARTS CENTER in July of each year.

3.5 The Parks and Recreation Department agrees to co-sponsor the free use of The Arts Center Plaza for THE ARTS CENTER's youth programming during the contract term. The use will need to be scheduled on an annual basis as part of the normal reservation process for rental facilities in the Corvallis Parks and Recreation Department. The use of the Central Park Gazebo will be available for one day during the term of the contract on a first come first served basis and through the normal reservation process for rental facilities in Corvallis Parks and Recreation Department.

3.6 The Parks and Recreation Department will provide the co-sponsorship banner to THE ARTS CENTER for the term of the contract.

3.7 Include THE ARTS CENTER facility under the CITY's property and general liability policies.

4. Liability

4.1 THE ARTS CENTER shall indemnity, protect, defend, and hold City, its officers, agents, volunteers, and employees harmless against any actions, claim for injury or damage and all loss, liability, cost or expense, including court costs and attorneys fees, growing out of or resulting directly or indirectly from the performance of this contract, except for that resulting from the sole negligence of CITY.

4.2 THE ARTS CENTER shall purchase and maintain fire damage insurance in the amount of no less than $35,000 on property and equipment owned by THE ARTS CENTER, and General Liability insurance with a combined single limit, or the equivalent of, not less than $1,000,000 each claim, incident, or occurrence for Bodily Injury and Property Damage. It shall include contractual liability coverage for the indemnity provided under this Agreement, and shall be in a form at least as broad as Commercial General Liability ISO form CG 0001. It shall provide that CITY and its officers and employees are Additional Insureds, but only with respect to THE ARTS CENTER's service to be provided under this Agreement.

Each insurance endorsement shall state that coverage shall not be suspended, voided, or canceled by either party, reduced in coverage or in material limits except after thirty (30) days prior written notice by certified mail, return receipt requested, has been give to CITY.

THE ARTS CENTER shall furnish acceptable insurance certificates to CITY with original endorsements for each insurance policy signed by a person authorized by that insurer to bind coverage on its behalf. Certificates will be received and approved by CITY upon execution of this Agreement. The certificate shall specify the CITY and its officers, agents, employees and volunteers are Additional Insured as respect to the work under the Agreement. Insuring companies or entities are subject to CITY acceptance. THE ARTS CENTER shall be financially responsible for all pertinent deductibles, self-insured retention and/or self-insurance. All such deductibles, retention, or self-insurance must be declared to, and approved by, CITY.

5. Termination

5.1 City may terminate this Agreement upon sixty (60) days written notice to THE ARTS CENTER for failure of THE ARTS CENTER to fulfill its obligations under this Agreement, if such violation remains uncured after sixty (60) days from THE ARTS CENTER's receipt of such written notice.

5.2 In the event that THE ARTS CENTER, by majority vote of its members, decides to discontinue this Agreement, then its action, and this Agreement, shall be deemed canceled sixty (60) days after the date of the notice is received by CITY and each party shall be relieved of its obligations described herein. In no event shall THE ARTS CENTER be obligated by this Agreement for any period of time for which the funds outlined in 3.1 and 3.2 above have not been disbursed to its account.

6. Independence

THE ARTS CENTER in an independent organization and entity pursuant to this Agreement and shall not, in any way, be considered to be an affiliate, subsidiary, officer, agent or employee of CITY. THE ARTS CENTER agrees that CITY shall not be liable or responsible for any benefits, including, but not limited to, worker's compensation, disability insurance, retirement benefits, life insurance, unemployment insurance, health insurance or any other benefits which THE ARTS CENTER may be required by law or contract to provide to its employees, officers, agents, or contractors. THE ARTS CENTER agrees that it shall not sue or file a claim, petition or application therefore against CITY or any of their officers, employees, agents, representatives or sureties with respect to such benefits. THE ARTS CENTER shall not have any authority to bind CITY or to make any representations or warranties to accept service of process, to receive notice, or to perform any act or thing on behalf of CITY except as authorized in writing by CITY.

7. Authority of Signatories

THE ARTS CENTER and THE ARTS CENTER's signatories represent that the signatories hold the positions set forth below their signatures and that the signatories are authorized to execute this Agreement on behalf of THE ARTS CENTER and to bind THE ARTS CENTER hereto.

8. Attorney's Fees

In the event either party shall initiate any suit, action or appeal on any matter related to this Agreement, then the court before whom such suit, action or appeal is taken shall award to the prevailing party such attorney's fees as the Court shall deem reasonable, considering the complexity, effort and result against the party who shall not prevail, and such award and all allowable costs of the event shall be either added to or deducted from the balance due under this Agreement, or be a separate obligation as appropriated.

9. Assignability

This Agreement is for the exclusive benefits of THE ARTS CENTER and CITY. Any attempt to assign, transfer, or pledge by either party without the prior written consent of the remaining party shall void the Agreement.

10. Prevailing Law

The Agreement is to be governed by, and construed in accordance with, the laws of the State of Oregon.

11. Venue

Any disputes about the terms of this Agreement will be brought before the Benton County Circuit Court.

12. Waiver

Waiver of any breach of any provision of this Agreement by either party shall not operate as a waiver of any subsequent breach of the same or any other provision of this Agreement. If any portion of this Agreement is held to be invalid under any applicable statute or rule of law, then such portion only shall be deemed invalid.

13. Compliance with federal and state laws

THE ARTS CENTER shall have sole responsibility to comply with all applicable federal and state laws, rules and regulations concerning environmental issues in carrying out activities funded under this Agreement. If any acts or omissions of THE ARTS CENTER should lead to liability or government enforcement action against CITY, THE ARTS CENTER shall be required to defend such action and to indemnify CITY for all costs incurred including without limitation any costs of required response actions and attorney fees. CITY will not assume responsibility for compliance with federal or state environmental requirements related to THE ARTS CENTER performance under this Agreement, but will cooperate to the extend practical and consistent with City Council Policy.

14. Discrimination

The parties agree not to discriminate on the basis of age, citizenship status, color, familial status, gender identity or expression, marital status, mental disability, national origin, physical disability, race, religion, religious observance, sex, sexual orientation, and source or level of income in the performance of this contract.

15. Extent of Contract

This contract supersedes any prior or contemporaneous oral or written agreements or understandings entered into by the parties. No modification of this Agreement shall be valid unless set forth in writing and signed and dated by both of the parties to this agreement.

IN WITNESS WHEREOF, the parties have herewith executed their signatures.

CITY OF CORVALLIS

James A Patterson, City Manager

THE ARTS CENTER

9/26/2012

David Huff, Executive Director

APPROVED AS TO FORM:

City Attorney

Finance Department
500 SW Madison Avenue
Corvallis, OR 97333
541-766-6990
541-754-1729

MEMORANDUM

February 5, 2013

TO: Steve Deghetto, Parks and Recreation Assistant Director

FROM: Jeanna Yeager, Accountant

SUBJECT: The Corvallis Arts Center, Inc. Annual Financial Review, Fiscal Year 2012

This review consists of inquiries and analytical procedures and is limited in its nature. The Statement of Financial Position, Statement of Activities and Change in Net Assets, Statement of Cash Flows, and the related Notes to the Financial Statements are unaudited financial reports that are the representation of the management of Corvallis Arts Center, Inc. (CAC).

The June 30, 2012 financial reports were reviewed by Stover Neyhart & Co., PC, a certified public accounting firm. Stover Neyhart & Co. has not audited the financial statements and does not express an opinion or any form of assurance on the financial statements.

This review is based on CAC's fiscal year, July 1, 2011 through June 30, 2012. CAC records transactions using the accrual basis of accounting.

During the year ended June 30, 2012 CAC reported revenues of $509,669 and expenses of $506,613, resulting in a net ordinary gain of $3,056. CAC received $44,960, 8.8% of its total revenues, from the City of Corvallis. CAC has properly accounted for all revenue received from the City.

The Corvallis Arts Center reported total assets of $100,628 and total liabilities of $33,941, resulting in net assets of $66,687. Of this, $41,867 is reported as temporarily restricted.

Based on this review, acceptance of the Corvallis Arts Center's annual report is recommended.

CORVALLIS ARTS CENTER, INC.

REVIEWED FINANCIAL STATEMENTS

JUNE 30, 2012

Corvallis Arts Center, Inc.
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Stover Neyhart & Co., PC
Certified Public Accountants
777 NW 9th St., #408 Corvallis, OR 97330-6169
PHONE 541-754-1144 · FAX 541-757-8787

To the Board of Directors
Corvallis Arts Center, Inc.
Corvallis, Oregon

We have reviewed the accompanying statement of financial position of Corvallis Arts Center, Inc. (a nonprofit organization) as of June 30, 2012, and the related statements of activities and change in net assets, and cash flows for the year then ended, in accordance with Statements on Standards for Accounting and Review Services issued by the American Institute of Certified Public Accountants. All information included in these financial statements is the representation of the management of Corvallis Arts Center, Inc.

A review includes primarily applying analytical procedures to management's financial data and making inquiries of Organization management. A review is substantially less in scope than an audit, the objective of which is the expression of an opinion regarding the financial statements as a whole. Accordingly, we do not express such an opinion.

Based on our review, we are not aware of any material modifications that should be made to the accompanying financial statements in order for them to be in conformity with accounting principles generally accepted in the United States of America.

Stover Neyhart & Co., PC

August 15, 2012
Corvallis, Oregon

Corvallis Arts Center, Inc.
Statement of Financial Position
June 30, 2012

See accompanying notes and independent accountant's report

Assets	
Current Assets	
Cash	$ 61,832
Accounts receivable	7,991
Other receivables	1,464
Inventory	2,094
Total current assets	73,381
Property and Equipment	
Equipment	74,764
Leasehold improvements	45,179
Accumulated depreciation	(92,696)
Net property and equipment	27,247
Total assets	$ 100,628
Liabilities	
Accounts payable	4,388
Accrued vacation	6,230
Unearned revenue-camp tuition	22,579
Unearned revenue-gift cards	744
Total liabilities	33,941
Net assets	
Unrestricted	24,820
Restricted	41,867
Total net assets	66,687
Total liabilities and net assets	$ 100,628

Corvallis Arts Center, Inc.
Statement of Activities and Change in Net Assets
For the Year ended June 30, 2012

See accompanying notes and independent accountant's report

	Unrestricted	Temporarily Restricted	Total
Support and Revenues			
Program Fees			
ArtSpirit	150		150
Education	58,507		58,507
ArtsCare	776		776
Storytellers		-	-
Satisfaction of program restrictions	2,275	(2,275)	-
Total Program Fees	61,708	(2,275)	59,433
Artshop/Gallery/Exhibit			
Gift shop and gallery sales	33,483		33,483
Total Artshop/Gallery/Exhibit	33,483	-	33,483
Grants			
Foundation Grants	73,795	43,500	117,295
Government Grants	21,518	45,782	67,300
City of Corvallis	44,960		44,960
Endowment	14,554		14,554
Satisfaction of program restrictions	69,651	(69,651)	-
Total Grants	224,478	19,631	244,109
Memberships and Contributions			
Donations/Contributions	29,258	45,000	74,258
Membership fees	36,931		36,931
Satisfaction of support restrictions	54,302	(54,302)	-
Total Memberships and Contributions	120,491	(9,302)	111,189
Fundraising/Special Events			
Chocolate Fantasy	45,393		45,393
Other events	5,413		5,413
Total Fundraising/Special Events	50,806	-	50,806
Other Revenues			
Facility rental	2,594		2,594
Interest income	60		60
Donated building space	6,530		6,530
Other revenues	1,465		1,465
Total Other Revenues	10,649	-	10,649
Total Support and Revenues	501,615	8,054	509,669

Corvallis Arts Center, Inc.
Statement of Activities and Change in Net Assets
For the Year ended June 30, 2012

See accompanying notes and independent accountant's report

	Unrestricted	Temporarily Restricted	Total
Expenses			
Programs			
Education	206,628		206,628
ArtsCare	52,192		52,192
Artshop	37,676		37,676
Exhibits	92,053		92,053
Storytellers	2,275		2,275
Total Programs	390,824	-	390,824
General and Administrative	57,145		57,145
Fundraising	58,644		58,644
Total Expenses	506,613	-	506,613
Increase (Decrease) in Net Assets	(4,998)	8,054	3,056
Net Assets at Beginning of Year	29,818	33,813	63,631
Net Assets at End of Year	$ 24,820	$ 41,867	$ 66,687

Corvallis Arts Center, Inc.
Statement of Cash Flows
For the Year Ended June 30, 2012

See accompanying notes and independent accountant's report

Cash flows from operating activities	
Increase in net assets	$ 3,056
Adjustments to reconcile changes in assets to net cash used by operating activities:	
Depreciation and amortization	3,049
Decrease in accounts receivable	5,136
Decrease in other receivables	1,397
Increase in inventories	(106)
Increase in accounts payable	1,239
Increase in accrued expenses	1,064
Increase in unearned revenue	3,109
Net cash provided by operating activities	17,944
Cash flows from investing activities	
Payments for purchase of equipment and leasehold improvements	(10,001)
Net cash used in investing activities	(10,001)
Net increase in cash	7,943
Cash, beginning of year	53,889
Cash, end of year	$ 61,832

Corvallis Arts Center, Inc.
Notes to Financial Statements
For the Year Ended June 30, 2012

Note 1 - Nature of Activities and Significant Accounting Policies

Nature of Activities

Corvallis Arts Center, Inc. (the Organization) is a non-profit organization with a mission to nurture artistic expression and to enhance the creative life of the community. This mission is carried out through such programs as exhibitions, performances, extensive on-site arts and culture programming for children, an ArtsCare program serving health care facilities, and the promotion and sale of artists' work through exhibitions and the ArtShop. Sources of income include grants, memberships, sponsorships, class and event fees, and artwork sales commissions.

Basis of Accounting

The Organization uses the accrual method of accounting, which recognizes revenues in the period in which the related expenses are incurred.

Accounts Receivable

Management considers accounts receivable to be fully collectible; accordingly no allowance for doubtful accounts has been established.

Property and Equipment

Property and equipment acquisitions are capitalized at purchase price or estimated fair value if donated. Depreciation is computed using the straight-line method over the assets' useful lives.

Inventory

Inventory consists of items purchased and held for resale and is valued at cost. A physical inventory is taken annually. Consigned goods are not included in inventory.

Advertising Costs

Advertising costs are expensed as incurred.

Income Taxes

Corvallis Arts Center, Inc. is a not-for-profit organization exempt from income taxes under Section 501(c)(3) of the Internal Revenue Code.

Uncertain Tax Positions

The organization has adopted FASB ASC 740-10, *Accounting for Uncertainty in Income Taxes*. The organization files income tax returns in the U.S. federal jurisdiction and the State of Oregon as needed. The Organization is no longer subject to U.S. federal or state income tax examinations by taxing authorities for years prior to 2008.

The Organization has made no adjustments to net assets related to FASB ASC 740-10 and there have been no material changes in the amount of unrecognized tax benefits or liabilities that would affect the effective tax rate of the Organization. The Organization's policy is to recognize accrued interest and penalties associated with uncertain tax positions, if any, as part of the income tax provision.

Corvallis Arts Center, Inc.
Notes to Financial Statements
For the Year Ended June 30, 2012

Note 1 - Nature of Activities and Significant Accounting Policies (cont.)

Financial Statement Presentation

Under Statement of Financial Accounting Standards (SFAS) No. 117, Financial Statements of Not-for-Profit Organizations, the Organization is required to report information regarding its financial position and activities according to three classes of net assets: unrestricted net assets, temporarily restricted net assets, and permanently restricted net assets.

Contributions

Under SFAS No. 116, Accounting for Contributions Received and Contributions Made, contributions received are recorded as unrestricted, temporarily restricted, or permanently restricted net assets depending on the absence or existence and nature of any donor restrictions. Contributions received with donor-imposed restrictions that are met in the same year in which the contributions are received are classified as unrestricted contributions.

Use of Estimates

The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect certain reported amounts and disclosures. Accordingly, actual results could differ from those estimates.

Note 2 - Temporarily Restricted Funds

The activity in the Temporarily Restricted Net Assets funds by program for the year ended June 30, 2012 was as follows:

	Education	ArtsCare	Artshop	Storytellers	Exhibits	Operations	Other	Total
Beginning Balance	$ 23,775	$ 2,235	$ 3,000	$ 2,275	$ -	$ -	$ 2,528	$ 33,813
Income:								
Foundations	10,000				33,500			43,500
Government	8,500				10,282	27,000		45,782
Other Contributions	45,000							45,000
	63,500	-	-	-	43,782	27,000	-	134,282
Expenses:								
Payroll related	23,510				9,268	3,000	-	35,778
Contract Labor	47,652	1,875					250	49,777
Scholarships	2,428							2,428
Materials	10,899	40					278	11,217
Travel	453							453
Website						8,334		8,334
Equip/Improve.					10,139			10,139
Other	2,333	320		2,275	3,174			8,102
	87,275	2,235	-	2,275	22,581	11,334	528	126,228
Ending Balance	(0)	-	3,000	-	21,201	15,666	2,000	41,867

Note 3 - Economic Dependence

The Organization has a three-year agreement with the City of Corvallis under which the City will provide support to the Organization based upon a designated percentage of the City's property tax levies. The agreement expires on June 30, 2012. As of August 15, 2012, Organization management was in the process of renewing the agreement with the City. Total support provided under the contract for the year ended June 30, 2012 was $44,960.

Note 4 - Endowment Fund

In February 2001 a separate supporting organization known as The Arts Center Endowment, Inc. (formerly known as ArtCentric Endowment, Inc.) was formed to manage the endowed funds. Net transfers of $136,593 were made from the Corvallis Arts Center, Inc. to The Arts Center Endowment, Inc. at the time of separation. The Arts Center Endowment, Inc. provides fiscal support to the Organization. During the fiscal year ended June 30, 2012, the Organization received $14,554 from the Endowment.

Note 5 - Lease Agreement

In 2010 the Organization entered into a 5-year operating lease agreement for a copier. Minimum payments due under the lease agreement are as follows:

Amounts due for the year ended June 30:	
2013	633
2014	633
2015	422
Total	$ 1,688

Note 6 - Donated Building Space

The Organization operates in a building owned by the City of Corvallis, which the City makes available free of charge. The estimated fair market rental value of the building is reflected as Donated Building Space and Rental Expense in the financial statements. The amount so included in the statements for the year ended June 30, 2012 was $6,530.

Note 7 - Subsequent Events

FASB ASC 855-10 requires the disclosure of the date through which an entity has evaluated subsequent event and the basis for that date. The Organization has evaluated subsequent events through August 15, 2012, the date the financial statements were available to be issued.

Finance Department
500 SW Madison Avenue
PO Box 1083
Corvallis, OR 97339-1083
(541) 766-6990
Fax: (541) 754-1729

November 2, 2011

David Huff
Corvallis Arts Center
700 SW Madison Ave
Corvallis, OR 97333

Dear David,

With property tax bills issued, I can now provide you with the annual update on the current fiscal year property tax revenue estimate. The City experienced 2.99 percent growth in assessed value, slightly more than we had originally projected which is resulting in a little more revenue than expected. However, the increased revenue to the City was also offset by withholding for the Comcast valuation appeal which almost completely offset the unanticipated revenue growth. The amount to be turned over to the Arts Center is 0.21% of the City's estimated revenue which totals $44,960. Subtracting the payment of $32,000 in July 2011, the balance to be paid to the Arts Center on November 18 totals $12,960. Should the appeal of the tax court decision come out in favor of the State's assessment, there would be a small additional allocation – possibly $200 or so; we have no information about when the appeal will be resolved, so timing is unclear. Otherwise, the November 18 payment will be the last payment this fiscal year.

I expect to have estimates for next fiscal year by the middle of February and will let you know then what we project the City's payment to the Arts Center for FY 12-13 will be.

I understand you are fairly new to the Corvallis Arts Center, so if you would like additional information about the payment from the City or future year possibilities, please feel free to call and we can discuss your concerns.

Sincerely,

Nancy Brewer
Finance Director

Tina Stephens, Senior Accountant
Karen Emery, Parks & Recreation Director
Steve DeGhetto, Assistant Director, Parks & Recreation

MEMORANDUM

To: Human Services Committee
From: Karen Emery, Director
Stephen DeGhetto, Assistant Director
Date: February 4, 2013
Subject: Public Arts Selection Commission Annual Report

Issue: The Public Arts Selection Commission (PASC) is scheduled for its annual report to the Human Services Committee.

Background: The Public Arts Selection Commission was established by Council in 1998 to oversee the selection, acceptance and placement of public art in the City of Corvallis consistent with Council policy. The Commission is comprised of 7 citizen voting members and a City Council liaison. In Fiscal Year 12-13 the Parks and Recreation Department administered the Public Arts Selection Commission (PASC) for the City's public artwork projects.

Discussion: The Commission met four (4) times between April and August, 2012. Shelly Curtis is the current chair of the Commission. Shelly Moon represents the Arts and Cultural Commission and City Councilor Joel Hirsch is the current Council liaison.

The Commission has no vacancies and has held an election for the Chair, Shelley Curtis and Vice Chair, Paul Rickey, Jr. During this reporting period the commission has been involved with the review of two proposals. The Mosaic Collaborations project by Ella Rhodes, would design and install 18 eighteen mosaics on one side of the trash receptacles along 3rd and 4th streets. The first phase of the project included fund raising for eight mosaics and the installation is scheduled for the summer of 2013. The second project, by artist Kathryn Jederlinich, features a mural that represents the life and goals of Dr. Martin Luther King, Jr. The mural is displayed in the kiosk at Dr. Martin Luther King Jr. Park and was completed in September of 2012.

Citizen volunteers on the Commission continue to provide invaluable expertise and oversight to forward the community's values supporting public art. Cooperatively, citizen volunteers, The Arts Center and the Arts and Cultural Commission advocate the importance of public art.

Recommendation: Staff recommends the Human Services Committee recommend to City Council to accept the Public Arts Selection Commission's annual report.

Review and Concur:

James A. Patterson, City Manager

Nancy Brewer, Finance Director

Attachments:
PASC Minutes

- April 19, 2012
- June 21, 2012
- July 26, 2012
- August 16, 2012

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

Attendance
Shelley Curtis, Chair
Bill Laing
Chi Meredith
Shelley Moon
Ross Parkerson
Paul Rickey, Jr.
Joel Hirsch, City Council Liaison

Staff
Steve DeGhetto, Assistant Director
Jackie Rochefort, Park Planner
Terry Nix, Recorder

SUMMARY OF DISCUSSION

Agenda Item	Information Only	Held for Further Review	Recommendations/Actions
Review of Minutes			January 19, 2012 minutes were approved as transcribed.
Visitors' Propositions	X		
Update on Graffiti Wall	X		
Current Public Art Inventory	X	X	
Value of Public Art Inventory	X	X	
CAFÉ Program Meeting Notes	X		
Future Agenda Items	X	X	
Work Session on Sunset Review			Motion passed to recommend that the Public Art Selection Commission continue for another term.
Adjournment			Adjourned at 5:15 p.m.

CONTENT OF DISCUSSION

I. CALL TO ORDER

Chair Shelley Curtis called the meeting to order at 4:05 p.m. She welcomed new member Bill Laing. Assistant Director Steve DeGhetto distributed a member list and discussion followed regarding the makeup of the Commission; there is one vacancy. Self-introductions followed.

II. REVIEW OF MINUTES

MOTION: Ross Parkerson moved to approve the January 19, 2012 minutes as transcribed. Paul Rickey seconded the motion and it **passed**.

III. VISITORS' PROPOSITIONS: None.

IV. UPDATE ON GRAFFITI WALL

Park Planner Jackie Rochefort said the graffiti wall is a very exciting idea that came forward from a citizen group. Prior to the Riverfront Park improvements, there was a graffiti wall on the Mater building that was widely and respectfully used. The citizen group came forward with the idea of a graffiti wall on public property; they are most interested in the area underneath the overpass just south of Riverfront Park. This is City-owned property with an ODOT easement; ODOT has said they are okay with this moving forward. However, the area is within the Willamette River Greenway and the project would require a greenway permit. This is not an easy or inexpensive process; the permit fee is about $6,000. Another issue is that the site is in the floodplain, but a graffiti wall could be designed to work in the floodplain. The citizen group and staff discussed making the wall temporary, but did not find a way to make that safely work. They also discussed building a frame for the wall and displaying it as alley art at Burst's Candies on Madison; however, that would require a process through the Historic Resources Commission.

Planner Rochefort said her recommendation is that a master plan be done for the entire area, taking into consideration all interested parties and uses, and that the City and stakeholder groups do a joint greenway permit application for the area. The citizen group that brought this forward has some grant money but a certain time period to spend it; she has suggested that they contact the grant agency to request an extension.

Mr. Parkerson said that, if we are going to give true worth to the graffiti wall, it should be someplace where people would see it. He thinks it would be a wonderful addition to the Riverfront Park. Planner Rochefort said that the lawn area at Riverfront Park is intended to be an open area and gathering spot, and that area would not provide protection from the elements that the group desires. She said the space under the overpass near the Skate Park was proposed by the artists who likely want to be a part of the culture that exists in that area.

V. CURRENT PUBLIC ART INVENTORY

Discussion was held to a future meeting due to time constraints.

VI. VALUE OF PUBLIC ART INVENTORY

Discussion was held to a future meeting due to time constraints.

VII. CAFÉ PROGRAM MEETING NOTES

Shelley Moon drew attention to the meeting notes from the January 20 CAFÉ Program meeting. She said the name of the program has been changed to Corvallis Arts for All (CAFA). Posters are being made and the program will launch the first week of May.

VIII. FUTURE AGENDA ITEMS TO INCLUDE MAINTENANCE FUNDING AND DEPARTMENTAL RESPONSIBILITY FOR CURRENT PUBLIC ART INVENTORY

Discussion was held to a future meeting due to time constraints.

IX. WORKSESSION ON SUNSET REVIEW OF PASC SCHEDULED FOR JUNE

Mr. DeGhetto said that all of the City's Boards and Commissions go through a regular sunset review process. This Commission is scheduled for a sunset review this June. The report to the City Council is to include accomplishments and activities since the last review and future activities. He has identified as accomplishments a number of art selections. Activities include inventorying public art, establishing new places for public art, and the art tour. He invited input.

City Council Liaison Joel Hirsch said the City is looking to reduce staff time where possible. A question that the Commission may want to answer is whether it should continue to exist independently of the Arts and Culture Commission. It is important to make a case that the two groups do different things.

Chair Curtis noted that an impressive inventory of public art was included in meeting packets. She said the Commission is responsible for selecting, displaying, and taking care of public art; she thinks this is a very important Commission and she would advocate that it continue. Mr. Parkerson agreed; he said the mission of this Commission is to review and approve art in the public right-of-way which is clearly different than the mission of the Arts and Culture Commission. Ms. Meredith also agreed; she said the public art overseen by this Commission is permanent and she understands the Arts and Culture Commission deals more with cultural and performance art. As a member of both Commissions, Ms. Moon said that the two groups and their functions seem very different. Projects like the CAFÉ program, for example, may be appropriate for the Arts and Culture Commission but not necessarily for this Commission.

Mr. Hirsch said his opinion is that this is an established Commission with a purpose and a clear vision and that it should exist independent of the Arts and Culture Commission at this time.

Mr. DeGhetto said he will capture the above discussion into the report that goes to the City Council. Chair Curtis said the report should also include the art inventory. She said that, even though it has to consider complex issues at times and there is subjectivity with a seven-person group, the Commission operates very well. For example, the Commission spent a lot of time and met often during the process to select art for the Library. That was

time well spent and people were happy with the result. Mr. Parkerson suggested that the minutes of this meeting also be included in the report that goes to the City Council.

MOTION: Mr. Parkerson moved to recommend that the Public Art Selection Commission continue for another term. Mr. Ricky seconded the motion and it **passed.**

X. ADJOURNMENT

In recognition of Volunteer Month, Mr. DeGhetto distributed a token of appreciation from the Mayor to each Commissioner.

Chair Curtis distributed a flyer on the College of Agricultural Sciences at Oregon State University's 30th annual Art About Agriculture exhibition.

Mr. Parkerson reported that May is Historic Preservation Month.

The meeting was adjourned at 5:15 p.m.

CITY OF CORVALLIS
MINUTES OF THE PUBLIC ART SELECTION COMMISSION
JUNE 21, 2012

Attendance
Shelley Curtis
Chi Meredith
Shelley Moon
Josh Hackenbruck
Bill Laing

Absent/Excused
Sidney Snell
Ross Parkerson
Paul Rickey, Jr.
Joel Hirsch, City Council Liaison

Staff
Karen Emery, Director
Steven DeGhetto, Assistant Director
Mark Lindgren, Recorder

Visitors
Ella Rhoads

SUMMARY OF DISCUSSION

Agenda Item	Information Only	Held for Further Review	Recommendations
II. Introductions	X		
III. Review of Minutes- April 19, 2012	X		
IV. Visitor Propositions	X		
V. Work Session on PASC Sunset Review Scheduled for June	X		
VI. Discussion of Trash Receptacle Mosaics	X		
VII. Adjournment	X		The next regular Public Art Selection Commission meeting is scheduled for 4:00 p.m., July 26, 2012 at the Parks and Recreation Conference Room.

CONTENT OF DISCUSSION

I. CALL TO ORDER: Chair Shelley Curtis called the meeting to order at 4:04 p.m.

II. INTRODUCTION OF NEW MEMBERS.
Shelley Curtis introduced new member Josh Hackenbruck, OSU Asst. Architect; he is filling an OSU art faculty position on the commission. Assistant Director Steve DeGhetto related that the commission was losing two members: Ross Parkerson was not renewing his appointment and Sidney Snell was moving out of town. Bill Laing stated that he was representing the Board of Directors of the Art Center; he is a photographer. Chi Meredith noted that her first name was pronounced like "shy".

III. REVIEW OF MINUTES.
Laing moved and Curtis seconded to approve the April 19, 2012 minutes as presented; motion passed.

IV. VISITOR PROPOSITIONS. None.

V. WORK SESSION ON SUNSET REVIEW OF PASC SCHEDULED FOR JUNE.

Curtis said the Human Services Committee (a council subcommittee) conducts sunset reviews of boards and commissions, and typically poses three questions. She related that the committee expressed interest in having rotating art displays placed in city public meeting spaces, such as Madison Avenue meeting room, the fire station meeting room, and City Hall. She said that one issue is whether a piece of art would be placed in perpetuity, or whether it could be moved to another location. DeGhetto said public art has been moved previously.

He said public art policy is to have the art where it is accessible to the public, for no fee. There appear to be no other code restrictions. He said that access to meeting rooms could be disruptive during a meeting; also, it can be unsupervised. It's not clear what security would entail, and it would be insured for all its value. He said the committee's work is to evaluate locations and inventory. Laing said placing art in a meeting room was acceptable; the most important objective is providing more venues for artists.

DeGhetto said the code could be amended, to language such as "..because the city has a rotating art venue, some art may be located in some areas that are not accessible at all times". He said storing art may become an issue, in terms of space and expertise. Hackenbruck said OSU often puts art in offices and meeting rooms. Laing said since the recommendation came from HSC, it is the Council's responsibility to alter the ordinance to allow art in meeting spaces. DeGhetto said he will follow up on it; he said his understanding is that existing Council policy presents a barrier to its recommendation for art in meeting spaces.

Curtis related that the HSC also asked about the Graffiti Wall. DeGhetto highlighted a temporary mural on the wall of the Senior Center in Chintimini Park.

VI. DISCUSSION OF TRASH RECEPTACLE MOSAIC.

Ella Rhoads related that she's been producing mosaics for twelve years and operates a local studio. She outlined her background, including working in the Arts Care therapy program at the Art Center for six years, designing a large-scale mural at the hospital and an OSU display. She highlighted a list of her public installations, exhibitions and experience in her résumé in the distributed packet.

She stated she had been contemplating a trashcan mosaic project in the downtown area for some time. She said DeGhetto suggested she contact original trashcan designer David Livingston. She related that she met with the Downtown Corvallis Association's Joan Wessell and Livingston, who have given their blessing for the project. She met with the DCA design committee last week, which supported the project. She highlighted locations of trashcans on 3rd and 4th Streets downtown. She clarified that she was not proposing dealing with Second Street trashcans yet, saying that eighteen was a good starting number, though additional work could be done in future phases.

She said the intent was to enliven downtown with colors; there is also a community interactive aspect. The mosaic could be placed on the side facing oncoming traffic, thus helping in wayfinding. The proposal is to leave the other side of the cans as they are, retaining the existing city logo on that side.

She said she chose the proposed design for positivity in all seasons, to be suitable for community participation, and to allow variation. She said the mosaics are placed on mesh, and volunteers can participate in doing so. A number of organizations have expressed interest. She estimated it would cost $250 per panel, including six hours ($200) for labor and $50 for materials.

She outlined current funding for the project, which includes the $300 she has donated from the $430 grant from the May 20 FEAST fundraiser; a $300 grant from the May 10 CYA presentation at the Corvallis Art Center; $100 in materials from the Fall Festival; and a donation of Weldbond and tessarae from Murano Millefiori worth $65. She will apply for a 2013 $1,000 Benton County Cultural Coalition grant. She will give a presentation to DCA and will approach schools and other organizations regarding participation. She asks all participants to sign a waiver before volunteering.

Laing asked whether the sun motif would be on each panel; Rhoads replied that it would. It is intended to not look like a logo and to have a generalized interpretation. Hackenbruck suggested not focusing too much on automobiles, since Corvallis is very bike and pedestrian oriented community. Chi Meredith concurred, saying 2nd Street might be a better starting place, especially with Farmers Market activity. Rhoads said the area would be from the skate park to Van Buren. She said 3rd and 4th Street trashcans were purchased by DCA. DeGhetto said that those on 2nd Street were owned by Parks and Recreation. Rhoads noted the trashcans are all firmly bolted down; DeGhetto added they are very heavy and sturdy. Rhoads related that Livingston received a design patent for the trashcans around 2006.

Rhoads explained that glass mosaics are affixed to the mesh with a drop of Weldbond non-toxic adhesive; a thinset polymer will fasten the panel to the trashcan and then it will be sealed. She hoped to have them all installed by the end of June 2013. She said the trashcans provide a perfect visual frame.

Curtis asked if this was the best way for her to display her art most appropriately. Rhoads replied that any concrete surface attracts a mosaic artist, but most surfaces are painted. The cans are a good height for pedestrians. Curtis said the idea seem well thought out. Curtis asked about next steps; DeGhetto replied that the commission could review the idea further, or make a recommendation, which would go to the City Council. Rhoads summarized that about $1,000 has been raised so far. She asked whether the Civic Beautification and Urban Forestry Commission (CBUF) was distributing funds the next fiscal year.

Curtis encouraged Rhoads apply to the BCCC for a grant. DeGhetto said he would distribute a policy to commissioners regarding their review. Rhoads said she was open to doing between 12-20 cans, and installing them wherever the community thought best. Several members expressed much stronger interest in the Riverfront and 1st and 2nd Street. She said she'd preferred to entirely do one street, rather than scattered around, but would be open to doing *either* 3rd or 4th Street and then 1st or 2nd Street. DeGhetto will copy the presentation materials and include them in the next PASC packet. Curtis suggested taking formal action at the next regular meeting. DeGhetto suggested the commission make a recommendation on placement. Meredith suggested members tour the area.

Laing asked how much oversight they'd give the project; whether they just gave thumbs up on design, or whether they could stipulate that the project not go forward without the funding all in place. Curtis asked whether the city could fund part of it; DeGhetto said the city did not have available property tax funds. He said that it is not clear whether CBUF will be awarding this year, and typically the grants are for horticultural projects. The commission could also stipulate alternate designs. Donors may want design flexibility. DeGhetto suggested not scheduling a special meeting. Curtis emphasized the importance of the public input.

DeGhetto said placing them in Riverfront Park would require going through PNARB, since they are owned by Parks and Recreation. Lindgren asked whether the DCA still owned the cans it had purchased; DeGhetto will inquire. Meredith said it seemed as though DCA favored the 3rd and 4th Street locations. DeGhetto suggested having a final review with more stakeholders at a future meeting.

DeGhetto related that the Riverfront has a design committee, though there is probably have some design latitude. DeGhetto said the commission could condition phased development on numbers of cans. The PASC would make a recommendation either directly to the Council or via PNARB, depending on can locations. Meredith suggested including Livingston in the discussion.

VII. ADJOURNMENT: Meeting adjourned at 5:15 p.m.

CITY OF CORVALLIS
MINUTES OF THE PUBLIC ART SELECTION COMMISSION
JULY 26, 2012

Attendance
Shelley Curtis
Chi Meredith
Shelley Moon
Paul Rickey, Jr.
Josh Hackenbruck
Bill Laing

Absent/Excused
Joel Hirsch, City Council Liaison

Staff
Steven DeGhetto, Assistant Director
Mark Lindgren, Recorder

Visitors
Megha Shyam
Joan Wessell
Ellen Volmert
Cynthia Spencer
David Livingston

SUMMARY OF DISCUSSION

Agenda Item	Information Only	Held for Further Review	Recommendations
II. Introductions	X		
III. Review of Minutes- June 21, 2012	X		
IV. Visitor Propositions	X		
V. Mosaic Collaborations for Downtown Trash Receptacles			Motion passed that the commission recommended the Council approve the project as presented (eighteen mosaics on 3rd and 4th Streets) and that Rhoades report back within nine months.
VI. MLK Commission Proposal for Kiosk Art			Motion passed to approve the project go forward.
VII. Adjournment	X		The next regular Public Art Selection Commission meeting is scheduled for 4:00 p.m., August 16, 2012 at the Parks and Recreation Conference Room.

CONTENT OF DISCUSSION

I. CALL TO ORDER: Chair Shelley Curtis called the meeting to order at 4:05 p.m.

II. INTRODUCTIONS.
Cynthia Spencer related she was interested in serving on the Commission. Ellen Volmert related she worked in the City Manager's Office and staffed the MLK Commission. Joan Wessell related she was Director of the Downtown Corvallis Association (DCA). Dave Livingston related that he designed the Corvallis trash receptacles.

III. REVIEW OF MINUTES.
It was pointed out that Chi Meredith's first and last name was often reversed throughout the minutes. Laing moved and Curtis seconded to approve the June 21, 2012 minutes as corrected.

IV. VISITOR PROPOSITIONS. None.

V. MOSAIC COLLABORATIONS FOR DOWNTOWN TRASH RECEPTACLES.
DCA Executive Director Joan Wessell said mosaic artist Ellen Rhoades' work was well regarded. She related that Ella Rhoades presented to the DCA membership and its Design Committee, and that all of the DCA was supportive of Rhoades' proposal.

Hackenbruck said it sounded as if Rhoades thought the DCA was pushing installing the mosaics on 3rd and 4th Street; Wessell confirmed that that was due to the higher traffic on these streets than 1st Street. DeGhetto asked about the ownership of the trash receptacles; Wessell replied that the DCA paid for half of the funding for 34 trash cans. She estimated that over half of those merchants are now gone, so ownership would have reverted to the DCA.

Meredith stated that 1st Street has more foot traffic and said the mosaics should face oncoming traffic. She expressed concern that drivers wouldn't be able to register them; Wessell replied that traffic was fairly slow. Meredith said 1st was already fairly well designed, but 3rd and 4th Streets were plainer.

Cynthia Spencer of Fall Festival said Rhoades was invited to the Festival's Adult Play event; Rhoades said the Festival is always looking for community participation at festivals. She said activities where artists and the public interact help build community. She noted that 3rd and 4th Streets are gateways for the city. The two streets together get 30,000 cars each day. Something catching their eye tells people that there is art going on in Corvallis. She said there were wave structures on 2nd and 1st Street already.

Dave Livingston stated he was designer of the trash receptacles. He related that after he learned of Rhoade's work, he felt the work would be a wonderful addition to them. He said if one side was kept visible, containing the image of Corvallis, then that is fine; the work follows the cans' contours and doesn't violate their design. He supported placement of the work on 3rd and 4th Streets. He related that Rhoades has raised roughly $2,000 of the needed $4,000.

Hackenbruck praised Livingston's design of the trash receptacles. Meredith distributed the G-T article on the project, which was published just after the DCA meeting. Meredith advocated placing the mosaics on receptacles on 3rd and 4th Streets; Laing added that 1st and 2nd Streets are already more enlivened with art. Rickey said there are also a lot of pedestrian shoppers on 3rd and 4th Streets. Meredith noted that Rhoades stated she was open to making more mosaics later.

Meredith asked about financial concerns. DeGhetto related that Rhoades said she had just gotten another $1,000 pledge. DeGhetto related that if the department were able to find funds, it could possibly be able to place some within the Park system. He said Rhoades was willing to go forward on a pay as you go basis, has demonstrated a willingness to fundraise and is marketing the project. Curtis calculated there was currently enough funding for eight of the first phase's eighteen trashcans. DeGhetto said bringing in a youth component could help.

Laing said his understanding is that the project uses the same theme throughout. He asked whether she would consider other design elements, such as themes from the area. DeGhetto said each different design would require separate review. Meredith said Rhoades has already come up with the design and it would be asking too much to do more; it is a very low price. Moon said it would enhance the driving experience and meets the criteria of beautiful art in the community; it adds more color. She advocated keeping it simple.

Hackenbruck moved that the commission recommended the Council approve the project as presented (eighteen on 3rd and 4th Street); Meredith seconded. Curtis suggested having Rhoades come back after the first eight were completed. Hackenbruck noted that Rhoades is actively fundraising. Laing said she should be authorized to install receptacles on 3rd and 4th Street as she can; even just eight would be a significant contribution to visual vitality in the area. DeGhetto said the approval is for the art design, number and placement. He said the commission could recommend that Rhoades check back with a report in within a given time period, such as one year. DeGhetto said he would prepare a staff report to the Council.

Curtis moved for an amendment that Rhoades report back within nine months; Meredith seconded; Amendment passed. Main motion passed.

VI. MLK COMMISSION PROPOSAL FOR KIOSK ART.

DeGhetto related that he met with the MLK Commission, which has solicited art. The process is in its first stage. He asked representatives make a first presentation.

Megha Shyam stated that MLK Park recently completed a new kiosk, ten by ten feet, and solicited art for one of the kiosks two four by six-foot panels. The project has a $2,000 budget; those funds would go to the artist. He said the MLK Commission was looking for feedback on the art. It put out a call to artists for art. The intent was to involve children and represent aspects of the park and Martin Luther King, Jr. Monday was the deadline for submitting proposals; three came in, with one late. The project is in its first phase. He said the artists could make their pitch at the next meeting; the proposal is to finish by September in order to dedicate the kiosk around then.

He said the Commission also holds periodic poster contests. DeGhetto said some of the kiosk panels would contain information and would require ongoing maintenance funding. Rickey said some of the artworks were more appropriate for murals than others. DeGhetto said a second and possibly a third would be held.

Meredith moved and Hackenbruck seconded to approve the project go forward; motion passed. DeGhetto said a meeting would need to be scheduled for August 16.

Curtis noted that there is currently not a Vice Chair. There was agreement to hold that election at the next meeting.

VII. ADJOURNMENT: Meeting adjourned at 5:09 p.m.

DRAFT

CITY OF CORVALLIS
MINUTES OF THE PUBLIC ART SELECTION COMMISSION
AUGUST 16, 2012

Attendance
Chi Meredith
Paul Rickey, Jr.
Bill Laing
Cynthia Spencer

Absent/Excused
Shelley Curtis
Shelley Moon
Josh Hackenbruck
Joel Hirsch, City Council Liaison

Staff
Steven DeGhetto, Assistant Director
Mark Lindgren, Recorder

Visitors
Councilor Jeanne Raymond
Ellen Volmert, MLK Commission staff

SUMMARY OF DISCUSSION

Agenda Item	Information Only	Held for Further Review	Recommendations
II. Introduction of New Member	X		
III. Review of Minutes- July 26, 2012	X		
IV. Election of Vice Chair			Paul Rickey, Jr. was elected as Vice Chair.
V. Visitor Propositions	X		
VI. MLK Commission Proposal for Kiosk Art			Motion passed 3-1 to accept Jederlinich's proposal.
VII. Leadership Corvallis Art Project	X		
VIII. Adjournment	X		Meeting adjourned at 5:06 p.m.

CONTENT OF DISCUSSION

I. CALL TO ORDER: Steve DeGhetto called the meeting to order at 4:00 p.m.

II. INTRODUCTION OF NEW MEMBER.
DeGhetto introduced Cynthia Spencer, Executive Director of the Fall Festival. Spencer noted that she has presented art proposals to the commission in the past.

III. REVIEW OF MINUTES.

Spencer noted that the first sentence on seventh paragraph on page 2 of the July 26, 2012 minutes should be modified to read, "..; Spencer said *the Festival* is always looking for community participation..". Spencer moved and Meredith seconded to approve the July 26, 2012 minutes as corrected.

IV. ELECTION OF VICE CHAIR.

Meredith nominated Paul Rickey, Jr. as Vice Chair; Laing seconded; motion passed.

V. VISITOR PROPOSITIONS. None.

VI. MLK COMMISSION PROPOSAL FOR KIOSK ART.

DeGhetto distributed four stylized renditions of the proposals; he noted that there was not a specific piece to choose from. He noted that the commission had been under the impression that the MLK Commission would solicit for artists, get samples of their style and type of work, and then express its preferences to this commission for a specific piece of artwork for the commission to make a determination on. Councilor Jeanne Raymond replied that the MLK Commission's understanding of the process was different.

Councilor Raymond said the commission's conception was that the kiosk would feature a mural that represented Dr. Martin Luther King, Jr's goals and life; other artists suggested also incorporating parks in the work. There is $2,000 budgeted for the materials and the artwork. The original idea was to involve children in the artwork, as well. Four proposals were received. She related that MLK Commission Staff Liaison Ellen Volmert said that the artists were encouraged to bring art with more specific and detailed proposals, but they hadn't done so, apparently due to the small scale of the project.

Commissioner members reviewed the sample artwork.

Spencer asked if kids were still intended to take part in creating the work; Raymond replied that the commission is now focusing more on simply getting the work completed expeditiously. DeGhetto asked if the artists have said if they could adhere to the mid-September deadline; Raymond replied that the process had been delayed and it is not clear whether they could still be held to it.

Rickey said there were some good ideas, but they were just sketches. One can tell about the quality of work, but it was hard to make decisions based on them. He noted that they varied in their degree of completion. He commented that portraits were difficult, and two of the drawings did not resemble Dr. King.

Spencer commented that this process was a leap of faith; two of the artists have a proven history, including working with kids, and their finished product would be OK. She said she would prefer to see a finished design before she approved it. Rickey said it was hard to make a decision based on an unfinished sketch. Raymond said the available space is four by six feet. DeGhetto said the mural would be the kiosk section facing north, towards the multimodal path.

Laing noted that in this case, it appeared that the MLK Commission wanted PASC to make the final decision. He said it seemed more appropriate for the MLK Commission to bring a specific piece for PASC to approve; Rickey concurred. Laing said the role of the commission shouldn't change; Spencer related how, in a previous similar process, the Fall Festival had presented three finalist proposals to the PASC to make a final determination. DeGhetto said three of the proposals were not in their final state, while the Dale Draeger pieces were in their final form.

DeGhetto highlighted two possible routes: it could propose to the MLK Commission to rotate different temporary representations on the kiosk, perhaps one per year. Or, the MLK Commission could bring back a more finalized permanent selection for the PASC to review.

Raymond said kiosk side panels will feature winning essay finalists; poems by middle-schoolers; information on MLK, Jr. and quotes by him; and the history on civil rights in Corvallis and the MLK Commission. There is also room for another four by six-foot mural, when funds become available. The existing mural funds have been accumulated over two years. She said the MLK Commission hadn't understood the need to present a final version to PASC.

Laing said PASC could go a third route and accept Draeger's art, if the MLK Commission wished, since it is in final form. Raymond stated that she couldn't speak for the Commission, since she is only Liaison.

DeGhetto highlighted the MLK Commission's July 2, 2012 solicitation for art for the project. Meredith noted that that solicitation did not ask for a finished project. DeGhetto noted that the MLK Commission had envisioned a youth element in the execution of the piece. Meredith said Jederlinich's statement said she was accustomed to working with kids in her murals. DeGhetto said PASC could make a suggestion for the MLK Commission to decide whether it wanted a temporary or permanent piece, or just accept the Draeger piece.

Meredith noted that when you're working with children, you never *do* know exactly what the final piece will look like. She said she liked the idea that Jederlinich presented. Rickey asked whether it could be protected from graffiti; Meredith concurred that that was a good idea. Meredith said the September deadline was coming up soon.

DeGhetto said the artist could compose the final piece in the studio, with or without children. The challenge is that you don't know exactly what you're going to get, but you can anticipate it generally based on samples. Rickey highlighted the concept of diversity. Ellen Volmert said MLK was looking for something that illustrated the vision of MLK, something that connects that vision to Corvallis and the park, and doing that in a way that incorporates children somehow.

DeGhetto read aloud the City policy regarding art considered permanent in status and in City ownership over one year. Laing noted that in this case, the PASC could only review an artist, not the final work, and that was not how the commission was supposed to operate. Spencer countered when the Fall Festival solicited for murals it received rough sketches just like this, but it had seen artists' finished products elsewhere and felt comfortable on the creative choices the artist would make. Meredith said the artist could do the work alone or together with the community. Raymond said the Commission understood it was to let PASC choose a piece. Volmert said the Commission was comfortable with all of the proposals.

Rickey noted the submitted pieces did not resemble Dr. King's likeness. Meredith said she found Hernandez' work uninteresting and proposed discarding it, along with Draeger's; she noted a deadline was coming up and a decision was needed. She said given the need for a decision, PASC needed to take action.

Meredith moved and Spencer seconded to accept Kathryn Jederlinich's proposal. Laing expressed concern about stepping outside the PASC's procedure; DeGhetto replied that similar PASC selections (of a non-final product) have occurred in the past. He said that if Jederlinich's style fit the MLK

Commissions' criteria, then there is an appropriate mechanism for that. Upon completion of the artwork, the PASC could decide to *not* erect it; other pieces have been approved upon rendition; a final product is not always available, especially with works of a large scale.

Rickey said that there is a technique for presenting mural art. DeGhetto said the PASC could condition its approval. Rickey highlighted the looming deadline. Spencer said naïve kid painting works well in a park setting; DeGhetto noted that PASC must decide whether a setting is appropriate for a particular style of art.

The motion passed 3-1, with Laing opposed. Laing noted that given the many samples, Jederlinich was clearly talented. He asked that in the future, pieces of a more finalized nature be submitted to PASC.

Meredith noted that she hadn't seen the samples at the previous meeting and asked to see the art sooner.

VII. LEADERSHIP CORVALLIS ART PROJECT.

DeGhetto highlighted Leadership Corvallis' proposal that it was interested in commissioning a public art piece recognizing the program and Hans Neukomm as its founder. They will lead fundraising and hope to have it completed and installed in 2013.

DeGhetto announced that there would not be a meeting in September.

VIII. ADJOURNMENT: Meeting adjourned at 5:06 p.m.

ADMINISTRATIVE SERVICES COMMITTEE
MINUTES
MARCH 6, 2013

Present
Councilor Biff Traber, Chair
Councilor Joel Hirsch
Councilor Hal Brauner

Staff
Jim Patterson, City Manager
Nancy Brewer, Finance Director
Ken Gibb, Community Development Director
Marci Laurent, Management Assistant Community Development

Visitors
Liz Coulombe Downtown Corvallis Association
Mary Pat Parker, Visit Corvallis

Agenda Item	Information Only	Held for Further Review	Recommendations
I. Second Quarter Operating Report			Accept the Second Quarter Operating Report for Fiscal Year 2012-13
II. Downtown Corvallis Association Second Quarter Report			Accept Downtown Corvallis Association's Second Quarter Report
III. Visit Corvallis Second Quarter Report			Accept Visit Corvallis' Second Quarter Report
IV. Other Business			

Chair Traber called the meeting to order at 3:30 p.m.

CONTENT OF DISCUSSION

I. Second Quarter Operating Report (Attachment)

Ms. Brewer said the second quarter ended about as expected. She noted areas of concern including Library temporary staff costs and the likelihood 911 will expend all of its budget by year end. Ms. Brewer said the February books closed today and the Community Development Revolving Fund is still in a negative cash position. She said the Federal government's budget sequestration may result in the loss of Community Development Block Grant funds. The impact is more likely to occur next fiscal year and staff is working to manage the budget. Ms. Brewer said the entire second quarter report is posted on the City's website.

In response to Chair Traber's inquiry, Ms. Brewer said step increases were included in the Fiscal Year 2012-13 budget, but health care increases were not. She explained that in last year's budget message, the City Manager asked all bargaining units to make changes in medical insurance coverage and co-pays to save money. Members of the

Corvallis Police Officers Association (CPOA) and the International Association of Fire Fighters (IAFF) negotiated labor agreements that did reduce those costs. However, the American Federation of State County and Municipal Employees (AFSCME) and the Corvallis Regional Communications Center Association (CRCCA) did not make reductions. The extent of the financial impact depends on the mix of employees in a given department. Those departments who are experiencing higher costs have extended vacancies to help offset expenses. Ms. Brewer said the increases were not a surprise, as reducing health care costs was only requested of bargaining units at the time the budget was adopted.

In response to Chair Traber's inquiry, Ms. Brewer confirmed the 911 Center's budget is based on the current contract, so if the next labor agreement does not reduce health care costs for that group, it is another impact to an already tight budget.

In response to Chair Traber's inquiry, Ms. Brewer said the Library uses temporary workers to cover for staff who are ill and in circumstances like Family Medical Leave Act, but they are not hiring temps to backfill workload created by cuts.

In response to Councilor Brauner's inquiry, Ms. Brewer said the City still has a program to help those who have difficulty paying their utility bills. Money to fund the program is raised through donations on utility bills and staff also refers those who need help to Community Services Consortium, Fish, and Vina Moses.

The Committee unanimously recommends that Council accept the Second Quarter Operating Report for Fiscal Year 2012-13.

II. Downtown Corvallis Association Second Quarter Report (Attachment)

Mr. Gibb introduced Ms. Liz Coulombe, who is representing the Downtown Corvallis Association (DCA) in Ms. Wessell's absence.

Mr. Gibb referred to the staff report, noting the Economic Improvement District (EID) which was approved last July, has a reduced geographic area, so a reduced financial return on the assessed values within the district is expected.

Ms. Coulombe updated the Committee on DCA activities, including that five of the eight planned brown bag lunch workshops have been held and were successful, the 20th Annual Rhapsody in the Vineyard wine walk will be held on March 16 and another will be held on September 21, and this year's Red White and Blue Festival is in the planning stages.

In response to Chair Traber's inquiry, Mr. Gibb said he is not sure whether the $200,000 in the Umpqua Bank account is unrestricted or reserved for a specific

purpose, but staff will ensure the question is answered in the third quarter report.

In response to Councilor Hirsch's inquiry, Mr. Gibb said he believes the interior loan program requires security, so the DCA would have a mechanism for collecting on outstanding loans from merchants who go out of business.

The Committee unanimously recommends that Council accept Downtown Corvallis' Second Quarter Operating Report.

III. Visit Corvallis Second Quarter Report (Attachment)

Mr. Gibb reviewed the staff report. The Finance Department has reviewed Visit Corvallis' (VC) financials and did not find any issues of concern. Staff recommends acceptance of the report.

Ms. Parker said VC is in the midst of preparing to move to the building where the Corvallis Chamber of Commerce is located; the move date is March 23. The Visitor's Guide is being revised and she is waiting on proofs from the Gazette-Times. The updated Guide will have a new look and feel, with more photos. The content is being arranged in a way that is more intuitive to visitors. Ms. Parker said she was pleased to recently meet the City's new Economic Development Officer Melissa Murphy and she looks forward to working with her.

In response to Councilor Hirsch's inquiry, Ms. Parker said the new Visitor's Guide will be available in April and she needs any last minute entries right away.

Ms. Parker said Culinary Week was a huge success. The VC website can now track the number of people who visit the VC site and click through, and over 4,700 click-throughs to participating restaurants were tracked. VC is supporting the Year of Culture and they are working with a DaVinci Days board member to fine tune the festival's marketing. This weekend a VC Board member is staffing a booth at the Seattle bike expo, which is the largest in the United States. VC's booth will showcase opportunities for biking around Corvallis and local wineries. VC is also participating in the Must See Oregon trade show in April.

In response to Mr. Patterson's inquiry, Ms. Parker said she appreciates having Economic Development Manager Tom Nelson involved with VC. She said his perspective is valuable, he has suggested several potential partnerships, and he is a good strategic partner.

Chair Traber said he is impressed with the year-over-year statistics on brand metrics.

In response to Councilor Hirsch's inquiry, Ms. Parker said she has met with

Ms. Williams from Oregon State University Conference Services. Ms. Parker added that she will schedule a meeting with Mr. Arthenayake soon. She said she looks forward to working with them.

Mr. Patterson said he has spoken to Mr. Arthenayake and his opinion is past issues with the previous VC administration an be overcome.

The Committee unanimously recommends Council accept Visit Corvallis' Second Quarter Report.

IV. Other Business

The next Administrative Services Committee meeting is scheduled for 3:30 pm, Wednesday, March 20, 2013 in the Madison Avenue Meeting Room.

The meeting adjourned at 4:05 pm.

Respectfully submitted,

Biff Traber, Chair

MEMORANDUM

February 22, 2013

TO: Administrative Services Committee

FROM: Nancy Brewer, Finance Director NB

SUBJECT **Second Quarterly Operating Report**

I. Issue

To review and accept the Second Quarterly Operating Report for FY 12-13.

II. Discussion

The Second Quarterly Operating Report (QOR) has been published on the City's web site and is available for review. Revenues at the end of the second quarter of the fiscal year are about 61% of budgeted total revenues. Operating revenue of $54 million received year-to-date is almost exactly the same total dollars as in prior years, but higher transient room tax receipts and charges for service revenues served to offset lower property tax and grant revenues.

Operating expenditures across departments were roughly as expected and comparable to the prior year at about 46% of the amended budget. While every department except the Library was carrying at least one vacancy (for a 7% vacancy rate Citywide at calendar year-end), personnel service savings are not as significant as they have been in prior years due primarily to increases in healthcare costs over budgeted levels as well as higher casual and overtime costs associated with backfilling for vacant positions. Many regular staff recruitments are still on hold since each position must be justified in this fiscally constrained time, and some hiring has been delayed deliberately in order to achieve offsetting savings for the known higher health costs being incurred this fiscal year.

In summary, while financial performance in all funds is generally at expected levels, the following situations are noteworthy:

- Library Fund – Temporary wages are continuing to overrun budget, as has been the case in previous years. However, there is less capacity to absorb these overages now that the department is fully staffed, but at reduced numbers, while trying to maintain consistent service levels.
- 9-1-1 Emergency Communications Fund – Personnel Services spending is running higher than expected due to contractual COLA's and 2012 healthcare premium increases exceeding budget, as well as State excise taxes for 9-1-1 coming in lower than forecast. An authorized position has not been filled in order to ensure appropriations are not exceeded, but these savings have also been partly offset by commensurate overtime to cover the vacancy as well as the cashout of a substantial accrual bank for an unexpected dispatcher retirement. The Fund Balance is likely adequate to absorb the above situations in FY 12-13 but may lead to increased charges to users in the short term to cover costs in future years. Increased charges to users will primarily be borne by the City of Corvallis as the largest user of 9-1-1 services.
- Water and Wastewater Funds - A debt refunding of three older loans was concluded in these two funds in the second quarter. The replacement debt provides net present value savings for the utilities in total of nearly $1.6 million and is expected to positively impact the two funds' bottom-lines in FY 12-13 by about $75,000 total, due to the net reductions of $2.46 million in current year debt service offset by $2.39 million in prepayment funds used to decrease the total issuance amount.
- The Community Development Revolving Fund is still experiencing negative cash and fund balances due to the HOME grant reimbursement lag, inadequate grant coverage of project-related overhead, and requirements to first spend program income before grant proceeds. While an interfund loan was projected to be needed at the end of last year and did not end up being required, it appears that the Fund will need such an approach in FY 12-13 to ensure a positive year-end balance. The Fund Manager is also in the process of implementing other service and program changes to attain long-term fiscal sustainability. More information will come to the City Council as this plan is developed.

Attached to this memo is the executive summary for the Second QOR (Attachment A) and the Property Tax Funds Combined income statement (Attachment B). The executive summary includes some basic economic information, an analysis of any significant variances from expected financial performance, an income statement for all funds combined, and a summary of operating expenditures by fund and by department. The summary also includes a table showing all the budget amendments approved so far this fiscal year by the City Council. These amendments all have the effect of increasing total appropriations for the City above what was in the adopted budget.

The Capital Project budget is nearly 21% expended at the end of the second quarter. Capital project work and the related spending tend to fluctuate each year, with delays causing carry-overs to future years or savings from conservative budgeting typically resulting in less than 100% of budget being accomplished. The following projects were completed by the end of the second quarter: the construction contract for Phase I utility and site preparation for the Fire Department Training Facilities relocation; installation of lights and bollards for Central Park Plaza; Pedestrian crossings along 9th St. and sidewalk infill construction both funded by New Freedom grants; and reconstruction of 11th St. north of Maple St.

The Quarterly Operating Report also includes an update on the status of City Council Goals as of December 31, 2012.

III. Requested Action

Review the Second Quarterly Operating Report, and recommend the City Council accept the report.

Review & Concur:

City Manager

SECOND QUARTERLY OPERATING REPORT
FISCAL YEAR 2012-2013

EXECUTIVE SUMMARY

February 21, 2013

The Quarterly Operating Report is produced and published on the City's web site within 45 days of the close of each fiscal quarter based on Financial Policy 10.04.050, then shared with the City Council's Administrative Services Committee to provide citizens, the Budget Commission, and City Council with information about the City's financial performance for the quarter.

This Executive Summary provides highlights of the City's financials. The remainder of the report covers:

- The revenue and expenditure performance for each of the operating funds in an income statement format that includes operating and non-operating revenues, expenditures and total fund activities. The first income statement presented in that section shows results year-to-date for all property tax funds combined.
- Departmental information including updated performance measures for the quarter as well as accomplishments and pending work plan items. This section also includes a report on vacancies;
- Capital Improvement Program (CIP) status report on the various projects underway year-to-date; and
- An update on City Council Values and Goals.

The FY 12-13 budget was prepared and adopted during challenging economic times and in a highly fiscally constrained environment for the City. A recessionary economy including high unemployment and stagnant property values, plus slowed development, as well as lower than historical revenues in both FY 10-11 and FY 11-12, were all taken into account when developing the budget. Despite these factors, demand for many City services continues to be strong, which in the face of the relatively flat or declining revenue stream continues to have a negative impact on fund balances across the organization.

According to The Federal Open Market Committee (FOMC) statement released in December, economic activity and employment continue to expand at a modest pace, despite weather-related disruptions. Although the unemployment rate has seen slight declines in recent months, it remains elevated. At 6.0% unemployment in December, on a seasonally adjusted basis, (a 0.1% decrease from the previous month), Corvallis nevertheless continues to fare better than the State and the Nation. Growth in household spending and the housing sector continue to show signs of improvement, but expansion in business fixed investment has slowed. Inflation continues to be subdued, mainly reflecting lower prices of crude oil and gasoline, and longer-term inflation expectations have generally stabilized. The FOMC remains concerned that, without sufficient policy accommodation, economic recovery may not be robust enough to sustain significant improvement in labor market conditions, while strains in global financial markets continue to pose significant downside risks to the economic outlook. The FOMC expects to continue its highly accommodative stance for monetary policy and to keep the federal funds rate exceptionally low through mid-2015 (i.e., in the 0 to quarter percent range).

Overall, the City's financial performance through the second quarter of the fiscal year generally has been as expected. Revenue and expenditure timing is close to historical patterns (i.e., Parks & Recreation usually spends more than 25% of its budget in the busy summer months; the majority of Property Tax revenue is received in the second quarter as seen in this report). There has been an increase in charges for service revenues which was largely driven by development project application fees, but is higher in nearly all funds contributing to a nearly $861,340 increase over last year and a greater percentage of budget overall than forecast. Miscellaneous revenue received is significantly greater when compared to last year, primarily attributed to Business Energy Tax Credits received this fiscal year but pertaining to prior year Transit operations. Another difference related to budgeted expectations relates to three utility-backed loans in the Water and Wastewater Funds that were refunded in November. The approximate $12.3 million in proceeds from the 2012 Full Faith & Credit Refunding Obligations are reflected in other financing sources and produced a net present value savings to the City of roughly $1,579,690.

As of the end of the second quarter for the fiscal year, total expenditures are less than 50% of budgeted expenditures, and are approximately $412,960 lower than last year's spending levels, driven primarily by less capital outlay, special project expenditures and savings due to personnel vacancies, as well as other department budget reductions achieved as part of the FY 12-13 adopted sustainable budget. The Community Development and Public Works Departments spent much less on capital outlay and special projects (i.e., several capital improvement projects have yet to commence and fewer vehicle replacements have been made year-to-date) when compared to the first half of FY 11-12. Community Development housing grant-related expenditures were significantly lower through the first half of the year than budgeted. Grant funding was provided for eight non-profit agency activities through the CDBG Human Services Fund, CDBG Microbusiness program funding for Linn-Benton Community College, and Community Housing Development Organization (CHDO) operating funding for Willamette Neighborhood Housing Services (WNHS). Six loans

and ten grants have closed through the second quarter, so related payouts are expected to pick up in the latter part of the year although unlikely to use the full appropriations established through the Adopted Budget.

The following table compares year-to-date actuals with budget for all funds in both FY 12-13 and FY 11-12:

REVENUE	AMENDED BUDGET	2nd Quarter FY 12-13	UNAUDITED FY 12-13	FY 12-13 % REC/EXPEND	Y-T-D FY 11-12	FY 11-12 % REC/EXPEND
Budgeted Fund Balance	$28,532,414					
Property Taxes	$23,904,680	$20,476,224	$20,618,908	86.25%	$21,346,172	88.23%
Other Tax	1,270,650	368,782	622,851	49.02%	567,518	49.30%
Licenses/Permits	8,740,150	2,024,387	3,743,452	42.83%	3,538,037	44.08%
System Development Charges	1,989,780	621,716	1,083,887	54.47%	1,666,030	122.95%
Charges for Service	37,738,370	10,237,976	20,033,741	53.09%	19,172,406	51.81%
Intergovernmental	17,190,423	4,838,493	5,722,108	33.29%	6,058,442	33.83%
Fines/Forfeitures	1,283,410	282,102	539,667	42.05%	608,213	43.89%
Miscellaneous	2,626,670	1,679,760	2,014,053	76.68%	1,363,440	42.53%
Other Financing Sources/Transfers in	24,023,308	16,464,199	18,583,831	77.36%	7,253,839	51.63%
TOTAL CURRENT REVENUE	$118,767,441	$56,993,639	$72,962,499	61.43%	$61,574,097	56.86%
EXPENDITURE BY DEPARTMENT						
City Manager's Office	$3,302,670	$518,647	$1,669,931	50.56%	$1,661,480	54.29%
Community Development	7,626,640	1,381,795	2,611,099	34.24%	3,174,092	36.43%
Finance	4,790,210	1,119,732	2,292,150	47.85%	2,394,460	47.72%
Fire	10,454,220	2,541,018	5,034,197	48.15%	5,506,403	48.37%
Library	6,054,010	1,473,657	2,856,325	47.18%	2,856,900	43.54%
Park & Recreation	5,937,130	1,250,117	2,859,804	48.17%	2,998,535	49.18%
Police	12,889,760	3,063,720	6,443,161	49.99%	6,298,290	47.97%
Public Works	29,744,922	7,112,145	13,342,286	44.86%	12,830,681	42.24%
Non-Departmental	1,512,927	474,749	826,144	54.61%	627,218	45.87%
TOTAL OPERATING EXPENDITURES	$82,312,489	$18,935,580	$37,935,097	46.09%	$38,348,059	44.74%
Debt Service	$4,734,140	$1,715,408	$2,561,251	54.10%	$4,373,966	53.45%
Capital Projects	9,687,779	1,528,833	2,021,849	20.87%	4,175,114	34.10%
Transfers Out / Other Financing Uses	26,228,831	18,757,467	20,739,323	79.07%	7,245,814	51.57%
Contingencies/Reserves	1,611,260	0	0	0.00%	0	0.00%
TOTAL ALL EXPENDITURES	$124,574,499	$40,937,288	$63,257,520	50.78%	$54,142,953	44.54%
CURRENT REVENUES LESS TOTAL EXPENDITURES	($5,807,058)	$16,056,351	$9,704,979		$7,431,144	

In general, the status of the City's finances was in line with expectations at the end of the second quarter. Year-to-date revenues of $72,962,499, are at 61.43% of the Amended Total Revenue Budget of $118,767,441. The Amended Budget reflects the adopted budget, plus any amendments approved by the City Council via resolution during the course of the fiscal year. In the first half of FY 12-13, the following amendments to the budget were approved:

Date	Amendment Type	Resource	Fund	Department	Net Expenditure Impact	
7/2/2012	Res - Grant	EPA Grant	Storm Water	Public Works	$	45,620
7/16/2012	Res - Grant	ODOT Grant	Transit	Public Works	$	8,964
8/6/2012	Res - Grant	State of Oregon EUDL Grant	General	Police	$	4,760
9/4/2012	Res - Grant	FEMA Homeland Security	Fire & Rescue	Fire	$	4,504
11/4/2012	Res - Grant	FEMA Office of Emerg Mgmnt	CIP	Parks & Rec	$	193,911
11/19/2012	Res - 2012 Refunding Obligations	Proceeds of Debt Issuance	Water & Wastewater	Public Works	$	12,289,035
11/19/2012	Res - Donation	Anonymous Donor	Parks & Recreation	Parks & Rec	$	9,000
12/3/2012	Res - Grant	Oregon Water Resources	Wastewater	Public Works	$	38,632
				Total Increase	$	12,594,426

Significant revenue highlights include:

- **Property taxes** totaled $20,618,908 through the second quarter, which equals 86.25% of the budgeted property tax revenue. The majority of property taxes for the fiscal year are typically collected in the second quarter. FY 12-13 year-to-date property tax revenues are more than $700,000 less than last fiscal year's results for the same time period, despite 0.5% growth in assessed value. This decline is likely due to the continued depressed economy resulting in fewer home owners being able to pay their taxes early as well as about $100,000 lower in collection of prior year delinquent accounts year-to-date than last year.

- **Other Taxes** are collected from hotels in the form of room taxes and totaled $622,851 or 49.02% of budget as of second quarter-end. Summer seasonality, attendance of fall sporting events, and a rebounding economy have led to slightly better results thus far in FY 12-13 compared to last year at this time.
- **Licenses, Fees and Permits** totaled $3,743,452 which represents 42.83% of the amended budget and is below budget as a percentage received when compared with the same time last year. While franchise fees are under-performing year-to-date, Allied Waste implemented a 6% residential rate increase in October, which could offset projected shortfalls brought on by utility conservation efforts. In addition, payments from Allied Waste and Comcast relating to second quarter franchise fees are typically posted in the third quarter negatively impacting the reported percentage collected YTD. The transportation maintenance and sustainability initiative fees are on target, and Development Service permit fees are expected to begin trending higher due to an increase in projects received near the end of the second quarter.

- **System Development Charges** were $1,083,887 which represents 54.47% of the amended budget and is aligned with projections. In FY 11-12, the higher percentage of actual YTD compared to budget was due to un-forecasted increased development for off-campus student housing. SDC income, being of restricted use, has been isolated here and in the income statements from "other charges for service" so as to ensure the understanding that this significant incremental dedicated funding source is not available for operational spending.

- **Charges for Services** (not including SDC's) were $20,033,741, which represents 53.09% of the amended budget. These revenues are higher as a percentage of budget primarily due to early receipt of three of the four quarterly payments year-to-date from Benton County for various police services, an increase over anticipated revenue due to higher OEB payment reimbursement stemming from post-'92 hire retirements and Parks Seasonal eligibility for COBRA, plus a payment received from Benton County for its share of support for the Economic Development program.

- **Intergovernmental** revenues are below target at $5,722,108. At 33.29% of budget however, receipts are very comparable to the same time last year. The receipt of grant monies tends to be volatile and highly dependent on timing of related expenditures. For example, a large payment for the Transit Operating Grant that was expected to be received in the second quarter, was delayed and will post to the third quarter.

- **Fines & Forfeiture** receipts related to Municipal Court remain under budget and lower than last year due primarily to fewer traffic and parking fines issued, partly as a result of patrol staffing vacancies. Fully staffed parking enforcement, a significant fine increase for violations in residential parking districts that went into effect September 24th, and additional home football games are helping revenues rebound. While some improvement continues to be noted from concentrated efforts related to collections in the past several years, after turning over about $2 million in traffic and half a million dollars in parking delinquencies, these accounts have 90% and 66% of their respective balances still outstanding.

- **Interest earnings** totaled $148,256 at the end of the second quarter, which represents 65.37% of the budgeted interest and is about 146% of last year's earnings at this same point in time. The City's investment advisory firm has helped bolster what earnings there are in this category, however the market continues to hover at historic lows, and this situation is expected to prevail through at least mid-2015 according to the Federal Open Market Committee.

Operating expenditures for all funds totaled $37,935,097 or 46.09% of the Amended Operating Expenditure Budget which is lower than last year in total dollars expended but slightly above as a percentage of budget. These results are primarily due to less spending this fiscal year early in the year on special projects and capital outlay. Also, while Community Development typically under-expends its grant appropriations due to the length of time to fruition of housing loan projects, the department is also experiencing lower grant allocation availability in recent years, particularly for administrative cost coverage, so is being even more cost-conscious than usual early in the year. Non-operating expenditures, which include capital projects, transfers, debt service, and contingency, totaled $25,322,423 or 59.92% of the $42,262,010 Amended Non-Operating Budget. In total, expenditures through the second quarter were $63,257,520 or 50.78% of the $124,574,499 budgeted, compared to 44.54% for the second quarter of last fiscal year. A breakdown of departmental expenditures by category is provided below:

OPERATING EXPENDITURES BY DEPARTMENT

DEPARTMENT	AMENDED BUDGET	PERSONNEL SERVICES	SUPPLIES & SERVICES	CAPITAL OUTLAY	TOTAL EXPENDITURES	% OF AMENDED BUDGET
Total Budget by Category		$46,224,880	$33,427,439	$2,660,170	$82,312,489	
City Manager's Office	$3,302,670	$599,239	$1,070,693	$0	$1,669,931	50.56%
Community Development	7,626,640	1,758,729	852,369	0	2,611,099	34.24%
Finance	4,790,210	1,586,310	705,840	0	2,292,150	47.85%
Fire	10,454,220	4,231,637	802,560	0	5,034,197	48.15%
Library	6,054,010	1,947,261	909,064	0	2,856,325	47.18%
Parks & Recreation	5,937,130	1,900,269	959,536	0	2,859,804	48.17%
Police	12,889,760	4,924,646	1,361,881	156,633	6,443,161	49.99%
Public Works	29,744,922	5,739,611	6,822,647	780,028	13,342,286	44.86%
Non Department	1,512,927	0	826,144	0	826,144	54.61%
TOTAL	$82,312,489	$22,687,702	$14,310,733	$936,662	$37,935,097	46.09%
Percent of Budget		49.08%	42.81%	35.21%	46.09%	

Significant expenditure highlights include:

- **Personnel Services** totaled $22,687,702 or 49.08% of the amended budget of $46,224,880 and was slightly higher than percent of budget spent in FY 11-12. Spending increased $381,340 primarily due to contractual step increases and associated payroll tax increases. Payroll expenditures are expected to stay relatively close to the FY 11-12 actuals through FY 12-13 based on Exempt, IAFF, CPOA and AFSCME agreeing to no COLA increases and flat to declining health benefit premiums. The CRCCA agreement was still pending at the end of the quarter.
- **Supplies and Services** totaled $14,310,733 or 42.81% of the amended budget of $33,427,439 The dollars spent in FY 12-13 are approximately 4.8% lower than the amount spent in FY 11-12 due to less special projects budget and an eye towards maintaining a sustainable budget.
- **Capital Outlay** totaled $936,662 or 35.21% of the amended budget of $2,660,170 The dollars spent in FY 12-13 are approximately $197,490 more than in FY 11-12 due in part to the timing of the planned purchase of two replacement City transit buses, along with additional vehicles for the Police and Public Works departments. Capital purchases do not tend to follow a regular pattern other than to sometimes weight toward the end of the fiscal year if practical, to ensure that sufficient budget remains for the acquisition.

NON OPERATING EXPENDITURES

- **Capital projects** totaled $2,021,849 or 20.87% of the amended budget of $9,687,779. Capital project expenditures tend to fluctuate year-over-year, and there are always projects that are either carried forward into following years or simply do not come to fruition. For FY 12-13, several projects have yet to begin.
- **Debt service** payments totaled $2,561,251 or 54.10% of the total budget of $4,734,140, which is aligned with payments at the same time last fiscal year.
- **Transfers and Other Financial Uses** totaled $20,739,323 or 79.07% of the amended budget of $26,228,831. The majority of the transfers are related to capital projects. See the Capital Improvement Program section for information on the status of capital projects.

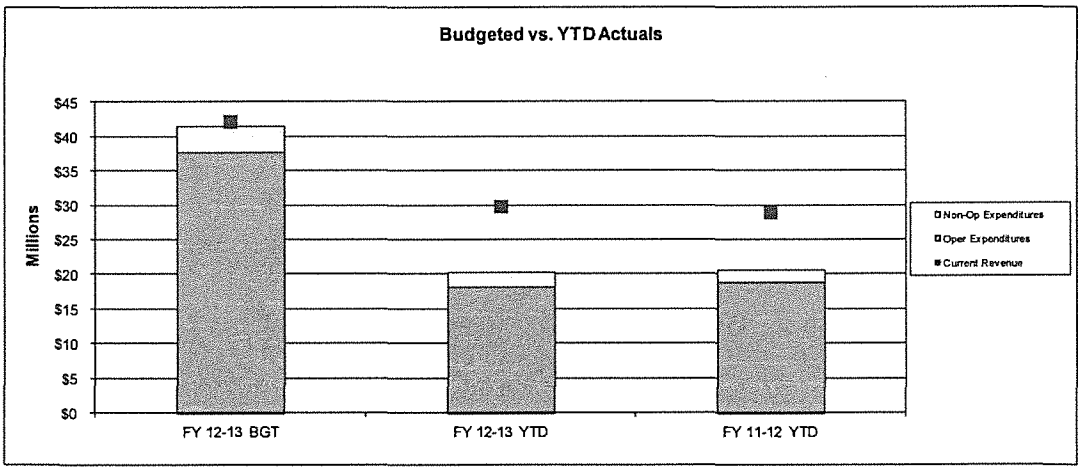
Please note that a reader's guide to some of the terminology used throughout the report is available through the hyperlink provided. As always, if you have questions or concerns about the information in this report, please do not hesitate to contact me at (541) 766-6990 or via e-mail at nancy.brewer@corvallisoregon.gov.

Nancy Brewer
Finance Director

PROPERTY TAX FUNDS COMBINED*

REVENUE	AMENDED BUDGET	2nd Quarter FY 12-13	UNAUDITED FY 12-13	FY 12-13 % REC/EXPEND	2nd Quarter FY 11-12	Y-T-D FY 11-12	FY 11-12 % REC/EXPEND
Budgeted Fund Balance	$5,271,580						
Property Taxes	$21,002,640	$17,997,900	$18,140,584	86.37%	$17,800,779	$17,966,096	88.62%
Other Tax	1,270,650	368,782	622,851	49.02%	336,911	567,518	49.30%
Licenses/Permits	5,708,610	1,296,470	2,145,882	37.59%	1,296,183	2,158,888	38.38%
Charges for Service	5,856,500	2,241,418	3,520,013	60.10%	1,986,453	3,266,330	59.71%
Intergovernmental	4,164,360	2,538,010	2,733,502	65.64%	2,517,339	2,751,516	55.53%
Fines/Forfeitures	830,110	153,416	324,332	39.07%	203,802	396,695	40.62%
Miscellaneous	432,850	248,182	364,859	84.29%	139,280	239,448	63.20%
Other Financing Sources	2,845,350	1,727,216	1,893,717	66.55%	1,552,389	1,562,389	80.70%
TOTAL CURRENT REVENUE	$42,111,070	$26,571,395	$29,745,741	70.64%	$25,833,137	$28,908,880	70.91%
EXPENDITURE BY DEPARTMENT							
City Manager's Office	$380,000	$54,749	$71,032	18.69%	$0	$0	0.00%
Community Development	1,311,410	300,276	607,060	46.29%	325,052	652,956	48.14%
Finance	629,740	142,171	296,107	47.02%	167,967	334,301	49.33%
Fire	10,454,220	2,541,018	5,034,197	48.15%	2,656,414	5,506,403	48.37%
Library	6,023,510	1,443,767	2,826,435	46.92%	1,355,674	2,856,900	43.74%
Parks and Recreation	5,937,130	1,250,117	2,859,804	48.17%	1,348,101	2,998,535	49.18%
Police	10,356,980	2,430,173	5,187,142	50.08%	2,512,945	5,115,367	48.27%
Public Works	1,218,900	265,308	532,558	43.69%	331,971	616,082	37.50%
Non-Departmental	1,362,100	331,801	683,196	50.16%	306,792	626,368	45.86%
TOTAL OPERATING EXPENDITURES	$37,673,990	$8,759,380	$18,097,532	48.04%	$9,004,915	$18,706,912	47.18%
Debt Service	$243,880	$0	$218,342	89.53%	$0	$216,080	88.40%
Transfers	3,005,900	1,408,992	1,939,518	64.52%	1,190,110	1,694,510	72.49%
Contingencies/Reserves	512,850	0	0	0.00%	0	0	0.00%
TOTAL ALL EXPENDITURES	$41,436,620	$10,168,372	$20,255,391	48.88%	$10,195,025	$20,617,502	48.45%
CURRENT REVENUE LESS TOTAL EXPENDITURES	$674,450	$16,403,023	$9,490,349		$15,638,112	$8,291,378	

* Includes General, Parks & Recreation, Fire & Rescue, and Library Funds



MEMORANDUM

DATE: February 11, 2013
TO: Administrative Services Committee
FROM: Ken Gibb, Community Development Director
SUBJECT: Downtown Corvallis Association Second Quarter FY 12-13 EID Program Review

I. Issue

Review and acceptance of Downtown Corvallis Association's Economic Improvement District Program second quarter report for FY 12-13.

II. Background

The City Council, on July 16, 2012, approved Ordinance 2012-14, amending Municipal Code Chapter 10.07 (Economic Improvement District), establishing a boundary, and imposing assessments on property within the Downtown Voluntary Economic Improvement District (EID). The EID provides specific benefits to the members of the District by promoting commercial activity and public events in the Downtown district. Assessed value for FY 12-13 is $82,989.

The Community Development Department administers the invoicing of EID participants, the "pass-through" payment of these program funds to the Downtown Corvallis Association (DCA), as well as the contract with the DCA. In support of these City services, the DCA pays an annual fee of $3,585. The contract requires that the DCA provide quarterly financial reports to the City that provide at a minimum, 1) a balance sheet as of the last day of the quarter, 2) a comparison of actual revenues and expenses through the quarter and 3) a brief summary of services performed.

Attached is the second quarter report submitted by the DCA (Attachment A). The DCA has been provided with a copy of this report and invited to attend and address the Committee.

IV. Action Requested

That the Administrative Services Committee consider this report and recommend City Council approve acceptance of the Downtown Corvallis Association's FY 12-13 EID Program second quarter report.

REVIEW AND CONCUR:

Nancy Brewer, Finance Director

REVIEW AND CONCUR:

James A. Patterson, City Manager

DOWNTOWN CORVALLIS ASSOCIATION

A Main Street Community

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Board Members

Elizabeth Groner, President
Blackledge Furniture

Jennifer Moreland, Vice President
Zooey's

Steve Hessel, Treasurer
Downtown Property Owner

Liz Coulombe, co-Treasurer
Citizens Bank

John Coleman, Secretary
Coleman Jewelers

Luisa Arreola,
Footwise

Les Boudreaux,
Downtown Property Owner

Frederick Edwards,
Knight Vision Security

Elizabeth Foster,
Town and Country Realty

Randy Joss,
KEZI9

Leban Abdi,
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Ex-Officio
City Council
City Planning
Corvallis Economic Development
Corvallis Police Dept.
Benton County Sheriff
Visit Corvallis
Corvallis Chamber

To: Corvallis Community Development Department
From: Joan Wessell, Executive Director
Downtown Corvallis Association
Date: 20 January 2013
Subject: 2012-2013 Quarterlies
Report on 2012-2017 Economic Improvement Distric

Anticipating collections of approximately $80,000 per year from 2012-17 EID collections to fund organizational operations, the Downtown Corvallis Association continues forward movement with plans to grow the Downtown Corvallis economy.

The DCA offers ongoing economic strengthening services that benefit the local businesses and the community. A partial listing includes : recruiting businesses to and marketing Downtown vacancies, ongoing business workshops/seminars, business advocacy services, promotional events and traffic-building activities that increase customer counts and business' exposure, monthly Membership meetings, Downtown After Hours, Downtown Red Carpet Welcomes, and criminal activity business alerts to name just a few. Business owners/managers are grateful that the DCA continues offering them vital support services which allow merchants more time to focus on their business.

Since the last Quarterly report, the Downtown Corvallis Association has (in part): hosted 3 Downtown After Hours networking socials with December's event serving as the DCA's Holiday event, Membership Meeting, and highly-anticipated Downtown Design Downtown Design Award Ceremony where honors are bestowed upon DCA Members making significant contributions to improve Downtown's aesthetics and business climate; 3 Membership Meetings; 24 DCA Action Committee Meetings; and assisted service organizations with Holiday events in Downtown (i..e., Lions Club & Assistance League).

The DCA is busy making plans to present: a first-time "Cash Mob" at Mod Pod on February 11; the 18th Rhapsody in the Vineyard Wine Walk on March 16, and the ever-popular Red White & Blue Riverfront Festival on July 3 & 4th! We invite and hope to see LOTS of City folks at each of these events!

8:25 AM
01/07/13
Accrual Basis

Downtown Corvallis Association, Inc.
P & L Budget Comparison-Treasurers & Executive Director Only
December 2012

	Dec 12	Budget	Jul - Dec 12	YTD Budget	Annual Bud...
Ordinary Income/Expense					
Income					
General Revenue					
4110 - EID Receipts	7,867.66		72,333.11		
4111 · EID Contributions	0.00		1,000.00		
4120 - Membership dues	1,900.00		4,681.25		
4141 - Interest Income	18.04		110.47		
4160 - Miscellaneous	0.00		100.00		
4195 · Rental Income - Sublet	400.00		2,450.00		
Total General Revenue	10,185.70		80,674.83		
Program Revenue					
4220 - Christmas lights	0.00		12.50		
4260 - Fund Raiser	618.00		2,211.80		
4265 · Fund Raiser - DT After Hours					
4265-1 · Entry Fees	365.00		735.00		
4265-2 · Bucket of Bucks	45.00		241.00		
Total 4265 · Fund Raiser - DT After Hours	410.00		976.00		
4310 - Red, White & Blue					
4310-2 · Gate	0.00		19,661.53		
4310-3 · Sponsors	0.00		3,925.00		
4310-4 · Vendor	0.00		9,429.06		
4310-5 · Miscellaneous	0.00		50.00		
4310-6 · DCA Booth	0.00		20.00		
4310-7 · T-Shirts	0.00		20.00		
Total 4310 - Red, White & Blue	0.00		33,105.59		
Total Program Revenue	1,028.00		36,305.89		
Promotions Revenue					
4450 - Promotions	0.00		200.00		
4460 · Rhapsody in the Vineyard	110.00		16,312.00		
Total Promotions Revenue	110.00		16,512.00		
Total Income	11,323.70		133,492.72		
Expense					
Administration					
Personnel					
5105 · Personnel	6,411.00		40,798.01		
5120 - Director-Medical Benefit	453.00		1,672.10		
5130 - Director-Expense	88.77		124.24		
5150 - Volunteer expense	112.76		1,034.86		
5180 - Payroll Taxes	495.23		3,159.63		
5190 - Workers Compensation	2.67		52.92		
5195 · IRA Expense	188.84		1,132.84		
Total Personnel	7,752.27		47,974.40		
Services and supplies					
5410 - Accounting	234.00		1,476.00		
5440 - Subscriptions	0.00		60.00		
5460 - Office supplies	68.93		336.33		
5470 - Permits & fees	40.00		376.00		
5480 - Postage	0.00		180.85		
5490 - Rent	810.00		4,860.00		
5600 - Utilities	66.51		429.81		
5610 - Miscellaneous	0.00		113.00		
5620 - Repair & service equip.	33.54		153.50		
5630 - Telephone/Pager	454.56		1,836.08		
5456 · Equipment Lease	224.94		1,464.81		
Total Services and supplies	1,932.48		11,286.38		
Total Administration	9,684.75		59,260.78		
Programs					

ATTACHMENT A
DCA FY 12-13 EID 2ND QT REP

01/07/13

Downtown Corvallis Association, Inc.
Balance Sheet
As of December 31, 2012

	Dec 31, 12
ASSETS	
Current Assets	
Checking/Savings	
1010 · Cash - Umpqua Bank	14,885.72
1015 · MMF - Umpqua Bank	196,318.96
1050 · Cash - US Bank-EID	7,182.47
1104 · MMF-Citizens-Design Committee	2,645.78
1106 · Cash-Citizens-RW&B	2,985.11
1109 · MMF-Citizens-Facade/Upper Floor	
1109-1 · Designated City Funds	28,588.37
1109-2 · Undesignated Funds	205.44
Total 1109 · MMF-Citizens-Facade/Upper Floor	28,793.81
Total Checking/Savings	252,811.85
Other Current Assets	
1116 · Prepaid Expenses	
1120 · Rent	790.76
Total 1116 · Prepaid Expenses	790.76
Total Other Current Assets	790.76
Total Current Assets	253,602.61
Fixed Assets	
1258 · Fixed Asset	23,979.78
1259 - Accumulated depreciation	-15,244.32
Total Fixed Assets	8,735.46
Other Assets	
1500 · Facade Improvement loans	
1545 · Mod Pod	0.03
1549 · Flat Tail	200.00
1550 · Coleman - 2012	3,089.83
1551 · Les & Barbara Boudreaux - 2012	3,500.00
Total 1500 · Facade Improvement loans	6,789.86
1800 · Interior Development Loans	
1801 · Terzo	440.36
1802 · Chris Martel Downtown Dental	8,349.56
1803 · Mod Pod	1,131.56
1804 · Many Hands	0.05
1805 · Oregon Coffee	-0.02
1806 · Flat Tail	11,000.19
1807 · Brew BQ	7,666.71
1808 · Ron & Garnetta Day	7,333.36
Total 1800 · Interior Development Loans	35,921.77
Total Other Assets	42,711.63
TOTAL ASSETS	305,049.70
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
2111 · Pass-thru money	789.75
2115 - Gift certificates o/s	1,523.44
2142 · Federal/FICA/Medicare	1,745.66
2143 · State Withholding	377.00
2144 · Federal Unemployment	2.79
2145 · State Unemployment	10.24
2146 · Workers Compensation	16.76
Total Other Current Liabilities	4,465.64

ATTACHMENT A
DCA FY 12-13 EID 2ND QT REP

01/07/13

Downtown Corvallis Association, Inc.
Balance Sheet
As of December 31, 2012

	Dec 31, 12
Total Current Liabilities	4,465.64
Total Liabilities	4,465.64
Equity	
3312 - Reserved - City loan $	71,300.00
3318 - Undesignated funds	-3,835.80
3311 · Designated - Christmas	3,471.66
3900 · Retained Earnings	188,411.45
Net Income	41,236.75
Total Equity	300,584.06
TOTAL LIABILITIES & EQUITY	305,049.70

ATTACHMENT A
DCA FY 12-13 EID 2ND QT REP

10:43 AM
12/10/12
Accrual Basis

Downtown Corvallis Association, Inc.
P & L Budget Comparison-Treasurers & Executive Director Only
November 2012

	Nov 12	Budget	Jul - Nov 12	YTD Budget	Annual Bud...
Ordinary Income/Expense					
Income					
General Revenue					
4110 - EID Receipts	15,733.12		64,465.45		
4111 · EID Contributions	1,000.00		1,000.00		
4120 - Membership dues	625.00		2,781.25		
4141 - Interest income	17.30		92.43		
4160 - Miscellaneous	0.00		100.00		
4195 · Rental Income - Sublet	410.00		2,050.00		
Total General Revenue	17,785.42		70,489.13		
Program Revenue					
4220 - Christmas lights	12.50		12.50		
4260 - Fund Raiser	1,330.00		1,593.80		
4265 · Fund Raiser - DT After Hours					
4265-1 · Entry Fees	15.00		370.00		
4265-2 · Bucket of Bucks	0.00		196.00		
Total 4265 · Fund Raiser - DT After Hours	15.00		566.00		
4310 - Red, White & Blue					
4310-2 · Gate	0.00		19,661.53		
4310-3 · Sponsors	0.00		3,925.00		
4310-4 · Vendor	0.00		9,429.06		
4310-5 · Miscellaneous	0.00		50.00		
4310-6 · DCA Booth	0.00		20.00		
4310-7 · T-Shirts	0.00		20.00		
Total 4310 - Red, White & Blue	0.00		33,105.59		
Total Program Revenue	1,357.50		35,277.89		
Promotions Revenue					
4450 - Promotions	0.00		200.00		
4460 · Rhapsody in the Vineyard	5.00		16,202.00		
Total Promotions Revenue	5.00		16,402.00		
Total Income	19,147.92		122,169.02		
Expense					
Administration					
Personnel					
5105 · Personnel	6,339.75		34,387.01		
5120 - Director-Medical Benefit	0.00		1,219.10		
5130 - Director-Expense	2.97		35.47		
5150 - Volunteer expense	82.43		921.90		
5180 - Payroll Taxes	487.79		2,664.40		
5190 - Workers Compensation	2.57		50.25		
5195 · IRA Expense	188.80		944.00		
Total Personnel	7,104.31		40,222.13		
Services and supplies					
5410 - Accounting	216.00		1,242.00		
5440 - Subscriptions	0.00		60.00		
5460 - Office supplies	26.98		267.40		
5470 - Permits & fees	40.00		336.00		
5480 - Postage	0.00		180.85		
5490 - Rent	810.00		4,050.00		
5600 - Utilities	61.19		363.30		
5610 - Miscellaneous	0.00		113.00		
5620 - Repair & service equip.	49.95		119.96		
5630 - Telephone/Pager	203.98		1,381.52		
5456 · Equipment Lease	340.11		1,239.87		
Total Services and supplies	1,748.21		9,353.90		
Total Administration	8,852.52		49,576.03		
Programs					

ATTACHMENT A
DCA FY 12-13 EID 2ND QT REP

10:43 AM
12/10/12
Accrual Basis

Downtown Corvallis Association, Inc.
P & L Budget Comparison-Treasurers & Executive Director Only
November 2012

	Nov 12	Budget	Jul - Nov 12	YTD Budget	Annual Bud...
6110 - Membership Drive	0.00		13.45		
6180 - Meetings & public relati	0.00		510.69		
6410 - ODDA/Main Street Expense	-20.00		126.57		
6420 - ODDA/Mainstreet Dues	0.00		250.00		
6440 - EID Expense	0.00		147.44		
6450 · EID Task Force Expense	0.00		36.95		
6590 - Fund Raiser	0.00		12.50		
6191 · Design Comm.-Awards	29.98		29.98		
Total Programs	9.98		1,127.58		
Promotions					
7110 - Red, White & Blue					
7110-1 · Advertising	0.00		60.00		
7110-2 · Entertainment	0.00		6,800.00		
7110-3 · Infrastructure	0.00		2,578.70		
7110-4 · Miscellaneous	0.00		2,690.71		
7110-5 · Beer	0.00		2,641.90		
7110-6 · T-Shirts	0.00		1,139.50		
7110-7 · Gate Expense	0.00		300.00		
7110-10 · Volunteer Expense	0.00		309.12		
Total 7110 - Red, White & Blue	0.00		16,519.93		
7120 - Promotions	114.56		243.49		
7125 · Rhapsody in Vineyard	359.00		11,742.93		
Total Promotions	473.56		28,506.35		
6999 · Uncategorized Expenses	0.00		0.00		
City Economic Development					
8110 - Economic enhancement	9.75		406.66		
8120 - Image enhancement	9.76		37.61		
Total City Economic Development	19.51		444.27		
Total Expense	9,355.57		79,654.23		
Net Ordinary Income	9,792.35		42,514.79		
Net Income	9,792.35	0.00	42,514.79	0.00	0.00

ATTACHMENT A
DCA FY 12-13 EID 2ND QT REP

12/10/12

Downtown Corvallis Association, Inc.
Balance Sheet
As of November 30, 2012

	Nov 30, 12
ASSETS	
Current Assets	
Checking/Savings	
1010 · Cash - Umpqua Bank	15,646.63
1015 · MMF - Umpqua Bank	196,302.29
1050 · Cash - US Bank-EID	7,182.42
1104 · MMF-Citizens-Design Committee	2,645.67
1106 · Cash-Citizens-RW&B	2,985.08
1109 · MMF-Citizens-Facade/Upper Floor	
1109-1 · Designated City Funds	26,061.20
1109-2 · Undesignated Funds	204.26
Total 1109 · MMF-Citizens-Facade/Upper Floor	26,265.46
Total Checking/Savings	251,027.55
Other Current Assets	
1116 · Prepaid Expenses	
1120 · Rent	790.76
Total 1116 · Prepaid Expenses	790.76
Total Other Current Assets	790.76
Total Current Assets	251,818.31
Fixed Assets	
1258 · Fixed Asset	23,979.78
1259 - Accumulated depreciation	-15,244.32
Total Fixed Assets	8,735.46
Other Assets	
1500 · Facade improvement loans	
1543 · Chris Martel Downtown Dental	716.72
1545 · Mod Pod	0.03
1549 · Flat Tail	200.00
1550 · Coleman - 2012	3,279.93
1551 · Les & Barbara Boudreaux - 2012	3,675.00
Total 1500 · Facade improvement loans	7,871.68
1800 · Interior Development Loans	
1801 · Terzo	440.36
1802 · Chris Martel Downtown Dental	8,632.84
1803 · Mod Pod	1,293.64
1804 · Many Hands	0.05
1805 · Oregon Coffee	-0.02
1806 · Flat Tail	11,333.52
1807 · Brew BQ	8,000.04
1808 · Ron & Garnetta Day	7,666.69
Total 1800 · Interior Development Loans	37,367.12
Total Other Assets	45,238.80
TOTAL ASSETS	305,792.57
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
2111 · Pass-thru money	784.17
2115 - Gift certificates o/s	1,013.44
2142 · Federal/FICA/Medicare	1,736.20
2143 · State Withholding	377.00
2144 · Federal Unemployment	1.77
2145 · State Unemployment	6.47
2146 · Workers Compensation	11.42
Total Other Current Liabilities	3,930.47

ATTACHMENT A
DCA FY 12-13 EID 2ND QT REP

12/10/12

Downtown Corvallis Association, Inc.
Balance Sheet
As of November 30, 2012

	Nov 30, 12
Total Current Liabilities	3,930.47
Total Liabilities	3,930.47
Equity	
3312 - Reserved - City loan $	71,300.00
3318 - Undesignated funds	-3,835.80
3311 · Designated - Christmas	3,471.66
3900 · Retained Earnings	188,411.45
Net Income	42,514.79
Total Equity	301,862.10
TOTAL LIABILITIES & EQUITY	305,792.57

ATTACHMENT A
DCA FY 12-13 EID 2ND QT REP

1:29 PM
11/09/12
Accrual Basis

Downtown Corvallis Association, Inc.
P & L Budget Comparison-Treasurers & Executive Director Only
October 2012

	Oct 12	Budget	Jul - Oct 12	YTD Budget	Annual Bud...
Ordinary Income/Expense					
Income					
General Revenue					
4110 - EID Receipts	10,871.18		48,732.33		
4120 - Membership dues	925.00		2,156.25		
4141 - Interest income	18.13		75.13		
4160 - Miscellaneous	100.00		100.00		
4195 · Rental Income - Sublet	410.00		1,640.00		
Total General Revenue	12,324.31		52,703.71		
Program Revenue					
4260 - Fund Raiser	0.00		263.80		
4265 · Fund Raiser - DT After Hours					
4265-1 · Entry Fees	120.00		355.00		
4265-2 · Bucket of Bucks	129.00		196.00		
Total 4265 · Fund Raiser - DT After Hours	249.00		551.00		
4310 - Red, White & Blue					
4310-2 · Gate	0.00		19,661.53		
4310-3 · Sponsors	0.00		3,925.00		
4310-4 · Vendor	0.00		9,429.06		
4310-5 · Miscellaneous	0.00		50.00		
4310-6 · DCA Booth	0.00		20.00		
4310-7 · T-Shirts	0.00		20.00		
Total 4310 - Red, White & Blue	0.00		33,105.59		
Total Program Revenue	249.00		33,920.39		
Promotions Revenue					
4450 - Promotions	0.00		200.00		
4460 · Rhapsody in the Vineyard	2,124.00		16,197.00		
Total Promotions Revenue	2,124.00		16,397.00		
Total Income	14,697.31		103,021.10		
Expense					
Administration					
Personnel					
5105 · Personnel	7,550.75		28,047.26		
5120 - Director-Medical Benefit	524.90		1,219.10		
5130 - Director-Expense	0.00		32.50		
5150 - Volunteer expense	128.71		839.47		
5180 - Payroll Taxes	583.05		2,176.61		
5190 - Workers Compensation	3.16		47.68		
5195 · IRA Expense	188.80		755.20		
Total Personnel	8,979.37		33,117.82		
Services and supplies					
5410 - Accounting	261.00		1,026.00		
5440 - Subscriptions	60.00		60.00		
5460 - Office supplies	114.00		240.42		
5470 - Permits & fees	40.00		296.00		
5480 - Postage	135.00		180.85		
5490 - Rent	810.00		3,240.00		
5600 - Utilities	72.86		302.11		
5610 - Miscellaneous	50.00		113.00		
5620 - Repair & service equip.	45.35		70.01		
5630 - Telephone/Pager	430.45		1,177.54		
5455 · Equipment Lease	224.94		899.76		
Total Services and supplies	2,243.60		7,605.69		
Total Administration	11,222.97		40,723.51		
Programs					
6110 - Membership Drive	0.00		13.45		
6180 - Meetings & public relati	138.72		510.69		

ATTACHMENT A
DCA FY 12-13 EID 2ND QT REP

1:29 PM
11/09/12
Accrual Basis

Downtown Corvallis Association, Inc.
P & L Budget Comparison-Treasurers & Executive Director Only
October 2012

	Oct 12	Budget	Jul - Oct 12	YTD Budget	Annual Bud...
6410 - ODDA/Main Street Expense	146.57		146.57		
6420 - ODDA/Mainstreet Dues	0.00		250.00		
6440 - EID Expense	123.44		147.44		
6450 · EID Task Force Expense	0.00		36.95		
6590 - Fund Raiser	0.00		12.50		
Total Programs	408.73		1,117.60		
Promotions					
7110 - Red, White & Blue					
7110-1 · Advertising	0.00		60.00		
7110-2 · Entertainment	0.00		6,800.00		
7110-3 · Infrastructure	0.00		2,578.70		
7110-4 · Miscellaneous	0.00		2,690.71		
7110-5 · Beer	0.00		2,641.90		
7110-6 · T-Shirts	0.00		1,139.50		
7110-7 · Gate Expense	0.00		300.00		
7110-10 · Volunteer Expense	0.00		309.12		
Total 7110 - Red, White & Blue	0.00		16,519.93		
7120 - Promotions	0.00		128.93		
7125 · Rhapsody in Vineyard	1,676.88		11,383.93		
Total Promotions	1,676.88		28,032.79		
6999 · Uncategorized Expenses	0.00		0.00		
City Economic Development					
8110 - Economic enhancement	27.81		396.91		
8120 - Image enhancement	27.85		27.85		
Total City Economic Development	55.66		424.76		
Total Expense	13,364.24		70,298.66		
Net Ordinary Income	1,333.07		32,722.44		
Net Income	1,333.07	0.00	32,722.44	0.00	0.00

ATTACHMENT A
DCA FY 12-13 EID 2ND QT REP

11/09/12

Downtown Corvallis Association, Inc.
Balance Sheet
As of October 31, 2012

		Oct 31, 12
ASSETS		
Current Assets		
Checking/Savings		
1010 · Cash - Umpqua Bank		6,173.75
1015 · MMF - Umpqua Bank		196,286.16
1050 · Cash - US Bank-EID		7,182.36
1104 · MMF-Citizens-Design Committee		2,645.56
1106 · Cash-Citizens-RW&B		2,985.06
1109 · MMF-Citizens-Facade/Upper Floor		
1109-1 · Designated City Funds	23,367.37	
1109-2 · Undesignated Funds	203.28	
Total 1109 · MMF-Citizens-Facade/Upper Floor		23,570.65
Total Checking/Savings		238,843.54
Other Current Assets		
1116 · Prepaid Expenses		
1120 · Rent	790.76	
Total 1116 · Prepaid Expenses		790.76
Total Other Current Assets		790.76
Total Current Assets		239,634.30
Fixed Assets		
1258 · Fixed Asset		23,979.78
1259 - Accumulated depreciation		-15,244.32
Total Fixed Assets		8,735.46
Other Assets		
1500 · Facade improvement loans		
1543 · Chris Martel Downtown Dental	1,216.72	
1545 · Mod Pod	0.03	
1549 · Flat Tail	400.00	
1550 · Coleman - 2012	3,660.13	
1551 · Les & Barbara Boudreaux - 2012	3,850.00	
Total 1500 · Facade Improvement loans		9,126.88
1800 · Interior Development Loans		
1801 · Terzo	550.25	
1802 · Chris Martel Downtown Dental	9,132.84	
1803 · Mod Pod	1,455.72	
1804 · Many Hands	0.05	
1805 · Oregon Coffee	-0.02	
1806 · Flat Tail	11,686.85	
1807 · Brew BQ	8,000.04	
1808 · Ron & Garnetta Day	8,000.02	
Total 1800 · Interior Development Loans		38,805.75
Total Other Assets		47,932.63
TOTAL ASSETS		296,302.39
LIABILITIES & EQUITY		
Liabilities		
Current Liabilities		
Other Current Liabilities		
2111 · Pass-thru money		779.24
2115 - Gift certificates o/s		1,138.44
2142 · Federal/FICA/Medicare		1,880.23
2143 · State Withholding		423.00
2144 · Federal Unemployment		1.17
2145 · State Unemployment		4.28
2146 · Workers Compensation		6.28
Total Other Current Liabilities		4,232.64

ATTACHMENT A
DCA FY 12-13 EID 2ND QT REP

11/09/12

Downtown Corvallis Association, Inc.
Balance Sheet
As of October 31, 2012

	Oct 31, 12
Total Current Liabilities	4,232.64
Total Liabilities	4,232.64
Equity	
3312 - Reserved - City loan $	71,300.00
3318 - Undesignated funds	-3,835.80
3311 · Designated - Christmas	3,471.66
3900 · Retained Earnings	188,411.45
Net Income	32,722.44
Total Equity	292,069.75
TOTAL LIABILITIES & EQUITY	296,302.39

ATTACHMENT A
DCA FY 12-13 EID 2ND QT REP

MEMORANDUM

DATE: February 11, 2013
TO: Administrative Services Committee
FROM: Ken Gibb, Community Development Director
SUBJECT: Visit Corvallis Second Quarter FY 12-13 Program Review

I. Issue

Review and acceptance of Visit Corvallis second quarter report for FY 12-13.

II. Background

Visit Corvallis funding total for FY 12-13 is $371,290. This represents the dedicated 30% of the Transient Occupancy Tax (TOT) received by the City in calendar year 2011. The agency has received $92,820 through the second quarter. The City's contract with Visit Corvallis requires the agency to submit quarterly reports on its activities.

Attached is the second quarter report submitted by Visit Corvallis (Attachment A). Financial statements submitted by Visit Corvallis were reviewed by Finance Office staff and found to be in compliance with their agreement. A copy of the Finance staff review is attached (Attachment B). December 2012 Oregon Tourism Occupancy statistics and Statewide Lodging Performance are also attached (Attachments C & D).

Visit Corvallis has been provided with a copy of this report and invited to attend and address the Committee.

IV. Action Requested

That the Administrative Services Committee consider this report and recommend City Council approve acceptance of the second quarter report.

REVIEW AND CONCUR:

Nancy Brewer, Finance Director

REVIEW AND CONCUR:

James A. Patterson, City Manager

October, November and December, 2012 - 2013 - Director's Report

Corvallis is still experiencing fluctuations in occupancy with October being .03 percent down this year over last, but increased 7.2% in November this year over last year. December numbers were also up- with occupancy up 2.9%, average daily rate up $4.56 and revenue per available room up 15% over December 2011. So overall for the calendar year we are only down 1% in overall occupancy, but up 4.3% in average daily rate and 3.3% in revenue per available room.

Second Quarter Highlights

We have begun work with the Oregon Travel Experience (OTE) and our graphic designer to create a "whimsical map" of Corvallis showing all of the amenities Corvallis has to offer. The map will be installed at the Santiam rest area, just south of Salem. OTE did an intercept visitor survey this last summer and 80% of the people who stopped in to that rest area were on their way to Corvallis. All designs ultimately have to be approved by ODOT, so we are hopeful that installation will occur this spring.

We completed our third seasonal campaign, entitled "Get out of the Mall and Into the Spirit," and by all measurements it was a very successful campaign. We had over 1,762 unique visitors to the website, 2,057 click-throughs on shared links, and 866 people signed up for the "enter to win" contest.

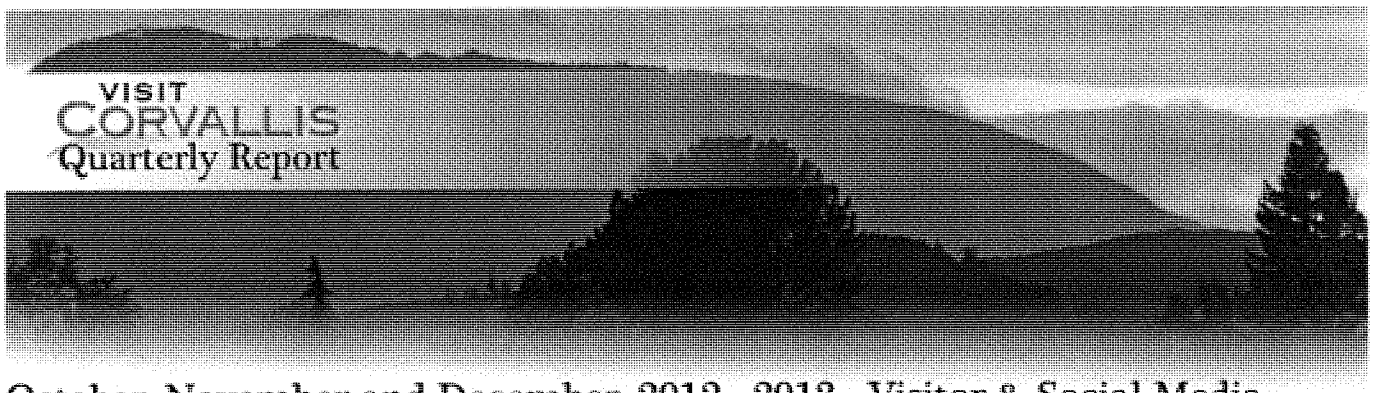
We had a very successful board retreat in October and made great headway on creating a draft strategic plan to guide the work of Visit Corvallis in the next three years.

I attended the annual retreat for the Oregon Tour and Travel Task Alliance, which is a group of destination marketing representatives that seek to increase group travel to our various areas throughout the state. It is important that Corvallis has a seat at that table as itineraries are developed and garner our share of that market.

Visit Corvallis attended two industry conferences in the month of December. The first of those was the Oregon Destination Marketing Organization Conference. The ODMO is a group of destination marketing professionals from all over the state who come together twice each year to share best practice ideas and receive education on topics germane to the industry, as well as to receive updates from Travel Oregon, the Oregon Restaurant & Lodging Association, ODOT and other agencies. The second conference was the Oregon Society of Association Management. This is an educational conference for association managers. Not only were the breakout sessions terrific, it was a valuable opportunity to network with association managers and discuss bringing their meetings to Corvallis.

We have begun working with the arts community on promoting the Year of Culture 2013. We are also looking at 2013 consumer tradeshows that would benefit our lodging partners as well as other constituents in Corvallis, such as the Seattle Bike Expo and other opportunities that we can co-op with the Willamette Valley Visitors Association.

On a more administrative note, we continue to have on-going lease meetings with the Chamber board and staff to create the smoothest possible transition when we make the move in March. Also, sadly, board member Dale Donovan resigned from the Visit Corvallis board due to health concerns. He will be missed.



October, November and December, 2012 - 2013 - Visitor & Social Media

Visitors Information Report

During the Second Quarter of Fiscal Year 2012-2013, we assisted 1,673 walk-in visitors.

We distributed 1,150 guides and 1,650 maps to the Corvallis lodging properties. We also fulfilled 4,962 lead requests for our visitor guide. These lead requests were from visitors who visited our website or responded to our print or online advertising in any of the following: Audubon Society, Sunset, Good Housekeeping, Better Homes & Gardens, Travel Oregon, Madden Media, Go-Oregon.net, Willamette Valley Visitors Association.

We distributed a total of 840 table tents promoting local events to 41 Corvallis sites.

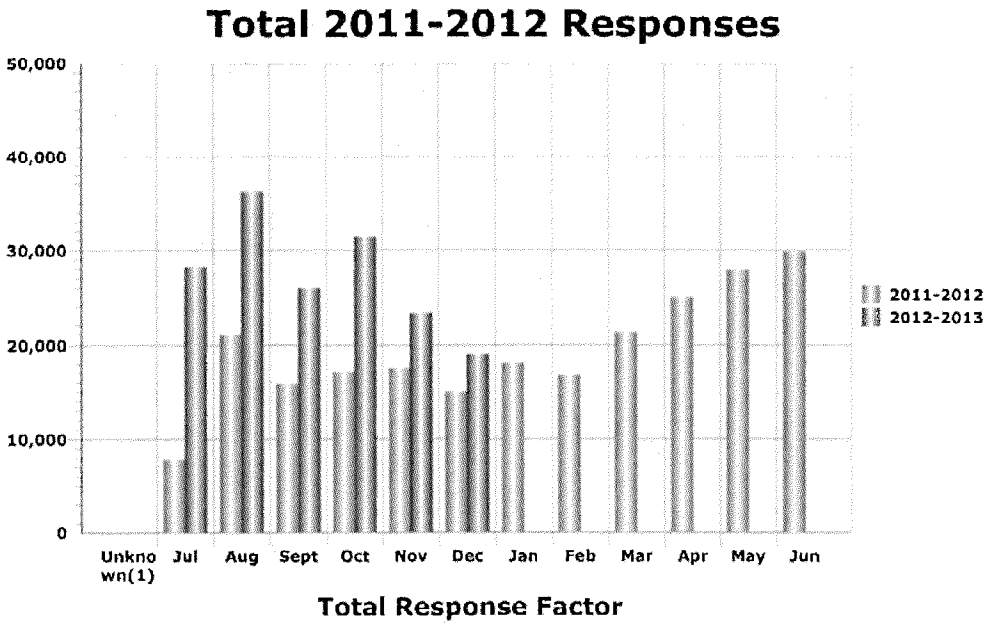
Social & Digital Media Report

VisitCorvallis.com had 35,319 visitors between October and December, 26,965 of which were unique vistors. This is down 40% from last quarter and 20% from last year (likely due to a sizable slump in traffic over the Christmas holiday, with the loss in traffic mitigated by contests run on Facebook). Our web visitors read an average of 3 pages per visit and stayed on the site for an average of about 3 minutes, up 13.5% and 20% from last quarter and 30% and 43% from last year. Our bounce rate (visits in which the person left the site after viewing a single page) is down 19% from last quarter and almost 30% from last year.

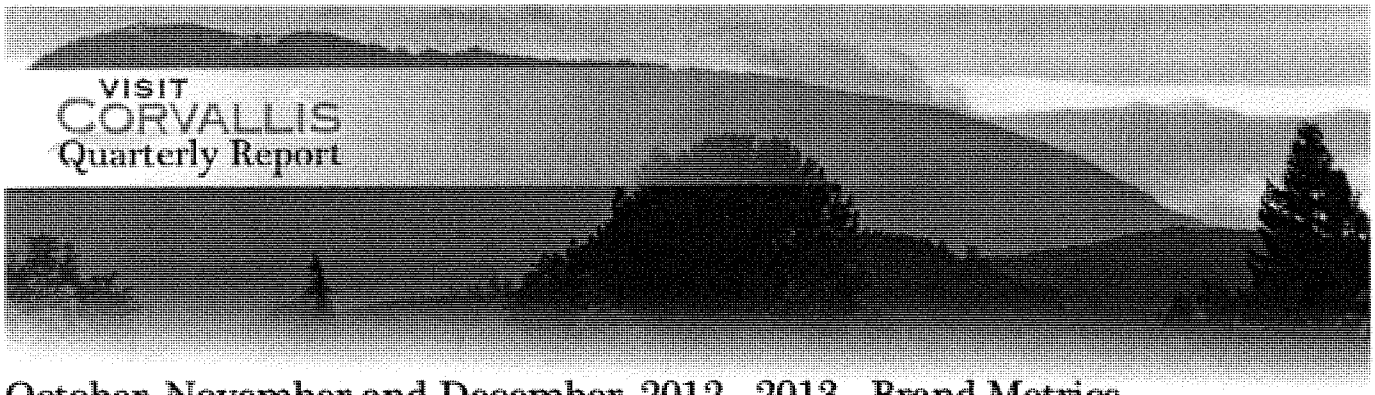
This indicates that, although we attracted fewer visitors overall for the quarter, those web visitors found our content more useful and more engaging, evidenced by the longer visit time and visitors viewing more pages on the site. That implies that our new SEO and SEM tactics are succeeding in better targeting our desired audience and that we're providing more informative and more entertaining content than previously.

Our top five traffic referrals continue to be organic Google searches, visitors who came directly to our site, Facebook, CorvallisOregon.gov and OregonState.edu. Our most popular pages continue to be Things to Do, Events, the Events Calendar itself, and Dining. We sent almost 14,000 outclicks to our members and area businesses this quarter, with the top five receivers of traffic being HomeLifegreatPumpkinRun.org, Corvallis-Lodging.com, BombsAwayCafe.com, the Hilton Garden Inn and Corvallis Comfort Suites.

Facebook is far and away our most successful social network, with a PTAT that averages around 1,000 a month and a reach that varied between 500,000 people in October (when we participated in the Taste of Oregon promotion with WVVA) and 800 people (over Christmas weekend, when everyone's Facebook traffic takes a steep dive). Twitter comes in second, sending almost 500 outclicks out from tweeted links over the quarter, as well as generating a high rate of retweets and mentions.

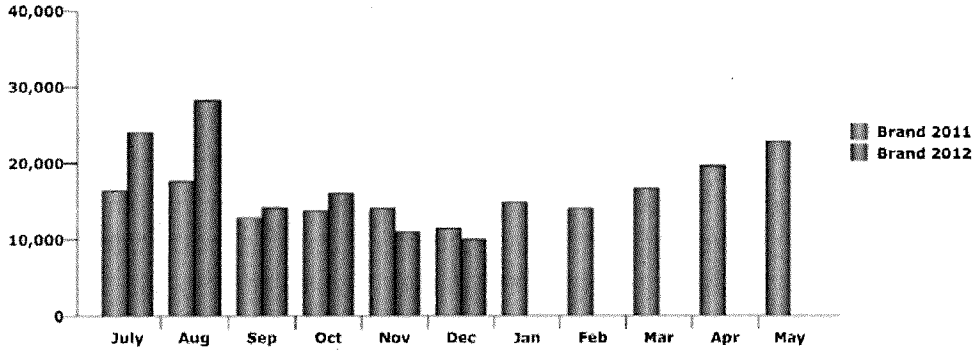


ATTACHMENT A
VC FY 12-13 2ND QT REPORT

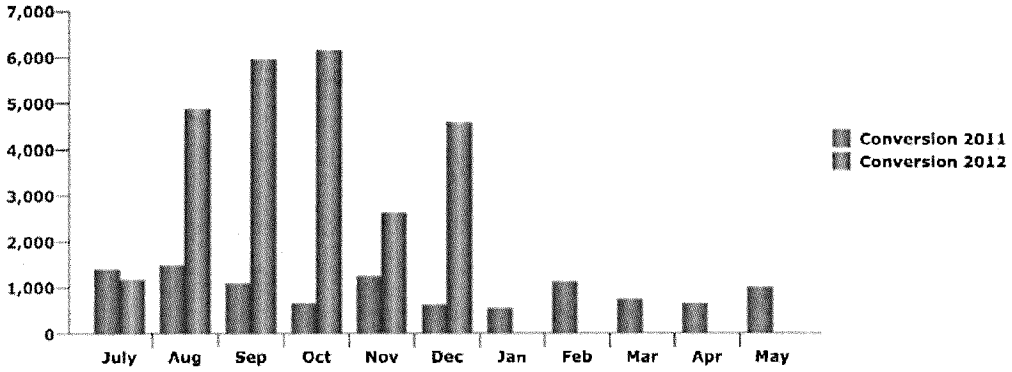


October, November and December, 2012 - 2013 - Brand Metrics

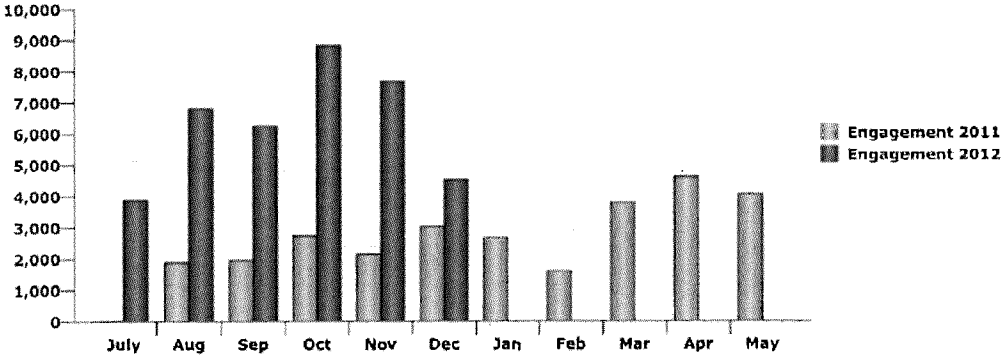
Visit Corvallis Brand Awareness Dec 2012 vs 11



Visit Corvallis Conversion Dec 2012 vs 2011



Visit Corvallis Engagement Dec 2012 vs 11



October, November and December, 2012 - 2013 - Raw Data

	2012				
Brand Awareness	October	November	December	YTD	Last YR Total
Visit Corvallis Unique Visitors	10,899	8,988	8,727	28,614	158235
Corvallis Blog Unique Visitors	195	16	0	211	8826
WVVA OR Attractions ebrochure	180	0	0	180	5245
WVVA Madden ebrochure	621	62		683	4302
WVVA Internet	295	171	81	547	2514
Go-Oregon.net	31	39	36	106	839
Web site Orders	70	43	28	141	484
New Facebook Likes - Unliked	2398	460	278	3,136	3835
New E-News Subscribers	1	-33	-50	-82	4438
New Twitter Followers	72	50	44	166	1039
New YouTube Subscribers	0	0	0	0	24
Madden Preprint Insert	0	0	0	0	2403
WVVA Madden		62	0	62	417
WVVA Sunset	6	6	0	12	3893
Sunset Magazine	3	1	0	4	352
Better Homes and Gardens	0	0	0	0	210
Audubon	2	3	0	5	115
Good Housekeeping	792	434	140	1,366	0
Visit Corvallis Toll Free	3	4	1	8	124
Relocation	6	12	3	21	49
WVVA Press Release	1	5	0	6	104
WVVA National Geographic	6	320	256	582	54
WVVA OR Attractions	0	0	0	0	5
WVVA TORP	471	291	390	1,152	4
Total Brand Awareness	16052	10934	9934	0	0
Engagement:	October	November	December	YTD	Last YR Total
Facebook PTAT	5379	6352	3185	14,916	7833
YouTube Views	26	47	34	107	239
Twitter Sent Messages	246	156	203	605	280
Toll Free + Chat Live	0	0	0	0	87
eNewsletter Opens	3177	1128	1108	5,413	25354
eNewsletter Click-Thrus	712	310	307		
Total Engagement	8828	7683	4530	21041	33793
Conversion:	October	November	December	YTD	Last YR Total
Visitor Center Visitation	624	574	475	4940	11351
Hotel Bookings	0	0	13	13	
Clicks to Member Sites	5844	4015	4094	22672	
Page Conversions	0	0	0	0	
Total Conversions	6468	4589	4582	27625	11351
Total Factor*	31348	23206	19033	85573	242,655

VISIT CORVALLIS

Second Quarter Report

(October through December, 2012)

ATTACHMENT A
VC FY 12-13 2ND QT REPORT

2:46 PM
01/15/13
Accrual Basis

Visit Corvallis

Balance Sheet

As of December 31, 2012

	Dec 31, 12
ASSETS	
Current Assets	
Checking/Savings	
Checking - OSUFCU	62,054.07
Money Market-OSUFCU	20,421.67
Paypal Checking	463.45
Savings - OSUFCU	5.00
Total Checking/Savings	82,944.19
Accounts Receivable	
Accounts Receivable	7,455.61
Total Accounts Receivable	7,455.61
Other Current Assets	
Petty Cash	40.00
Total Other Current Assets	40.00
Total Current Assets	90,439.80
Fixed Assets	
Accumulated Depreciation	-30,555.98
Office Equipment & Furniture	36,060.30
Total Fixed Assets	5,504.32
TOTAL ASSETS	**95,944.12**
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Credit Cards	
OSU Fed Visa	1,662.91
Total Credit Cards	1,662.91
Other Current Liabilities	
Corvallis Book Sales	1,167.62
Payroll liabilities - Other	1,703.14
Payroll tax liabilities	3,993.98
Total Other Current Liabilities	6,864.74
Total Current Liabilities	8,527.65
Total Liabilities	8,527.65
Equity	
Net Assets	60,664.26
Net Income	26,752.21
Total Equity	87,416.47
TOTAL LIABILITIES & EQUITY	**95,944.12**

ATTACHMENT A
VC FY 12-13 2ND QT REPORT

2:51 PM
01/15/13
Accrual Basis

Visit Corvallis

Profit & Loss

October through December 2012

	Oct - Dec 12
Ordinary Income/Expense	
Income	
City of Corvallis	92,820.00
Membership	10,300.88
Refund	2,130.00
Relocation Packets	54.00
Souvenir Income	30.00
Total Income	105,334.88
Expense	
Administration	14,065.82
Conferences/Education	1,012.50
Marketing/Advertising	11,886.43
Marketing/Community Relations	264.44
Marketing/Contract Services	3,100.00
Marketing/Dues	1,138.95
Marketing/Entertainment	87.49
Marketing/Festivals	5,871.00
Marketing/Internet	1,817.19
Marketing/Postage-Shipping	3,462.30
Marketing/Printing	225.00
Marketing/Promotions	-147.02
Marketing/Telephone	153.82
Marketing/Tours	24.00
Marketing/Visitor Services	750.20
Payroll Expenses	26.10
Personnel	36,404.82
Total Expense	80,143.04
Net Ordinary Income	25,191.84
Net Income	**25,191.84**

ATTACHMENT A
VC FY 12-13 2ND QT REPORT

2:53 PM
01/15/13
Accrual Basis

Visit Corvallis

Profit & Loss Prev Year Comparison

October through December 2012

	Oct - Dec 12	Oct - Dec 11	$ Change	% Change
Ordinary Income/Expense				
Income				
City of Corvallis	92,820.00	83,862.00	8,958.00	10.7%
Co-op Advertising Revenues	0.00	1,077.60	-1,077.60	-100.0%
Interest Income	0.00	13.14	-13.14	-100.0%
Membership	10,300.88	10,249.20	51.68	0.5%
Refund	2,130.00	0.00	2,130.00	100.0%
Relocation Packets	54.00	0.00	54.00	100.0%
Souvenir Income	30.00	259.64	-229.64	-88.5%
Total Income	105,334.88	95,461.58	9,873.30	10.3%
Expense				
Administration	14,065.82	15,996.41	-1,930.59	-12.1%
Conferences/Education	1,012.50	175.00	837.50	478.6%
Marketing/Advertising	11,886.43	5,806.16	6,080.27	104.7%
Marketing/Community Relations	264.44	271.40	-6.96	-2.6%
Marketing/Contract Services	3,100.00	0.00	3,100.00	100.0%
Marketing/Dues	1,138.95	1,620.00	-481.05	-29.7%
Marketing/Entertainment	87.49	36.00	51.49	143.0%
Marketing/Festivals	5,871.00	5,785.00	86.00	1.5%
Marketing/Internet	1,817.19	908.20	908.99	100.1%
Marketing/Postage-Shipping	3,462.30	660.85	2,801.45	423.9%
Marketing/Printing	225.00	112.00	113.00	100.9%
Marketing/Promotions	-147.02	465.74	-612.76	-131.6%
Marketing/Public Relations	0.00	104.10	-104.10	-100.0%
Marketing/Research	0.00	100.00	-100.00	-100.0%
Marketing/Sports Commission Exp	0.00	100.00	-100.00	-100.0%
Marketing/Telephone	153.82	0.00	153.82	100.0%
Marketing/Tours	24.00	0.00	24.00	100.0%
Marketing/Visitor Services	750.20	1,132.50	-382.30	-33.8%
Payroll Expenses	26.10	23.75	2.35	9.9%
Personnel	36,404.82	37,507.58	-1,102.76	-2.9%
Total Expense	80,143.04	70,804.69	9,338.35	13.2%
Net Ordinary Income	25,191.84	24,656.89	534.95	2.2%
Net Income	**25,191.84**	**24,656.89**	**534.95**	**2.2%**

ATTACHMENT A
VC FY 12-13 2ND QT REPORT

Finance Department
500 SW Madison Avenue
Corvallis, OR 97333
541-766-6990
541-754-1729

MEMORANDUM

January 17, 2013

TO: Ken Gibb, Community Development

FROM: Jeanna Yeager, Accountant

SUBJECT: Visit Corvallis Financial Report – Second Quarter, FY 12/13

This review consists of inquiries and analytical procedures and is very limited in nature. The financial statements have not been reviewed by a Certified Public Accountant and are the representation of the management of Visit Corvallis. Visit Corvallis uses the accrual method of accounting.

During the second quarter of fiscal year 2012/2013, Visit Corvallis reported revenues of $105,335 and expenditures of $80,143, resulting in net income of $25,192. Visit Corvallis maintains a strong cash position, with current assets totaling $90,440 and current liabilities of only $8,528.

The City of Corvallis has budgeted $371,290 for Visit Corvallis for fiscal year 2012/2013 in monthly payments of $30,940. The City has funded a total of $92,820 in the second quarter, which has been accurately accounted for on the Visit Corvallis report. This represents approximately 88% of all revenue for the quarter.

Acceptance of the Visit Corvallis quarterly report is recommended.

Oregon Tourism Commission

For the month of: December 2012

	Current Month - December 2012 vs December 2011												Year to Date - December 2012 vs December 2011												Participation			
	Occ %		ADR		RevPAR		Percent Change from December 2011						Occ %		ADR		RevPAR		Percent Change from YTD 2011						Properties		Rooms	
	2012	2011	2012	2011	2012	2011	Occ	ADR	RevPAR	Room Rev	Room Avail	Room Sold	2012	2011	2012	2011	2012	2011	Occ	ADR	RevPAR	Room Rev	Room Avail	Room Sold	Census	Sample	Census	Sample
United States	49.1	47.5	104.43	100.10	51.22	47.56	3.2	4.3	7.7	8.4	0.7	4.0	61.4	59.9	106.10	101.85	65.17	61.02	2.5	4.2	6.8	7.3	0.5	3.0	51165	29867	4833499	3472153
Pacific	56.0	54.1	121.74	116.36	68.15	62.97	3.4	4.6	8.2	8.4	0.1	3.6	67.9	65.6	125.98	119.05	85.49	78.06	3.5	5.8	9.5	9.7	0.1	3.6	7840	4086	720848	543090
Benton County, OR	36.0	33.1	85.11	80.55	30.66	26.62	9.0	5.7	15.2	15.0	-0.1	8.8	55.5	56.1	94.51	90.60	52.47	50.81	-1.0	4.3	3.3	3.1	-0.1	-1.1	10	8	800	694

ATTACHMENT C
VC FY 12-13 2ND QT REPORT

Oregon Tourism Commission
dba Travel Oregon
670 SE Hawthorne Avenue, Suite 240
Salem, Oregon 97301
503-378-8850

OREGON LODGING STATISTICS
December 2012 (YTD)

Region	Occupancy		Room Rate		RevPar		Room Supply		Room Demand		Room Revenue	
	Year	% Chg	Year	% Chg	Year	% Chg	This Year	% Chg	This Year	% Chg	This Year	% Chg
United States	61.4	2.5	106.10	4.2	65.17	6.8	na	0.5	na	3.0	na	7.3
Pacific	67.9	3.5	125.98	5.8	85.49	9.5	na	0.1	na	3.6	na	9.7
Statewide	58.5	2.1	93.96	4.3	54.96	6.4	22,742,932	0.5	13,303,701	2.6	1,249,979,472	7.0
Eastern	46.3	6.4	70.05	3.0	33.81	-3.7	1,707,470	3.0	824,001	-3.7	57,724,216	-0.8
Central	51.0	5.3	102.27	3.4	52.19	9.0	1,880,510	-0.1	959,560	5.2	98,135,092	6.9
Southern	53.2	0.7	77.43	2.6	41.21	3.3	3,039,332	0.0	1,617,592	0.7	125,254,527	3.3
Willamette Valley	55.9	1.3	84.35	2.4	47.17	3.8	3,604,106	2.0	2,015,221	3.3	169,993,502	5.8
Mt Hood/Gorge	55.8	-2.7	85.29	4.8	47.57	2.1	736,989	0.9	411,077	-1.8	35,062,124	2.9
Portland Metro	69.3	4.4	102.64	6.0	71.10	10.7	7,957,441	0.0	5,442,944	4.4	558,648,938	10.7
Coast	52.3	1.4	100.54	1.9	52.58	3.3	3,957,984	0.0	2,070,025	1.5	208,117,249	3.4

Source: Smith Travel Research

OREGON LODGING STATISTICS
December 2012 (month)

Region	Occupancy		Room Rate		RevPar		Room Supply		Room Demand		Room Revenue	
	Year	% Chg	Year	% Chg	Year	% Chg	This Year	% Chg	This Year	% Chg	This Year	% Chg
United States	49.1	3.2	104.43	4.3	51.22	7.7	na	0.7	na	4.0	na	8.4
Pacific	56.0	3.4	121.74	4.6	68.15	8.2	na	0.1	na	3.6	na	8.4
Statewide	41.9	3.2	84.40	3.6	35.33	6.9	1,932,571	0.4	809,094	3.6	68,285,987	7.3
Eastern	31.0	3.7	64.84	2.2	20.11	6.0	145,018	0.0	44,972	3.7	2,916,033	6.0
Central	37.1	11.5	96.14	2.6	35.68	14.4	159,805	0.1	59,305	11.7	5,701,853	14.5
Southern	39.5	7.8	67.82	2.3	26.80	10.4	255,936	0.0	101,129	7.9	6,858,978	10.4
Willamette Valley	38.3	-0.6	72.89	0.2	27.89	-0.3	306,931	1.6	117,447	1.0	8,561,219	1.2
Mt Hood/Gorge	38.6	1.9	79.70	2.1	30.73	4.0	63,147	1.7	24,351	3.6	1,940,671	5.8
Portland Metro	53.5	3.1	93.96	6.7	50.24	9.9	667,306	0.0	356,783	3.1	33,524,957	9.9
Coast	31.8	-0.2	83.20	-1.6	26.42	-1.8	337,900	0.8	107,284	0.5	8,926,415	-1.0

Source: Smith Travel Research

URBAN SERVICES COMMITTEE
MINUTES
March 5, 2013

Present
Roen Hogg, Chair
Dan Brown
Richard Hervey

Visitor
Robert Wilson

Staff
Jim Patterson, City Manager
Steve Deghetto, Assistant Parks and Recreation Director
Greg Gescher, City Engineer
Robyn Bassett, Transportation and Buildings Division Manager
Lisa Scherf, Transportation Services Supervisor
Joshua Tacchini, Engineering Project Manager
Emely Day, City Manager's Office

SUMMARY OF DISCUSSION

Agenda Item	Information Only	Held for Further Review	Recommendations
I. Systems Development Charge Annual Review			Approve the proposed systems development charge rates, by means of a resolution to be read **by the City Attorney**
II. Airport Lease (Looney)			Approve the ten-year extension of the City's airport lease with Susan Looney, providing a lease term ending July 31, 2023
III. Council Policy Review and Recommendation: CP 97-7.13, "Municipal Airport and Industrial Park Leases"			Amend the Policy
IV. Other Business			

CONTENT OF DISCUSSION

Councilor Hogg called the meeting to order at 5:00 pm.

I. Systems Development Charge Annual Review (Attachment)

City Engineer Gescher distributed systems development charge (SDC) orientation material that was inadvertently omitted from the meeting packet (Attachment A). The information was prepared by the City's consultant during the last major SDC program review.

Engineering Project Manager Tacchini explained that SDC rates were adjusted annually from three perspectives:

1. Inflation;
2. Transferring completed projects from the "improvement fee" list to the "reimbursement fee" list; and
3. Adding new projects to the "improvement fee" list.

The *Engineering News Record* (*ENR*) *Construction Cost Index* (*CCI*) for Seattle, Washington, which was the basis for the inflationary adjustment, indicated an inflationary increase of 3.9 percent from last year. Parks SDCs were also based upon the real market value (RMV) for land within Benton County, which decreased 1.0 percent from last year. Parks SDCs were calculated using a weight average of two-thirds *ENR CCI* and one-third RMV.

Completed projects were transferred from the "improvement fee" list, where they were listed with their estimated costs as a "placeholder," to the "reimbursement fee" list, where they were listed with their final costs. During the past year, the Marys River interceptor improvement project was completed and transferred two component projects to the "reimbursement fee" list. This removed $1.2 million from the "improvement fee" list and added approximately $673,000 to the "reimbursement fee" list.

Three projects not previously included in master plans were added to the "improvement fee" list. Two projects would involve SW Washington Way: traffic signals at SW 15th Street and improving the street to collector street standards. The third project would respond to Environmental Protection Agency-imposed requirements involving the City's total maximum daily load (TMDL) wastewater discharge to the Willamette River. The SW Washington Way projects would likely be conditions of development on the Oregon State University campus and eligible for SDC funding, if approved by the City Council. The preferred solution (and its cost) to meet the TMDL requirement was not known, so staff used the costs for the least-expensive solution as a placeholder on the "improvement fee" list; the cost could be adjusted upon selection of the preferred solution. The City's TMDL solution would be designed for a capacity of 10 million gallons per day, 3 million of which would serve growth and be considered extra capacity. Therefore, 30 percent of the proposed project would be considered eligible for SDC funding.

Mr. Tacchini distributed a chart of current and proposed SDC rates and change increments for each SDC classification (Attachment B).

In response to Councilor Hervey's inquiry, Mr. Gescher explained that SDC rates were based upon the financial investments the City must make in projects to accommodate a growing community. If numerous new projects were added to project lists, the increase in the "improvement fee" list project costs could significantly increase SDC rates.

Referencing Attachment A, page 13, Mr. Gescher explained that staff identified completed construction projects that would provide extra capacity. The extra-capacity portion of the

project cost was eligible for reimbursement from SDC fees. Attachment A, pages 15 and 16, listed extra-capacity projects to be constructed, with the extra-capacity portion of the project costs eligible for SDC fee reimbursement. If there were significant projects added to the list on pages 15 and 16, SDC rates would dramatically increase. In the current annual rate review, the addition of new projects resulted in some SDC rate classification adjustments being greater than the inflationary adjustment.

Mr. Gescher then explained that the unused portion of the capacity of a project was expressed in terms of construction costs. Attachment A, page 17, demonstrated the cost of net unused capacity of completed ("reimbursement fee" list) projects, as well as projects to be constructed ("improvement fees" list), divided by expected growth for the planning horizon, yielding a unit rate to be applied to new development projects. New developments would be assessed SDC fees for their fair share of extra-capacity costs of infrastructure projects.

Assistant Parks and Recreation Director Deghetto confirmed that the parks SDC rate methodology was directed by State laws. The Parks and Recreation Department did not have a SDC project list, but the Parks and Recreation Capital Improvement Program listed new construction that could be funded with SDCs. Renovations to existing park facilities could not be funded by SDCs; only new construction for extra capacity could be funded by SDCs. Riverbend Park was a new park developed to accommodate the increased residential development in South Corvallis; as a project to provide extra capacity for growth, it was eligible for reimbursement from SDCs. The Parks and Recreation Facilities Plan identified needed extra-capacity construction projects; the Plan was being updated and would include a needs assessment.

In response to Councilor Hogg's inquiry, Mr. Tacchini said the SDC rate could be adjusted during next year's rate review if the TMDL project costs were, for example, one-half or three times the estimated cost.

In response to further inquiry by Councilor Hervey, Mr. Gescher explained that, per State law, SDCs could only be invested in projects that provided extra capacity. Parks SDCs could be influenced by community values and the investment in parks that a community expected. Mr. Deghetto added that the parks master plan included a formula of the types of amenities desired for various classifications of parks facilities. Expectations of parks facilities could vary greatly among communities. The *ENR CCI* was used to calculate the inflationary change in construction material costs, and the RMV was used to calculate the inflationary change in real property acquisition.

Mr. Gescher explained that, per the Corvallis Municipal Code, annual SDC rate adjustments were effective April 1 each year; therefore, the Committee must deliberate to a recommendation now for Council action March 18 and implementation April 1.

Based upon a motion moved and seconded by Councilors Hervey and Brown, respectively, the Committee unanimously recommends that Council approve the proposed systems development charge rates, **by means of a resolution to be read by the City Attorney.**

II. Airport Lease (Looney) (Attachment)

Transportation and Buildings Division Manager Bassett explained that Susan Looney's current lease was scheduled to expire July 31, 2013, and she requested to exercise her option for a ten-year lease extension. She would be eligible for another ten-year lease extension in 2023. Lease extensions were a standard process.

In response to Councilor Hervey's inquiry, Transportation Services Supervisor Scherf said staff proposed an amendment to the Municipal Airport and Industrial Park Leases Council Policy to address situations of lessees who had exhausted all lease extensions allowed under their original leases. *[The Policy was the next topic on the meeting agenda.]*

Ms. Bassett said lessees would have a right to continue leasing the airport premises indefinitely.

Based upon a motion moved and seconded by Councilors Hervey and Brown, respectively, the Committee unanimously recommends that Council approve the ten-year extension of the City's airport lease with Susan Looney, providing a lease term ending July 31, 2023.

III. Council Policy Review and Recommendation: CP 97-7.13, "Municipal Airport and Industrial Park Leases" (Attachment)

Ms. Bassett reported that staff recommended three Policy amendments in response to prior Council practices regarding leases. Staff also suggested minor Policy amendments. She reviewed the significant amendments:

- Section 7.13.030.016 – Land Rental Rates
  - Sub-paragraph d was added to formalize the different rates in effect for properties with and without runway and taxiway access.
  - Sub-paragraph e was added to note the Council-approved surcharge to recover the wetland mitigation costs in the shovel-ready-certified industrial area.
- Section 7.13.030.021 – Rights on Termination
  - Sub-paragraph b was added to clarify the Council-approved action that could occur at the end of a lease term.

Ms. Scherf explained that the last review of the Policy did not involve extensive revisions; and the Rights on Termination section continued to indicate that, upon termination of a lease and any extensions, any remaining improvements on a property would become the City's property. Shortly after the last Policy review, a tenant re-located within the airport complex, and their lease expired, leaving a building improvement. The scenario presented the issue of whether the City wanted ownership of improvements. When the City acquired ownership of the airport, the Federal Aviation Administration (FAA) expected that, over the

life of a lease and extensions, any improvements on a leased parcel would be fully depreciated and could become a City asset. However, the City did not intend to become a landlord of improvements and encouraged tenants to invest in and maintain their leased properties. The Council allowed the subject tenant to retain the improvement and obtain a new lease. The suggested Policy amendment would formalize what staff believed the Council intended.

In response to Councilor Brown's inquiries, Ms. Scherf confirmed that a lessee could sell their improvements and/or sublet their leased property until the expiration of the lease. The Policy amendment would allow a lessee to negotiate a new lease that, with extensions, could continue for up to another 40 years. However, the Council approves new leases and lease renewals and could decide to pursue different activities at the airport complex. The FAA did not want any lessee to have access to their leased property forever and wanted the City to have some control of the property.

Based upon a motion moved and seconded by Councilors Hervey and Brown, respectively, the Committee unanimously recommends that Council amend Council Policy CP 97-7.13, "Municipal Airport and Airport Industrial Park Leases."

IV. Other Business

A. The next regular Urban Services Committee meeting is scheduled for March 19, 2013, at 5:00 pm, in the Madison Avenue Meeting Room.

Councilor Hogg adjourned the meeting at 5:35 pm.

Respectfully submitted,

Roen Hogg, Chair

System Development Charges: The Basics

Presented by

John Ghilarducci

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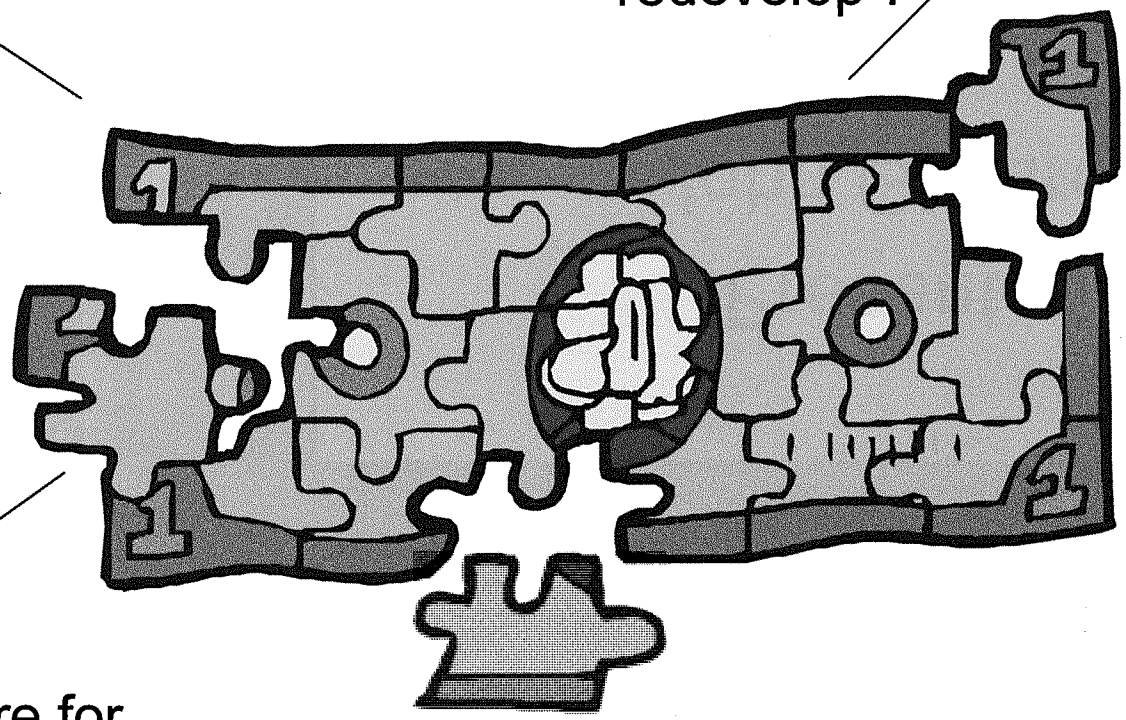
FCS GROUP
Solutions-Oriented Consulting
8201 164th Ave. NE, Suite 300, Redmond, WA 98052 (425) 867-1802

ATTACHMENT A

Key Characteristics of SDCs

SDCs are one-time charges, not ongoing rates.

Properties which are already developed do not pay SDCs unless they "redevelop".



SDCs are for capital only, in both their calculation and in their use.

SDCs are for general facilities, not "local" facilities.

SDCs include both future and existing cost components.

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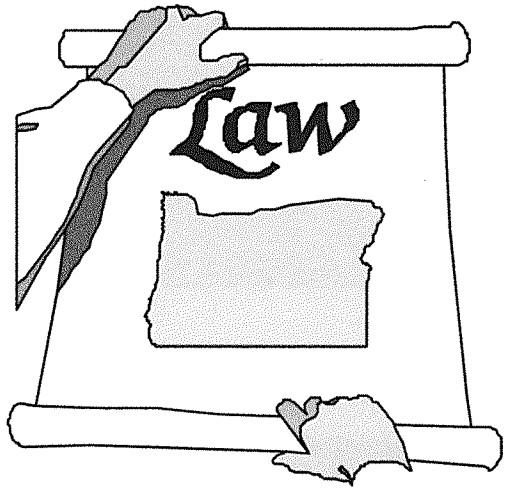
Legal Framework for SDCs

ORS 223.297 - 314, known as *the SDC Act*, provides "a uniform framework for the imposition of system development charges by governmental units" and establishes "that the charges may be used only for capital improvements."



SDC Components

Reimbursement Fee	**Fair share of existing capacity**
Improvement Fee	**Fair share of future planned capacity**
System Development Charge	**Fair share of existing & future capacity**

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Reimbursement Fee Methodology

223.304 Determination of amount of system development charges; methodology; credit allowed against charge; limitation of action contesting methodology for imposing charge; notification request.

(1)(a) **Reimbursement fees** must be established or modified by ordinance or resolution setting forth a methodology that is, when applicable, based on:

(A) Ratemaking principles employed to finance publicly owned capital improvements;

(B) Prior contributions by existing users;

(C) Gifts or grants from federal or state government or private persons;

(D) The value of unused capacity available to future system users or the cost of the existing facilities; and

(E) Other relevant factors identified by the local government imposing the fee.

(b) The methodology for establishing or modifying a reimbursement fee must:

(A) Promote the objective of future system users contributing no more than an equitable share to the cost of existing facilities.

(B) Be available for public inspection.

- ✓ *Reimbursement fee methodology*
- ✓ *Cost to serve*
- ✓ *Unused capacity only*

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Improvement Fee Methodology

(2) **Improvement fees** must:

(a) Be established or modified by ordinance or resolution setting forth a methodology that is available for public inspection and demonstrates consideration of:

(A) The projected cost of the capital improvements identified in the plan and list adopted pursuant to ORS 223.309 that are needed to increase the capacity of the systems to which the fee is related; and

(B) The need for increased capacity in the system to which the fee is related that will be required to serve the demands placed on the system by future users.

(b) Be calculated to obtain the cost of capital improvements for the projected need for available system capacity for future users.

(3) A local government may establish and impose a system development charge that is a combination of a reimbursement fee and an improvement fee, if the methodology demonstrates that the charge is not based on providing the same system capacity.

- ✓ *Improvement fee methodology*
- ✓ *"Demonstrates" is new language*
- ✓ *Growth-related capacity only*
- ✓ *No double charging*

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SDC Credits

Credits against the improvement fee must be provided for the construction of a capital improvement, which is:

- ✔ required as a condition of development,
- ✔ identified in an adopted capital facilities plan, and
- ✔ is either off-site or, if on-site, is required to provide more capacity than needed by the development in question.

Credit Requirements

(4) The ordinance or resolution that establishes or modifies an improvement fee shall also provide for a **credit** against such fee for the construction of a qualified public improvement. A "qualified public improvement" means a capital improvement that is required as a condition of development approval, identified in the plan and list adopted pursuant to ORS 223.309 and either:

(a) Not located on or contiguous to property that is the subject of development approval; or

(b) Located in whole or in part on or contiguous to property that is the subject of development approval and required to be built larger or with greater capacity than is necessary for the particular development project to which the improvement fee is related.

(5)(a) The credit provided for in subsection (4) of this section is only for the improvement fee charged for the type of improvement being constructed, and credit for qualified public improvements under subsection (4)(b) of this section may be granted only for the cost of that portion of such improvement that exceeds the local government's minimum standard facility size or capacity needed to serve the particular development project or property. The applicant shall have the burden of demonstrating that a particular improvement qualifies for credit under subsection (4)(b) of this section.

✓ *Credits*

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Credit Requirements, *continued*

(b) A local government may deny the credit provided for in subsection (4) of this section if the local government demonstrates:

(A) That the application does not meet the requirements of subsection (4) of this section; or

(B) By reference to the list adopted pursuant to ORS 223.309, that the improvement for which credit is sought was not included in the plan and list adopted pursuant to ORS 223.309.

(c) When the construction of a qualified public improvement gives rise to a credit amount greater than the improvement fee that would otherwise be levied against the project receiving development approval, the excess credit may be applied against improvement fees that accrue in subsequent phases of the original development project. **This subsection does not prohibit a local government from providing a greater credit, or from establishing a system providing for the transferability of credits, or from providing a credit for a capital improvement not identified in the plan and list adopted pursuant to ORS 223.309, or from providing a share of the cost of such improvement by other means, if a local government so chooses.**

(d) Credits must be used in the time specified in the ordinance but not later than 10 years from the date the credit is given.

✓ *Many local governments far exceed minimum requirements*

Uses of SDC Receipts

Reimbursement Fee	Any related capital facilities
Improvement Fee	Capacity-increasing facilities only
System Development Charge	Depends on fee; track proceeds separately

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The SDC Calculation

Reimbursement Fee

Eligible value of unused capacity in existing facilities

÷

Growth in system capacity

+

Improvement Fee

Eligible cost of planned capacity increasing facilities

÷

Growth in system capacity

=

System Development Charge

$

per unit of capacity

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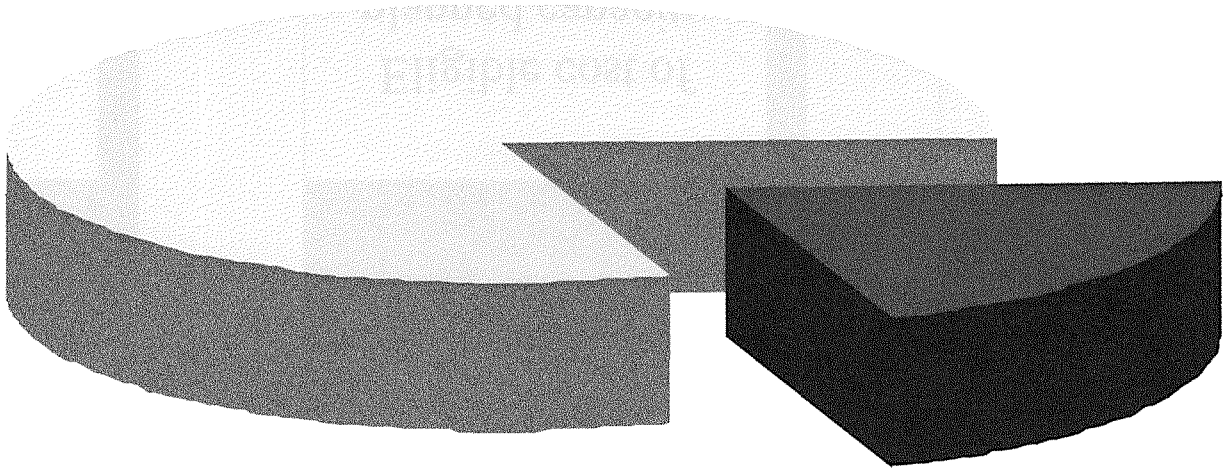
Reimbursement Fee Cost Basis

Sample Existing Facilities Cost

reimbursement fee eligible

Serving Existing Customers



Unused Capacity

Example: Reimbursement Fee Cost Basis

Utility Plant-in-Service (6/30/99) (1)	Original Cost	Noncapacity Related	Capacity Related	Unused Capacity	Used Capacity
Land	$879,140	$0	$879,140	$0	$879,140
Newly Completed Projects (2)				$0	
Construction work in progress					
402: Circle Boulevard Multi-Use Path	$670,000	$0	$670,000	$251,300	$418,700
403: Riverfront Multi-Use Path	$1,502,000	$800,000	$702,000	$263,250	$438,750
24c: NW Harrison Corridor Improvements	$1,625,000	$0	$1,625,000	$1,625,000	$0
31: Kings Boulevard	$1,285,000	$0	$1,285,000	$1,285,000	$0
362: Circle / Highway 99	$1,070,000	$270,000	$800,000	$300,000	$500,000
less: Net Debt Principal Outstanding (3)	$0	$0	$0	$0	$0
less: Grant Contributions (4)	$0	$0	$0	$0	$0
Allocable Plant-in-Service	$7,031,140	$1,070,000	$5,961,140	$3,724,550	$2,236,590

NOTES:

(1) Source: 6/30/99 CAFR
(2) From Table 4 CIP inputs. Careful not to duplicate CWIP.
(3) Rate portion only; net of cash and investments
(4) Non-SDC contributed capital.

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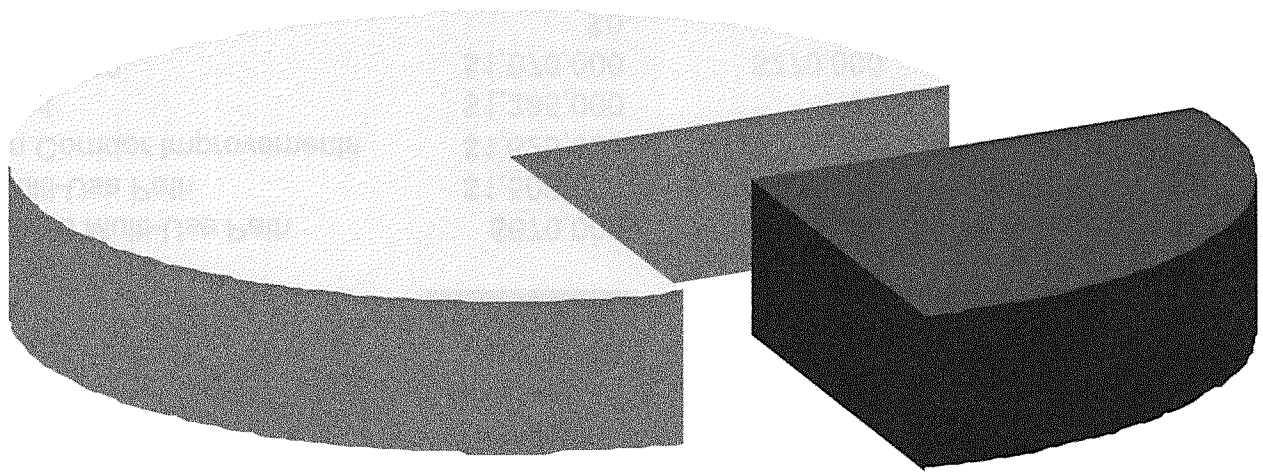
Improvement Fee Cost Basis

Sample Planned Capital Costs

improvement fee eligible

To Serve Existing Customers



Capacity Increasing

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Example: Improvement Fee Cost Basis

#	Project Title	Description	Updated Cost (3)	SDC-Eligible Cost	$ Amount Completed	Improvement Fee Basis
4	9th Street		$ 324,800	$ 103,100	$ -	$103,100
9	29th Street Extension		884,600	323,700	-	323,700
10a	35th Street		216,500	143,300	-	143,300
11	35th Street		2,096,000	1,497,000	-	1,497,000
13	53rd Street		3,104,300	2,042,400	-	2,042,400
14	53rd Street		1,262,900	712,400	-	712,400
17	Country Club Drive		1,938,200	907,300	-	907,300
18	Crescent Valley Drive		787,700	261,900	-	261,900
19	Crescent Valley Drive		1,162,900	375,300	-	375,300
20	Crescent Valley Drive		886,600	291,800	-	291,800
21a	Crystal Lake Drive		956,700	632,000	-	632,000
21b	Crystal Lake Drive		1,846,500	1,385,600	-	1,385,600
24a	Harrison Boulevard		1,012,400	663,900	-	663,900
24b	Harrison Boulevard		504,100	202,100	-	202,100
25	Highland Drive		1,214,500	367,000	-	367,000
32a	Kings Boulevard		2,411,500	835,100	-	835,100
33	Lester Avenue		3,104,300	144,300	-	144,300
34	Lester Avenue		1,012,400	622,700	-	622,700
37a	Brooklane Drive		4,116,700	427,900	-	427,900
37b	Brooklane Drive		261,900	61,900	-	61,900
39a	Ponderosa Avenue		563,900	204,100	-	204,100
40	Reservoir Road		4,378,600	249,500	-	249,500
41	Satinwood Street		937,200	307,200	-	307,200
42	Walnut Boulevard		2,908,800	1,338,200	-	1,338,200
43	West Hills Road		2,288,800	988,700	-	988,700
44	Western Boulevard		488,700	152,600	-	152,600
45a	Walnut Boulevard		461,900	394,900	-	394,900
45b	Walnut Boulevard		415,500	390,700	-	390,700
45c	Walnut Boulevard		287,600	220,600	-	220,600
49	Crescent Valley Area Improvements #6 (CVAI-6)		251,600	88,700	-	88,700
51	Kiger Island Drive		4,480,600	1,890,800	-	1,890,800
52	Airport Road		1,169,100	414,500	-	414,500
53	Industrial Way		2,651,700	847,500	-	847,500
56	45th Street		598,000	203,100	-	203,100
57	66th Street		877,400	265,000	-	265,000
58	Crystal Lake		2,734,200	859,800	-	859,800
320	14th Street		88,700	33,300	-	33,300
329	Alexander Avenue		550,500	206,500	-	206,500
330	Goodnight Avenue		300,000	112,500	-	112,500
331	Madison Avenue		75,300	28,200		28,200

Example: Improvement Fee Cost Basis

#	Project Title	Description	Updated Cost (3)	SDC-Eligible Cost	$ Amount Completed	Improvement Fee Basis
405	Transit Bus Stop Facilities		160,800	60,300	-	60,300
405A	Bus Purchases		1,804,200	360,800	-	360,800
412	Bicycle Parking Improvements		85,600	32,100	-	32,100
416	Multi-Use Path		184,500	69,200	-	69,200
439	Path		959,800	359,900	-	359,900
441	Witham Hill		124,700	46,800	-	46,800
546a	WCAS-1 (West Corvallis Access Strategy Project #1)		737,100	246,400	-	246,400
546b	WCAS-1 (West Corvallis Access Strategy Project #2)		1,893,900	601,100	-	601,100
546c	WCAS-1 (West Corvallis Access Strategy Project #3)		861,900	283,500	-	283,500
546d	WCAS-1 (West Corvallis Access Strategy Project #4)		1,238,200	398,000	-	398,000
552	Circle Boulevard		523,700	315,500	-	315,500
553	Conifer Boulevard		424,800	157,700	-	157,700
554a	New Collector - 1		1,664,000	525,800	-	525,800
554b	Reservoir Road Extension		1,513,500	480,400	-	480,400
554c	New Collector - 3		585,600	201,000	-	201,000
554d	New Collector - 4		536,100	185,600	-	185,600
555	49th Street		433,000	273,200	-	273,200
655	US 20/ORE 34		11,286,100	2,257,200	-	2,257,200
656	Ramps		2,783,600	556,700	-	556,700
657	Improve Bypass Interchange		5,154,900	1,031,000	-	1,031,000
658	Northern Leg Bypass		13,402,700	2,680,500	-	2,680,500
659	Highway 99W		9,794,300	1,958,900	-	1,958,900
661	Highway 34		2,319,700	463,900	-	463,900
705	CVAI-5 (Crescent Valley Area Improvements Project #5)		1,388,700	442,300	-	442,300
706	New Collector		686,600	230,900	-	230,900
707	New Collector		686,600	230,900	-	230,900
708	Northern Leg Bypass		13,402,700	2,680,500	-	2,680,500
709	Southern Leg Bypass		15,464,700	3,092,900	-	3,092,900
	Traffic Signals		7,255,100	7,255,100	-	7,255,100
Total			$152,970,700	$48,675,200	$0	$48,675,200
plus: SDC Credits Outstanding						
less: Current Improvement Fee Fund Balance (2)						$1,346,657
Total Future Capital Projects for SDC Calculation						$47,328,543

NOTES:

(1) Source: City staff.
(2) Source: City staff.
(3) Updated by City staff using Engineering News Record Seattle CCI.

Example: Fee Calculations

Reimbursement Fee				
Cost of Net Unused Capacity		$	3,724,550	
Growth to End of Planning Period			269,589	Daily Trips
Reimbursement Fee		$	13.82	per Daily Trip
Improvement Fee				
Capacity Expanding CIP		$	47,328,543	
Growth to End of Planning Period			269,589	Daily Trips
Improvement Fee		$	175.56	per Daily Trip
Total System Development Charge				
Reimbursement Fee		$	13.82	per Daily Trip
Improvement Fee		$	175.56	per Daily Trip
SDC Subtotal		$	189.38	per Daily Trip
plus: Administrative Cost Recovery	1.64%		$3.11	per Daily Trip
Total SDC			**$192.49**	per Daily Trip

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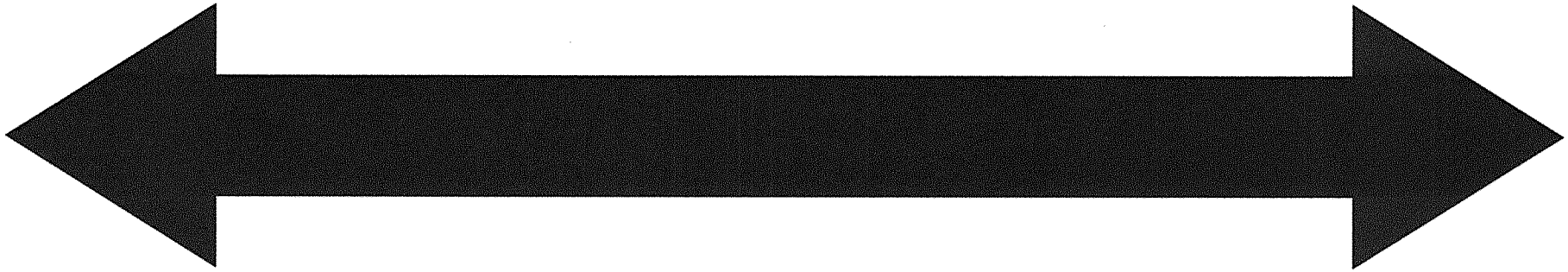
Example: SDC Application

Customer Type	Estimated Daily Trips (1)	SDC	Basis
1 SFR	9.55 per DU	$1,838	per DU
2 Apartments	6.47 per DU	$1,245	per DU
3 General Office Bldg.			
10,000 sq. ft.	24.6 per 1,000 sq. ft.	$4,735	per 1,000 sq. ft.
25,000 sq. ft.	19.72 per 1,000 sq. ft.	$3,796	per 1,000 sq. ft.
50,000 sq. ft.	16.58 per 1,000 sq. ft.	$3,191	per 1,000 sq. ft.
100,000 sq. ft.	14.03 per 1,000 sq. ft.	$2,701	per 1,000 sq. ft.
200,000 sq. ft.	11.85 per 1,000 sq. ft.	$2,281	per 1,000 sq. ft.
300,000 sq. ft.	10.77 per 1,000 sq. ft.	$2,073	per 1,000 sq. ft.
> 300,000 sq. ft.	10 per 1,000 sq. ft.	$1,925	per 1,000 sq. ft.
4 Specialty Retail	40.67 per 1,000 sq. ft.	$7,829	per 1,000 sq. ft.
5 Supermarket	2.01 per 1,000 sq. ft.	$387	per 1,000 sq. ft.
6 Light Industry	6.97 per 1,000 sq. ft.	$1,342	per 1,000 sq. ft.
7 Heavy Industry	1.5 per 1,000 sq. ft.	$289	per 1,000 sq. ft.

(1) Source: Trip Generation, 6th Edition, Institute of Traffic Engineers

Common SDC Misconceptions

- SDCs can be spent on growth-related capital only
- SDCs will solve all our capital funding problems



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System Development Charge Rates			
Unit Description	**Current SDC ($/Unit)**	**Proposed SDC ($/Unit)**	
WATER			
Equivalent Fixture Units			
1st Level	$ 68.40	$ 70.14	2.5%
2nd Level	$ 147.11	$ 151.71	3.1%
3rd Level	$ 264.27	$ 272.66	3.2%
SEWER	$ 207.35	$ 218.22	5.2%
Equivalent Fixture Units			
STREET	$ 247.20	$ 259.56	5.0%
Daily Trip Ends			
DRAINAGE	$ 0.080	$ 0.082	2.5%
Impervious Sq Ft			
PARKS			
Single Family Dwelling Unit	$ 5,081.04	$ 5,197.04	2.3%
Multi Family Dwelling Unit	$ 3,766.39	$ 3,852.38	2.3%

Table 1 – Current / Proposed SDC Comparison

MEMORANDUM

TO: Urban Services Committee (USC)

FROM: Mary Steckel, Public Works Director MS
Karen Emery, Parks and Recreation Director KE

DATE: February 14, 2013

SUBJECT: Annual System Development Charge (SDC) Adjustment

Issue
The Corvallis Municipal Code requires an annual review of SDC rates with adjustments becoming effective April 1st of each year.

Background
Municipal Code Section 2.08 directs the City to review and revise SDC's annually, adjusting for inflation and modifications to eligible project lists. Current Oregon Revised Statutes do not require a public hearing unless requested by an interested party. Although no such request has been made, staff has scheduled the USC review as a public hearing to avoid delays that a last minute request might cause. Notification of the March 5, 2013, USC public hearing was sent to identified interested parties.

SDC fees are collected from new development to pay for capital projects that have been, or will be, built to serve growth. All SDC fees, with the exception of Park SDCs, are comprised of two components: a reimbursement fee and an improvement fee. Based on the City Council adopted methodology, Park SDCs are collected only on an improvement fee basis.

Orientation material developed by FCS Group, the City's consultant during the 2001 SDC program review, is attached for your information and reference.

Water, Sewer, Street, Drainage SDCs

The improvement fee is based on projects to be constructed that provide extra capacity to serve growth. Municipal Code Section 2.08.030.5 requires this fee to be adjusted annually for inflation using the *Engineering News-Record* (ENR) Construction Cost Index (CCI) for Seattle. Improvement fee monies collected can be used to construct capital projects that provide extra capacity. The reimbursement fee is based on projects already constructed that provide extra capacity to serve growth. It is not adjusted for inflation and can be used to construct any capital improvement. Both improvement and reimbursement fees must be spent on projects consistent with the funding source (e.g., Water, Sewer, Street, or Drainage SDCs).

Once an identified project on the improvement fee list is constructed, the estimated costs are removed from that list and actual project costs are added to the reimbursement fee list. This occurs in conjunction with the annual inflationary adjustment to SDCs.

Park SDCs

The Parks and Recreation SDC methodology was updated in 2006. The process used to update the City's Parks and Recreation SDCs establishes the required connection between the demands of growth and the proportionate need of each type of park facility for use by current <u>and</u> future residents. The Parks and Recreation SDCs are based on the park, trail, and natural area acquisition and development needs such as sports complexes, as identified in the adopted 2000 Park & Recreation Facilities Plan. The Parks and Recreation Facilities Plan is in process to be updated in 2013 as part of the Parks and Recreation Master Plan.

Based on State statute, SDC rates are calculated using a series of sequential formulas which, when completed, yield the total SDC rates for each new dwelling unit in the City. The formulas identify:

a) the park improvements cost per capita population
b) the improvements cost per dwelling unit
c) the SDC debt service credit per dwelling unit - This is applied to credit new development for its share of debt service that will be funded by current residents for the costs of future park improvements.
d) the total Park SDC per dwelling unit
e) the discounted SDC per dwelling unit – Based on statute, the City may discount the SDC rate to collect less than 100% of growth costs. The adopted Park SDC was discounted at a 60% charge rate. Said another way, the Park SDC rates that are collected fund a percentage of the new growth costs needed to provide for the park improvement needs.

In addition, based on City Council direction, the annual adjustment index is applied in two parts. This two-part process will recognize the park related project components of both development elements (the change in ENR CCI for Seattle at 67%) and acquisition elements (the change in Benton County Real Market Value at 33%).

Discussion

Water, Sewer, Street, Drainage SDCs

Current SDC fees are based on a December 2011 Seattle ENR CCI of 9059.55. The December 2012 index of 9412.52 has been used for calculating the fee revision. This represents an index adjustment of approximately +3.9%. This adjustment is applied only to the improvement fee list of each SDC.

The following project has been constructed and moved from the improvement fee list to the reimbursement fee list:

- Mary's River Interceptor Improvements (Sewer SDCs)

The following projects are proposed new additions to the SDC project list:

- Traffic Signal - 15th & Washington, Street SDC ($850,000)
- Washington Way Improvements, Street SDC ($250,000)
- Total Maximum Daily Load (TMDL), Sewer SDC ($1,830,000)

Improvements to Washington Way are not included on the City's SDC project list. Washington Avenue is identified as a collector street in the City's Transportation Master Plan (TMP). As it traverses the OSU campus, however, it is referred to as Washington Way and is not located in public right-of-way. Regardless, the TMP identifies the campus segment of Washington Way as a collector street and both the City and OSU recognize the need to develop it to City collector street standards, including additional width for bike lanes.

Similarly, signalization of the intersection of 15th Street, which is also a collector, and Washington Way is not identified on the current SDC project list. However, it is expected that with the construction of a new dormitory in the vicinity, projected to open the fall of 2014, a signal will be needed to provide acceptable levels of service.

Consistent with the inclusion of other non-City transportation facilities in SDC project lists (e.g., urban highways under ODOT jurisdiction as well as 53rd Street and Reservoir Road under County jurisdiction), staff is recommending adding the cost of extra capacity elements of improvements to Washington Way to the SDC project list. This will include bike lanes between 11th and 35th Streets and a signal with associated turn lanes at 15th Street.

The TMDL project currently under consideration by the City Council will be constructed with additional capacity to serve growth. TMDL requirements are a recent addition to the City's wastewater discharge permit with the EPA, and were not anticipated at the time the SDC project lists were developed. Staff recommends adding the TMDL project to the SDC list at this time, assuming a total project cost of $6.1 million, which is at the lower limit of expected costs based on options currently under consideration. Assuming that a TMDL solution will serve an existing demand of 7 million gallons per day (MGD) as well as an expected growth of 3 MGD for a total capacity of 10 MGD, the SDC portion of total project costs is 30% (3 MGD/10 MGD). If the City Council decides on a higher cost option, this number can be adjusted with future SDC updates.

Park SDCs

The Parks and Recreation SDC two-part index is calculated based on the Seattle ENR CCI and the Benton County Real Market Value. The Seattle ENR CCI is applied to 67% of the Park SDC unit costs and Benton County Real Market Value increase or decrease is applied to 33% of the Park SDC unit costs. This is based on the parks and recreation project list where 67% of the total costs are construction related and 33% of the total costs are acquisition related. As previously stated, the December 2012 Seattle ENR CCI is 9412.52, representing an index adjustment of approximately +3.9%. The Benton County Real Market Value experienced a decrease of -1.0 % over the past year.

Table 1 details the proposed SDC fee adjustment based on the criteria described herein. The impact of the fee changes on a typical single family residence and comparison with other cities is shown in Table 2.

Proposed SDC rates will become effective April 1, 2013, with City Council approval of the attached resolution.

Recommendation

Staff recommends the USC forward the attached resolution to the City Council for approval.

Review & Concur:

Jim Brewer, City Attorney

Ken Gibb, Community Dev. Director

Nancy Brewer, Finance Director

James A. Patterson, City Manager

Attachments

X:\Divisions\Engineering\Capital Planning&Projects\Projects\SDC\SDC 12-13\13 Adjustment USC Staff Rpt.wpd

System Development Charge Rates

Unit Description	Current SDC ($/Unit)	Proposed SDC ($/Unit)
WATER		
Equivalent Fixture Units		
1st Level	$ 68.40	$ 70.14
2nd Level	$ 147.11	$ 151.71
3rd Level	$ 264.27	$ 272.66
SEWER	$ 207.35	$ 218.22
Equivalent Fixture Units		
STREET	$ 247.20	$ 259.56
Daily Trip Ends		
DRAINAGE	$ 0.080	$ 0.082
Impervious Sq Ft		
PARKS		
Single Family Dwelling Unit	$ 5,081.04	$ 5,197.04
Multi Family Dwelling Unit	$ 3,766.39	$ 3,852.38

Table 1 – Current / Proposed SDC Comparison

MULTI-CITY SDC COMPARISON

SINGLE FAMILY RESIDENCE

City	Parks	Sewer	Water	Transportation	Stormwater	Total
Monmouth	$1,484	$2,753	$1,413	$394	$210	$6,254
Albany [1]	$1,073	$2,519	$2,123	$2,148	No SDC	$7,863
Grants Pass	$1,123	$2,455	$2,462	$1,435	$422	$7,897
Lebanon	$2,119	$3,500	$2,095	$1,146	$175	$9,035
Woodburn	$1,752	$2,977	$2,085	$3,532	$303	$10,649
Eugene	$3,757	$2,099	$2,613	$1,792	$557	$10,818
Corvallis (Current)	**$5,081**	**$3,318**	**$1,094**	**$2,366**	**$221**	**$12,079**
Columbia City	$1,495	$1,623	$4,292	$4,575	$250	$12,235
Garibaldi	$1,139	$2,277	$2,576	$3,579	$2,823	$12,394
Corvallis (Proposed)	**$5,197**	**$3,492**	**$1,122**	**$2,484**	**$226**	**$12,521**
Veneta	$3,859	$5,048	$1,937	$1,973	$164	$12,981
Salem [2]	$3,745	$7,000		$1,954	$494	$13,193
Newberg	$2,017	$5,522	$5,689	$2,833	$303	$16,364
Gresham	$3,837	$5,056	$4,153	$2,795	$824	$16,665
Portland	$8,086	$4,335	$2,727	$2,773	$783	$18,704
Silverton	$4,399	$4,663	$4,964	$3,135	$2,072	$19,233
Philomath	$789	$6,601	$7,182	$4,027	$1,247	$19,846
Hillsboro	$3,910	$4,665	$5,699	$6,665	$500	$21,439
Beaverton	$5,299	$4,665	$4,953	$6,665	$945	$22,527
Wilsonville	$4,602	$4,153	$7,002	$6,340	$780	$22,877
Lake Oswego	$11,366	$2,403	$6,598	$4,195	$132	$24,694
West Linn	$9,245	$5,050	$12,745	$8,554	$1,056	$36,650

08-Feb-13
08:18 AM

Table 2 – Multi-City SDC Comparison

Notes
1. With the exception of Albany, only communities with parks, sewer, water, transportation, and stormwater SDCs are listed for comparison. The City of Albany is provided as an often-requested comparitor.
2. Salem combines their water and sewer SDCs.

RESOLUTION 2013- _____

Minutes of the March 18, 2013, Corvallis City Council meeting, continued.

A resolution submitted by Councilor _____.

WHEREAS, the methodology for establishing systems development charges (SDCs) is established in Municipal Code Chapter 2.08, as amended;

WHEREAS, Municipal Code Chapter 2.08, as amended, requires the SDC rates be established by resolution of the City Council;

WHEREAS, Municipal Code Chapter 2.08, as amended, directs City Council to review SDC rates annually and revise capital project costs used to set rates to reflect changes in the *Engineering News - Record* (ENR) Seattle Construction Cost Index (CCI), Benton County Real Market Value of unimproved property, modifications to master facility plans, and modifications to the list of eligible projects as approved by City Council;

WHEREAS, the Seattle ENR CCI has increased from 9059.55 (Dec 2011) , to 9412.52 (Dec 2012) since the previous review of improvement fee rates;

WHEREAS, the Benton County Real Market Value of unimproved residential land has decreased by 1% over the past year;

WHEREAS, the City Council approves the addition of the following three projects to the improvement fee list:

Washington Way Bike Lanes	$ 850,000 Street SDC
Traffic Signal, 15th & Washington	$ 250,000 Street SDC
Total Maximum Daily Load	$1,830,000 Wastewater SDC

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF CORVALLIS RESOLVES that the SDC rates are determined as follows:

(1) SDC Determination

SDC Rates				
Unit Description		Improvement Fee ($/Unit)	Reimbursement Fee ($/Unit)	**Total SDC ($/Unit)**
WATER:	Fixture Units			
	1st Level	$46.69	$23.45	$70.14
	2nd Level	$122.81	$28.90	$151.71
	3rd Level	$223.90	$48.76	$272.66
SEWER:	Fixture Units	$200.81	$17.41	$218.22
STREET:	Trip Ends	$223.15	$36.41	$259.56
DRAINAGE:	Sq. Ft. - Impervious Surface	$0.068	$0.014	$0.082
PARKS:	Single Family Dwelling	$5,197.04	NA	$5,197.04
	Multi-Family Dwelling	$3,852.38	NA	$3,852.38

BE IT FURTHER RESOLVED that trip end quantities shall be determined using the Institute of Transportation Engineers Trip Generation Manual, 9th Edition;

BE IT FURTHER RESOLVED that the portion of Resolution 2011-04, previously establishing SDC rates for extra-capacity facilities is, by this resolution, rescinded;

BE IT FURTHER RESOLVED that the City Manager is hereby directed to apply these rates as required by Municipal Code Chapter 2.08, as amended, for SDCs, effective April 1, 2013.

_____

Councilor

Upon motion made and seconded, the foregoing resolution was adopted and the Mayor thereupon declared said resolution to be adopted.

MEMORANDUM

TO: Urban Services Committee

FROM: Mary Steckel, Public Works Director

DATE: February 13, 2013

SUBJECT: Looney Lease Extension 5655 SW Plumley Place

Issue

Susan P. Looney is requesting a ten-year extension on the land lease for the T-hangar building at 5655 SW Plumley Place.

Discussion

This hangar was the first private T-hangar building built at Corvallis Municipal Airport. The original land lease was with James C. Looney (now deceased) on August 1, 1993 for a 20-year term ending July 31, 2013. This lease included two renewal options for terms of ten years each. Those renewal options could be exercised by written request to the City at least 60 days preceding termination of the primary term (July 31, 2013). That request has been made by Susan P. Looney, the sole trustee of the James C. Looney Trust and the Administrator of the Hangar Joint Venture, which owns the building on the land lease.

The Airport Commission met on February 5, 2013 and unanimously recommended approval for renewal of a ten-year extension to the existing lease. This proposed lease extension will provide revenue to the Airport Fund in the amount of $2,551.85 for the first year and adjusted accordingly by the CPI in the following years.

Recommendation

Staff requests the Urban Services Committee recommend to the City Council approval to renew the ten-year extension of the Looney land lease, providing a lease term ending on July 31, 2023.

Review and Concur

James A. Patterson
City Manager

Attachment: Looney Lease Extension 5655 SW Plumley Place
Looney extension written request
Looney Lease Agreement 5655 SW Plumley Place

LEASE EXTENSION

Per the January 23, 2013 written request (Attachment 1) of Susan P. Looney, sole trustee of the James C. Looney Trust and the Administrator of the Hangar Joint Venture, and in accordance with Section 2 of the original Lease Agreement dated August 1, 1993 between the City of Corvallis and James C. Looney, an extension is hereby granted for a period of ten years from the end date of the primary term of the original lease. This extension is for the period from August 1, 2013 through July 31, 2023.

DATED this _____ day of _____, 2013.

CITY OF CORVALLIS

By: _____
James A. Patterson, City Manager

By: _____
Susan P. Looney
Trustee

Approved as to Form:

_____
City Attorney

From: Susan P. Looney [sal777@peak.org]
Sent: Wednesday, January 23, 2013 12:25 PM
To: Mason, Dan
Subject: RE: Hangar lease 5655 SW Plumley

Dan,

The lease on the property under 5655 SW Plumley is scheduled to run out on July 31, 2013.

This communication today serves as my request to continue the lease for one of the two ten-year options, beginning on July 31, 2013.

Thank you very much for handling this request.

Best regards,

Susan P Looney
540 NW 33rd Street
Corvallis, OR 97330
sal777@peak.org

LEASE AGREEMENT

THIS LEASE, made this 1st day of August, 1993, is by and between the City of Corvallis, an Oregon municipal corporation, hereinafter referred to as the City, and James C. Looney, hereinafter referred to as the Lessee.

1. PREMISES

The City, in consideration of the terms, covenants, and agreements contained herein, does hereby lease to the Lessee the following property:

See Attached Exhibit "A".

2. TERM

The Lessee shall have the right to possession, use, and enjoyment of the leased property for a period of twenty (20) years, beginning on August 1, 1993 and ending July 31, 2013. The term of this lease may be extended for two additional ten year periods provided Lessee notifies the City in writing at least sixty (60) days prior to the termination date of this lease.

3. RENT

A. Rental Rate. Lessee shall pay an annual rental rate of $0.15 per square foot per year for the above described land by the first day of each August beginning August 1, 1993 and continuing on the first day of each July thereafter during the term of this lease. The base rental rate for the above described property shall be $1620 per year. Rental payments are to be made payable to the City of Corvallis and are to be delivered in person or mailed to the City at the address given in Section 21 of this lease.

B. Annual Adjustment. The rental rate shall be adjusted annually utilizing the January through December U.S. City Average Consumer Price Index (December 1992 base figure is 141.9), with adjustments made July 1 of each year commencing July, 1994. The City shall give written notice to Lessee at least thirty (30) days in advance of the annual July 1 adjustment date.

C. Extended Term. If this lease is extended as provided in Section 2 of this lease, the rental rate shall be adjusted annually on the basis described in Section 3 B above.

4. USE OF THE PROPERTY

A. Permitted Use. The property shall be used for the storage of aircraft and such equipment and apparatus that may be incidental or necessary to the operation and maintenance thereof. Parking of a motor vehicle in the hangar while the aircraft is on a flight is a permitted use. The property shall not be used for

any other purpose without the written consent of the City. The City's consent shall not be unreasonably withheld but may be conditioned on the Lessee's compliance with reasonable restrictions and requirements for the protection of the property and the protection of the public.

B. Conformance with Laws. Lessee shall conform to all applicable laws and regulations, municipal, state, and federal, affecting the premises and the use thereof.

C. Nuisance. Lessee shall not use or permit the use or occupancy of the property for any illegal or immoral purposes, or commit or permit anything which may constitute a menace or hazard to the safety of persons using the property, or which would tend to create a nuisance, or that interferes with the safe operation of aircraft using the Corvallis Airport.

D. Hazardous Materials. Lessee shall not store or handle on the premises or discharge onto the property any hazardous wastes or toxic substances, as defined in the Comprehensive Environmental Response, Compensation and Liability Act of 1980, 42 U.S.C. §§ 9601 to 9675, and as further defined by state law and the City's Sewer Regulations, Municipal Code Chapter 4.03 as amended, except upon prior written notification to the City and in strict compliance with rules and regulations of the United States and the State of Oregon and in conformance with the provisions of this lease. Any violation of this section may, at the City's option, cause this lease to be immediately terminated in accordance with the provisions of Section 18 of this lease.

E. Roads. Lessee shall be entitled to reasonable use for its purposes of the roads and taxiways now existing and serving the leased property. The City may locate and relocate roads as desirable to improve the Corvallis Municipal Airport so long as reasonable and adjacent access is provided to Lessee.

5. DRAINAGE SYSTEMS

A. Prohibited Discharges. Discharge of industrial waste, as that term is defined in the Sewer Regulations, Municipal Code Chapter 4.03 as amended, into the sanitary sewer system, drainage system, surface ponds or ditches, or elsewhere is specifically prohibited, except as permitted by a valid Industrial Wastewater Discharge Permit in strict accordance with the Sewer Regulations and applicable state and federal laws. Violation of any provisions contained in the Sewer Regulations, Municipal Code 4.03, as amended, as presently constituted or as amended hereafter, may cause this lease to be immediately terminated in accordance with the provisions of Section 18 of this lease.

B. Discharge Response Procedures. In the event of any discharge or spill of noxious or hazardous material into the environment, sewer system, or drainage system, Lessee shall immediately notify the Oregon Department of Environmental Quality and the City. The City and any appropriate state or federal agency shall have the right to inspect the premises immediately to determine if the discharge or spill constitutes a violation of any local, state, or federal laws, rules, or regulations. If a violation exists, the City shall notify the Lessee of the specific violations and Lessee shall immediately cease all activities and use of the property until the violations are remedied, all at the Lessee's sole cost and expense and without expense whatsoever to the City.

6. DEVELOPMENT STANDARDS

This agreement is made subject to the terms and conditions of that certain document entitled "Standards for Development and Use of Land in the Municipal Industrial Park at Corvallis Municipal Airport" as revised June, 1975, a copy of which is attached as Exhibit "C".

7. ALTERATIONS, IMPROVEMENTS AND GENERAL MAINTENANCE

A. Right to Construct. The Lessee, at its own expense may construct structural improvements on the leased property, subject to Lessee's compliance with all applicable city, county, and state laws and regulations and issuance of necessary building permits.

B. Ownership of Improvements. Any buildings constructed on the leased property during the term of this lease shall belong to the Lessee and may be removed by the Lessee at will. Lessee shall have the right to enter the premises during the thirty day period following termination of this lease to remove any of its property, including buildings or other improvements, on the leased premises. If, after thirty days after termination of the lease, any of said property remains on the premises, the City may retain the property, or, at its option, remove the property at the Lessee's expense.

C. SALE OF IMPROVEMENTS. City shall have the first right of refusal to purchase Lessee's improvements, if Lessee decides to sell the improvements.

D. GENERAL MAINTENANCE. During the entire term of this lease, and for any additional time that Lessee shall hold the Leased Premises, Lessee shall keep the premises, including improvements, in neat, sanitary, well-maintained condition.

No machinery, equipment, or property of any kind shall be stored or kept outside of the building; and any wrecked, permanently disabled, or otherwise unsightly aircraft shall not be kept unless housed in the hangar space.

Lessee shall permit no aircraft at any time to be left standing unattended or parked, even temporarily, upon any roadway/taxiway or access road within said airport, and the City shall have the right and privilege, at the expense of the Lessee, to remove from any public road or access road which approaches the airport or within the airport any such aircraft that Lessee or any of its tenants may leave standing or parked upon any such road or roadway/taxiway.

Lessee or any guest shall not park any vehicle outside the boundary of the leased premises herein described. Any parked vehicle parked outside the leased premises shall be moved at Lessee's expense by Lessor.

8. ENTRY ON PROPERTY

A. Right to Inspect. The City shall have the right to enter the property at any reasonable time or times to examine the condition of the premises or Lessee's compliance with the terms of this lease.

B. Access. The City retains the right to enter the leased premises at any reasonable time or times to repair or modify City utilities located upon the property or to conduct repairs or other work on the property.

9. ASSIGNMENT AND SUBLETTING

The Lessee shall not assign this lease without the prior written consent of the City; provided, however, that the City shall not unreasonably withhold such consent. Lessee shall have the right to sublet space within any building it may construct on the leased premises to others for storage of aircraft, subject to the following conditions:

1) No sublease shall relieve Lessee from primary liability for any of its obligations under this lease, and Lessee shall continue to remain primarily liable for payment of rent and for performance and observance of its other obligations and agreements under this lease.

2) Every sublease shall require the sublessee to comply with and observe all obligations of the Lessee under this lease, with the exception of the obligation to pay rent to the City.

10. LIENS

The Lessee shall promptly pay for any material and labor used to improve the leased property and shall keep the leased property free of any liens or encumbrances.

11. TAXES

The Lessee shall promptly pay all real and personal property taxes levied upon the leased premises during the tax year that they become due. Lessee shall not permit a lien for other than the current year's taxes to be placed on the leased property.

12. INSURANCE

A. Coverage Requirements. The Lessee shall purchase and maintain general liability insurance that provides at least premises and operations coverage. The limit of liability shall be no less than the amounts specified in the Oregon Tort Claims Act, ORS 30.260 to 30.300 as presently constituted or hereafter amended. As of the date of this lease, those amounts are $50,000 for damage to property, $100,000 for injury to a person (plus special damages up to an additional $100,000), and $500,000 for any number of claims arising from a single accident or occurrence. In addition, if the insurance policy contains an annual aggregate limit, the aggregate shall not be less than $1,000,000. The policy shall name the City of Corvallis, its officers, agents, and employees as an additional insured.

B. Certificate of Insurance. At the time that this lease is signed, the Lessee shall provide to the City a certificate of insurance complying with the requirements of this section and indicating that insurer will provide the City with 30 days notice prior to cancellation. A current certificate shall be maintained at all times during the term of this lease.

13. HOLD HARMLESS

A. General. The Lessee shall at all times indemnify, protect, defend, and hold the City of Corvallis, its officers, agents, and employees harmless from any claims, demands, losses, actions, or expenses, including attorney's fees, to which the City may be subject by reason of any property damage or personal injury arising or alleged to arise from the acts or omissions of the Lessee, its agents, or its employees, or in connection with the use, occupancy, or condition of the property.

B. Environmental Protection. The Lessee shall be liable for, and shall hold the City harmless from, all costs, fines, assessments, and other liabilities arising from Lessee's use of the premises resulting in the need for environmental cleanup

under state or federal environmental protection and liability laws, including, but not limited to, costs of investigation, remedial and removal actions, and post-cleanup monitoring arising under the Comprehensive Environmental Response, Compensation and Liability Act of 1980, 42 U.S.C. §§ 9601 to 9675, as presently constituted or hereafter amended.

14. NONDISCRIMINATION

The Lessee agrees that no person shall be excluded from participation in the use of the premises on the basis of race, color, creed, religion, sex, sexual preference, age, physical or mental disability, or national origin or shall otherwise be subjected to discrimination in the use of the premises.

15. CONDITIONS ON PROPERTY BY THE UNITED STATES OF AMERICA

This agreement is made subject to the terms and conditions and restrictions of transfer recorded in Book 121, Page 40 and Book 125, Page 239, deed records of Benton County, Oregon, as modified by the Instrument of Release recorded in Book 182, Page 238 of said deed records.

16. WAIVER OF BREACH

A waiver by the City of a breach of any term, covenant, or condition of this lease by the Lessee shall not operate as a waiver of any subsequent breach of the same or any other term, covenant, or condition of the lease.

17. DEFAULT

A. Declaration of Default. Except as otherwise provided in this lease, the City shall have the right to declare this lease terminated and to re-enter the property and take possession upon either of the following events:

1. Rent and Other Payments. If the annual rent or any other payment obligation, including but not limited to property taxes and utility bills, remains unpaid for a period of 60 days after it is due; or

2. Other Obligations. If any other default is made in this lease and is not corrected after 60 days written notice to the Lessee. Where the default is of such nature that it cannot reasonably be remedied within the 60-day period, the Lessee shall not be deemed in default if the Lessee proceeds with reasonable diligence and good faith to effect correction of the default.

B. Court Action. It is understood that either party shall have the right to institute any proceeding at law or in equity against the other party for violating or threatening to violate any provision of this lease. Proceedings may be initiated against the violating party for a restraining injunction or for damages or for both. In no case shall a waiver by either party of the right to seek relief under this provision constitute a waiver of any other or further violation.

18. TERMINATION

A. Immediate Termination. Where a specific violation of this lease gives the City the option to terminate this lease immediately, this lease shall be terminated upon written notification to the Lessee.

B. Termination Upon 60 Days Default. In the event of any other default under Section 17 of this lease, the lease may be terminated at the option of the City upon written notification to the Lessee.

C. Surrender Upon Termination. Upon termination or the expiration of the term of the lease, the Lessee will quit and surrender the property to the City in as good order and condition as it was at the time the Lessee first entered and took possession of the property under this or a prior lease, usual wear and damage by the elements excepted.

D. Restoration of Property. Upon termination or expiration of this lease or Lessee's vacating the premises for any reason, the Lessee shall, at its own expense, remove and properly dispose of all tanks, structures, and other facilities containing waste products, toxic, hazardous, or otherwise, which exist on the leased property or beneath its surface. Lessee shall comply with all applicable state and federal requirements regarding the safe removal and proper disposal of said facilities containing waste products. If the Lessee fails to comply or does not fully comply with this requirement, the Lessee agrees that the City may cause the waste products and facilities to be removed and properly disposed of, and further Lessee agrees to pay the cost thereof with interest at the legal rate from the date of expenditure.

E. Holding Over. No holding over upon expiration of this lease shall be construed as a renewal thereof. Any holding over by the Lessee after the expiration of the term of this lease or any extension thereof shall be as a tenant from month to month only and not otherwise.

19. ATTORNEY FEES

If any suit or action is instituted in connection with any controversy arising out of this lease, the prevailing party shall be entitled to recover, in addition to damages and costs, such sum as the trial court or appellate court, as the case may be, may adjudge reasonable as attorney fees.

20. OPTION PARCEL

A. Lessee is hereby granted an exclusive option to lease the following described premises:

See Exhibit "B".

The term of this option is for five years but may be renegotiated at the end of five-year period.

C. The lessee shall pay $100.00 for this option in the first year with payments increasing by ten percent in each succeeding year.

D. Lessee shall provide written notice to City at least 30 days in advance of its intention to exercise the option granted pursuant to this agreement. Upon receipt of said notice, City shall prepare a lease setting forth the conditions and covenants and rent for the area. The rental rate for the option parcel will be based on the current rent schedule for the parcel described in Exhibit A.

E. City shall retain the right to farm the property subject to this option agreement until said option is exercised. If lessee exercises the option, lessee shall reimburse City for the fair market value of any and all corps destroyed and/or damaged by lessee's exercises of said option. The fair market value of the crops shall be determined by local standards.

F. In the event City receives a bona fide offer to lease the option parcel described above from someone other than lessee during the term of an existing option agreement with lessee, City shall have the right to lease said parcel but only after providing lessee the right of first leasing the property. If lessee does not exercise the right to lease upon 30 days written notice of a bona fide offer to lease, City may lease the property to someone other than lessee.

21. NOTICE

When any notice or anything in writing is required or permitted to be given under this lease, the notice shall be deemed given when actually delivered or 48 hours after deposited

in United States mail, with proper postage affixed, directed to the following address:

City: City of Corvallis
Community Development Department
Attention: Engineering & Transportation
501 S.W. Madison Avenue
P.O. Box 1083
Corvallis, Oregon 97339

Lessee:
James C. Looney
540 NW 33rd Street
Corvallis, Oregon 97330

IN WITNESS WHEREOF, the parties hereto have executed this lease the date and year first written above.

CITY OF CORVALLIS, OREGON

By: _____
City Manager

JAMES C. LOONEY

By: _____
James C. Looney

Approved as to form:

_____
City Attorney

EXHIBIT "A"

Beginning at a point which is East 719.41 feet and South 499.46 feet from the southeast corner of the Alfred Rhinehart D.L.C. No. 73, in Township 12 south, Range 5 West of the Willamette Meridian, Benton County, Oregon; thence S 30°51'48"W 20.0 feet and S 59°08'12"E 50.0 feet to the TRUE POINT OF BEGINNING; thence S 59°08'12"E, 225.0 feet; thence S 30°51'48"W, 48.0 feet; thence N 59°08'12"W, 225.0 feet; thence N 30°51'48"E, 48.0 feet to the TRUE POINT OF BEGINNING, containing 10,800 square feet, more or less.

EXHIBIT "B"

Beginning at a point which is East 719.41 feet and South 499.46 feet from the southeast corner of the Alfred Rhinehart D.L.C. No. 73, in Township 12 south, Range 5 West of the Willamette Meridian, Benton County, Oregon; thence S 30°51'48"W 20.0 feet and S 59°08'12"E 275.0 feet to the TRUE POINT OF BEGINNING; thence S 59°08'12"E, 102.0 feet; thence S 30°51'48"W, 48.0 feet; thence N 59°08'12"W, 102.0 feet; thence N 30°51'48"E, 48.0 feet to the TRUE POINT OF BEGINNING, containing 4896 square feet, more or less.

48' x 225'
+ 102'
48' x 327'
= 15,696 FT²

EXHIBITS 'A' & 'B'

MEMORANDUM

TO: Urban Services Committee

FROM: Mary Steckel, Public Works Director

DATE: February 19, 2013

SUBJECT: Council Policy 97-7.13 Municipal Airport and Industrial Park Leases

Issue

The Municipal Airport and Industrial Park Lease Policy is reviewed every three years by the Public Works Department and is revised as appropriate by City Council.

Background

The City currently has 17 Airport and 16 Airport Industrial Park (AIP) leases. The current lease policy, adopted in June 1997, has been useful in producing uniformity of lease agreements for the Airport and the AIP. The purpose of the policy is to provide direction for the development of leases to be used for various types of existing and potential tenants.

Discussion

Staff recommends three changes to the current policy, discussed below, and several additional minor revisions, all of which are identified in the attached recommended Municipal Airport and Airport Industrial Park Lease Policy document. The three additions include:

1. Section 7.13.030.16.d (Land Rental Rates): Staff added paragraph "d" to formalize the different rates that have been in effect between the properties that have runway and taxiway access and those that don't.

2. Section 7.13.030.16.e (Land Rental Rates): Paragraph "e" was added to note the surcharge approved by City Council to recover the wetland mitigation costs in the "shovel ready" certified industrial area.

3. Section 7.13.030.021.b (Rights on Termination): Paragraph "b" was added to clarify actions that may be taken at the end of a lease term. Staff is recommending that at that time the lessee can negotiate a new lease for the property, thus insuring a higher state of maintenance and interest in the property by the lessee while keeping the income to the Airport Fund to maintain airport operations. A 90 day time limit after lease termination was added to keep lease negotiations from continuing indefinitely.

The Airport Commission met on February 5, 2013 and unanimously recommended approval of all staff's recommended changes to this Council policy. These proposed changes are not expected to change the funds received by the Airport Fund from airport leases.

Requested Action

Staff requests the Urban Services Committee recommend to the City Council that CP 97-7.13 Municipal Airport and Industrial Park Leases be modified as noted.

Review and Concur

James A. Patterson
City Manager

Attachments: Draft Municipal Airport and Airport Industrial Park Lease Policy CP 97-7.13 Revision 2013

CITY OF CORVALLIS

COUNCIL POLICY MANUAL

POLICY AREA 7 - COMMUNITY IMPROVEMENT

CP 97-7.13 **Municipal Airport and** Airport **Industrial Park Leases**

Adopted June 2, 1997
Revised March 2001
Revised June 7, 2004
Revised April 2, 2007
Revised March 15, 2010
Revised March , 2013

7.13.010 Purpose

a. The purpose of the Municipal Airport and **Airport** Industrial Park Lease Policy is to provide a sound, consistent document on which the City of Corvallis can respond to the interests of financially stable and responsible tenants to the Airport and Airport Industrial Park **property** and can administer tenant leaseholds fairly and uniformly.

b. The policy is adopted so that all current and prospective tenants will be fully aware of the rules for Airport and Airport Industrial Park property administration and be treated in a fair and equitable manner.

c. Other purposes of the policy include maintaining a stable revenue source to the airport, protection of tenants, and guidelines for airport-related business decisions.

d. This policy pertains only to leases of City-owned land and property, and excludes permits **ofon** other commercial activities **as** listed in the Minimum Standards **for Commercial Aeronautical Activities**.

7.13.020 Policy Goals

7.13.020.10 These policies are designed to assure Airport and Airport Industrial Park tenants of a desirable business climate while minimizing administrative and operational concerns.

7.13.020.20 In developing the various elements of the Airport and **Airport** Industrial Park Lease Policy, the goal is to negotiate lease agreements that will:

a. Fulfill long-term public service goals inherent in the operation of public use facilities;

b. Define operational costs in the leased areas that are to be covered by the lessee;

c. Permit maximum generation of revenues to the Airport Fund in a manner consistent with sound business practices;

d. Facilitate the investment of private capital to develop the Airport and Airport Industrial Park; and

e. Compete on an equitable basis with private industrial properties.

7.13.030 Policy Guidelines

The following policy guidelines will be utilized in the future leasing of Airport and Airport Industrial Park property.

7.13.030.010 Lease or Operating Agreements Required

No person, firm or organization will be permitted to operate **a** business~~**activities**~~ in the Airport or Airport Industrial Park without a valid lease, sublease or license.

7.13.030.011 Standardized Leases

The City will develop standardized leases for tenants of each particular business classification listed below.

a. Fixed Base Operators (FBO)

b. Specialized Aviation Service Operator (SASO)

c. Industrial Tenants - Ground Lease

d. Hangar Tenants - Ground Lease

e. T-hangar Rental Agreement

7.13.030.012 Uses, Rights, and Obligations

a. The uses and rights granted to tenants will be consistent with and specifically defined in the ~~Corvallis~~ Airport Industrial Park Development Plan, Airport Master Plan and land use plans. In addition, **development of** services or facilities ~~development~~ that will be required of the lessee will be specifically stated in **the** ~~an~~ agreed lease document, as will any restrictions on uses, rights, and obligations.

b. All tenants are obligated to abide by all City of Corvallis municipal codes, standards, and policies.

c. Tenants shall be liable for all costs, fines, assessments and other liabilities arising from their use of the premises, including any that result in the need for environmental cleanup under state or federal regulations.

d. Tenant shall maintain, during entire term of the lease, the minimum insurance requirements as stated in the lease.

7.13.030.013 Minimum Improvements and Investment Standards

a. Any tenant who enters into a lease with the City of Corvallis with the intention of constructing owned or leased facilities will be obligated to commence construction of such facilities within 12 months from the date the lease is signed and ~~to~~ complete construction within 12 months of the commencement date.

b. The lessee may apply for up to a six-month extension to the time periods provided **a** written request is **received** ~~given~~ 90 days prior to the end of either 12 month period. The **request** ~~is notice~~ shall include the new expected **initiation or** completion date.

c. All constructed facilities will meet the minimum code and land development requirements of the City of Corvallis. Building construction and materials **shall** ~~will~~ **comply with** ~~adhere to~~ the Airport **Master Plan** and ~~Corvallis~~Airport Industrial Park Development ~~Master~~ Plan**s** with ~~a~~ stated goal**s** of holding to a higher development standard and ~~to~~ protect**ing** the investment of existing tenants.

d. Further, all Airport and Airport Industrial Park leases **shall** ~~will~~ require the lessee to comply with the requirements of all applicable City Master Plans as approved by the Corvallis City Council. Future tenant improvements

adhering to the approved plans within the Airport and Airport Industrial Park ~~**in full compliance with the approved plans**~~ may include parcel assessments or charges. Those assessments or charges shall be the same as those charged ~~**which apply**~~ within the corporate limits of the City of Corvallis.

7.13.030.014 Leased Areas

Land under buildings, parking areas, or any other areas specifically designated in the lease will be made available for the exclusive use of the tenant and, as such, the tenant will pay rent on the area designated.

7.13.030.015 Types of Rates and Charges

The principle underlying the establishment of lease rates is that each tenant in the Airport and Airport Industrial Park should pay an appropriate fair market rate for such tenancy of use. With regard to the various uses of Airport property, the following policies apply:

a. All land and building tenants will be required to pay for the gross land area leased. In addition, any tenant of a City-owned building will be required to pay building rent.

b. All leases will identify, in the lease language, ground rents and building rents separately, as well as any other use fees or charges.

c. The lessee will ~~**also**~~ promptly pay all personal property taxes levied against those improvements owned or leased by the lessee.

7.13.030.016 Land Rental Rates

a. As a basis for establishing uniform land rental rates in the future for various parcels of Airport and Airport Industrial Park property, the City will periodically obtain an independent appraisal of the current market value of the land. The annual ground rental will be established on the basis of a given percentage of the appraised market value of the given parcels. A Consumer Price Index (CPI) may be used in conjunction with the appraisal to set inflation adjustments.

b. The percentage used for this determinate will be applied consistently to all Airport and Airport Industrial Park land and building tenants. Current leases reflect the annualized percentage of ten percent (10%) of the appraised value.

c. All future lease agreements **shall~~will~~** provide for readjustment of the land rental rate every five years so that the Airport and Airport Industrial Park may at all times receive income which is appropriate to the changing value of the land.

d. Land lease rates differ between the Airport and the Airport Industrial Park. Airport lease rates are for properties that have access to active taxiways and runways. All other properties that do not have said access may be leased at the Airport Industrial Park rate.

e. The City Council has approved a surcharge to recover wetland mitigation costs in the State of Oregon Certified Industrial Site within the Airport Industrial Park.

7.13.030.017 Term (Duration of Lease)

The term **~~(duration)~~** of all Airport and Airport Industrial Park lease agreements will be determined on the following basis:

a. All agreements will be long enough to permit any tenant making a substantial capital investment in facilities, new or improved, to amortize the capital investment over the duration of the lease. This will also allow the tenant to secure the funding sources required to make this capital investment. Terms may be extended upon prior agreement reached during the negotiation of lease terms.

1) In the event an extended term is considered, provision will be made for rental terms during negotiations of the lease.

2) Following are the basic guidelines for lease terms:

City-Owned Building	10 years
Private Hangar	20 years
FBO/SASO	30 years
Private Industry	40 years

3) Longer lease terms or extensions may be permitted based on the following criteria:
   * Investment in Buildings and Grounds
   * Capital Intensive Operations
   * Service to other Airport or Airport Industrial Park users
   * Family Wage Job creation

* Extension of Public Infrastructure; Benefit to Other Parcels (i.e., roads, water, sewer)
* Ability to Attract New Aviation Business
* Improvements Likely to Remain Following Lease Termination
* Availability of Grant/Loan Money
* Suitability of Location on the Airport or Within the Airport Industrial Park

4) Lease extensions will be limited to no more than two (2) ten (10) year periods.

b. All agreements with terms less than those stated in 7.13.030.017a will be subject to the same rental rate adjustments. These adjustments will be based on current market values and CPI percentages as per 7.13.030.016.

7.13.030.018 Options/Rights of First Refusal

Options and rights of first refusal to lease land may be considered. Tenants, having fully leased the areas stated in the initial lease agreement, may acquire additional property through the option process. Options may run up to a maximum of five (5) years at an annual rate equal to one month's current lease rate per acre (or lot, if smaller than one acre).

7.13.030.019 Maintenance Policies

a. The following maintenance policy has been adopted for the various users of the Airport Industrial Park and Airport:

1) Buildings and Grounds

The lessee will be required to provide all needed maintenance for the gross area of land leased and all privately owned facilities on that land. Maintenance of any City-owned structures will be negotiated on a net basis. Under a negotiated net lease, building area tenants are required to assume full responsibility for providing all utilities and daily services, and will be fully responsible for maintenance, repair, upkeep, and operation of leased premises, except for basic structural maintenance.

2) **Main Hangar~~Terminal~~** Building

The City of Corvallis **shall**~~will~~ provide **the exterior** structural maintenance of the main **hangar**~~terminal~~ building. The tenant **shall**~~will~~ be required to provide fire insurance, internal maintenance, ~~and~~other day-to-day services as needed, **and internal improvements, if desired**.

b. Net leases for all building areas and ground leases~~,~~ result in a minimum of operational costs to the City of Corvallis.

c. The City of Corvallis shall be the sole judge of the quality of maintenance. By written notice,~~**and,given written notice**~~ the City of Corvallis may require the lessee to perform maintenance as necessary. In the event this maintenance is not undertaken as required, the City of Corvallis **has**~~**will have**~~ the right to perform such needed maintenance and bill the lessee for the actual cost of the maintenance.

7.13.030.020 Performance and Operating Standards

a. All leases granting commercial uses in the Airport and the Airport Industrial Park may include clauses governing the hours of operation, types of operation, the extent of services offered and required, staffing requirements, and the quality of performance that will be required of the lessee. The quality of performance will be evaluated by the City of Corvallis.

b. Performance standard clauses are essential in commercial leases (such as car rental agencies, fixed base operator, restaurants, etc.) to ensure that the performance level is consistent with the expectations of service.

7.13.030.021 Rights on Termination

a. Any improvements or personal property remaining upon the leased property thirty (30) days after the termination of the lease shall become property owned by the City of Corvallis.

b. Prior to the end of the lease period, the lessee may negotiate a new lease for the property, if a written request is received at least 60 days prior to the end of the lease. Approval of this new lease shall not be withheld without reasonable cause. If the new lease has not been executed by the termination date of the old lease, the lessee shall be charged rental on a month to month basis at the old lease rate. If a new lease has not been negotiated within 90 days

following the original termination date, then the lease shall be terminated and the provisions of 7.13.030.021a shall apply.

7.13.030.022 Encumbrances

a. Leases for all uses may permit the lessee to subordinate the leasehold improvements for financial purposes, with the sublessee approved in advance by the City of Corvallis.

b. To protect the mortgager's interests, the mortgager shall be granted the right to cure any default on the part of the lessee in the payment of rent and, in the event of default, to assume the lessee's position under the lease. The encumbrance clause assists in the private investment for financing capital improvements, protects the mortgager's interests, and does not compromise the interests of the Airport Industrial Park and Airport.

7.13.030.023 Subleasing/Assignment

Subleasing and/or assignment of land leases and City owned building leases will not be permitted without prior written approval of the City of Corvallis as to both the sublessee and the sublease that will be entered into specifically with regard to the privileges and obligations to be granted. Approval will not be withheld without reasonable cause.

7.13.030.024 Nondiscrimination

The Lessee agrees that no person shall be excluded from the use of the premises based on age, citizenship status, color, familial status, gender identity or expression, marital status, mental disability, national origin, physical disability, race, religion, religious observance, sex, sexual orientation, and source or level of income. Such discrimination poses a threat to the health, safety and general welfare of the citizens of Corvallis and menaces the institutions and foundation fo our community.

7.13.030.025 Cancellation Clauses

In addition to the usual cancellation clauses by the City of Corvallis for default of the lessee, any aviation class tenant shall be given the right to cancel the current lease if:

a. The Airport no longer functions as a transportation facility;

b. The use of the Airport is restricted so as to prevent the lessee from operating for a period of ninety (90) consecutive days; or

c. The City of Corvallis defaults in any of the terms, covenants, or agreements of the lease.

7.13.030.026 Short-Term Leases in City-Owned Facilities

The City of Corvallis may, in addition to the stated requirements as set forth in this document, require all lessees **with short-term leases in City-owned facilities** to provide a letter of credit or security deposit equivalent to three months of rent.

7.13.040 Policy Review and Update

This ~~**Community Improvement**~~ Policy shall be reviewed by the Public Works Director every three years in March and updated as appropriate.

CORVALLIS POLICE DEPARTMENT

Memorandum

March 5, 2013

To: Mayor and City Council

From: Jonathan M. Sassaman, Chief of Police
David Henslee, Captain

Subject: 2013 Oregon Department of Transportation eCitation / eCrash Program Grant

ISSUE:

The City of Corvallis Police Department has applied for, and received, an Oregon Department of Transportation Grant award of $157,009 to implement eCitation and eCrash Programs within the City of Corvallis. The grant will also pay $9,036 for annual maintenance costs of the software for two subsequent years ($18,072 total). This grant was not budgeted in FY 2012/13. Council action is required to accept these funds.

BACKGROUND:

In late 2012, the City of Corvallis Police Department, in partnership with the City of Corvallis Finance Department and MIS, began to research the feasibility of implementing eCitation and eCrash Programs in Corvallis. Currently, the City of Corvallis Police Department hand writes traffic citations, parking citations, and state crash reports. The information contained on the citations and forms are hand entered into up to four separate databases by Police Department Records, Municipal or Circuit Court, DMV, and Crash Data staff. eCitation and eCrash software will save both time and money on data entry redundancies where electronic transfer is possible.

In February 2013, the City of Corvallis Police Department applied for, and was selected to receive ODOT Grant funds to implement an eCitation and eCrash program. These funds are designated to assist local law enforcement agencies with the purchase of necessary computer hardware and software to implement eCitation and eCrash programs. Through February 2013, the City of Corvallis Police Department worked with the Oregon Department of Transportation to identify hardware and software needs and identified projected future expenses to fully implement the programs. Staff will implement the same program used by Oregon State Police and dozens of other Oregon agencies; this saves the time and cost associated with an RFP, and capitalizes on already written software to move data from eCitations/eCrash into various other data management systems. The grant to implement eCitation and eCrash programs was identified as a "money match" grant. The total cost to implement eCitation and eCrash Programs is $157,009.

DISCUSSION:

The City of Corvallis Police Department has been awarded grant money in the amount of $142,212 for the current year FY, $9,036 for FY 13/14, and $9,036 for FY14/15. This grant opportunity was unknown at the time the FY 2012/13 budget was prepared and is not included in the current budget. Notification of eligibility to receive grant funding was received February 22, 2013. To accept these grant funds, the City Council must approve a resolution to include these grant funds in the Police Department FY 2012/13 budget.

City of Corvallis Senior Staff agreed to utilize one-time IT project dollars to fund $15,000 for the City's "money match" portion of the grant.

RECOMMENDATION:

Staff recommends that the City Council authorize the receipt of this grant and adopt the attached budget resolution which appropriates the amount of the grant to be expended in the current fiscal year.

Review and concur:

Nancy Brewer, Finance Director

James A. Patterson, City Manager

Attachments: 1) Budget Resolution

RESOLUTION 2013-_____

A Resolution submitted by Council Person _____.

Minutes of the meeting of March 18, 2013

WHEREAS, ORS 294.338 (2) allows the City Council to establish appropriations to authorize the expenditure of grants, gifts or bequests after the budget has been approved, provided that the funds are for a specific purpose and that they are not anticipated at the time the budget was approved; and

WHEREAS, the City of Corvallis has received a grant from the Oregon Department of Transportation in the amount of $157,009 for the purpose of acquiring and implementing an eCrash and eCitation program that includes software and hardware; and

WHEREAS, the total grant amount includes funding for annual maintenance costs that will be incurred in FY 13-14 and FY 14-15 and those monies will be appropriated as part of those respective budgets; and

WHEREAS, the grant was unanticipated at the time the Fiscal Year 12-13 budget was adopted; and

WHEREAS, the City Council finds that it is in the City's best interest to use the grant for implementing an eCitation and eCrash program with FY 12-13 costs of $142,212; and.

WHEREAS, the grant acceptance requires approval by the City Council;

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF CORVALLIS RESOLVES to accept the grant offered by the Oregon Department of Transportation and authorizes the City Manager to execute agreements accepting the grant and any future amendments relating to this agreement; and

BE IT FURTHER RESOLVED that the Finance Director be authorized to make the proper adjustments in the budget appropriations.

	INCREASE
GENERAL FUND	
Police Department	$142,212

Upon motion duly made and seconded, the foregoing resolution was adopted and the Mayor thereupon declared said resolution to be adopted.

Oregon
John A. Kitzhaber, MD, Governor

Department of Transportation
Transportation Safety Division, MS 3
4040 Fairview Industrial Drive SE
Salem, OR 97302-1142
(503) 986-4190
Fax: (503) 986-3143

February 22, 2013

Attention: Capt. Dave Henslee, Project Director
Corvallis Police Department
PO Box 1083
Corvallis, OR 97339

RE: Corvallis Police eCitation and eCrash Project
Project Number: K9-13-54-03 COP

Congratulations! Your FY 2013 Traffic Safety Project is approved.

Enclosed is the executed project agreement, authorizing you to proceed as of February 22, 2013.

Your Agency Claim for Reimbursement and Project Evaluation Report forms have been customized. Electronic files for these and other grant forms will be emailed to you.

If you have questions regarding the forms, please contact Kelly Mason, Grants Assistant at (503) 986-4202. Your project number and name should be referenced in all correspondence to us regarding this project. Your CFDA number for this grant is 20.610.

Thank you for responding to our grant program and for all the effort required to make this project a reality and a success. Efforts like this will make our highways and byways safer for all Oregonians!

Sincerely,

Troy E. Costales, Administrator
Transportation Safety Division

cc: Grant File
TSD Project Manager

RECEIVED

FEB 21 2013

OREGON DEPARTMENT OF TRANSPORTATION
Transportation Safety Division

GRANT PROJECT APPLICATION

Project No: K9-13-54-03 COP

Project Name: Corvallis Police eCitation and eCrash Project

Answer each question in the boxes provided. Answer each question completely and according to the instructions in *Italics*. All fields are required.

I. Project Description

This project will provide eCrash and eCitation software and hardware to the Corvallis Police Department to purchase 18 Handheld PDA units with this technology.

II. Problem Statement

A. Describe the problem(s) this project will try to impact:
(Describe the problem(s) you intend to impact with this grant.)

The Corvallis Police Department is seeking to secure a grant to help them achieve the purchase and installation of eCrash and eCitation equipment. This will greatly help them increase crash reporting to the state, achieve efficiencies and reduce redundancies in citation processing at the officer level as well as the records division and the courts. Additionally, they will be joining the Oregon State Police and Benton County Sheriff's Office who have APS software projects completed or in process.

B. Provide summary data about the problem(s):
(Give summary data regarding the problem as it exists in your jurisdiction.)

Currently the Corvallis Police Department hand writes all uniform traffic citations and state crash reports on multi part NCR forms. The forms are then hand entered by records staff, court staff, DMV staff and Crash Data staff. This software will save both time and money on unnecessary data entry redundancies where electronic transfer is possible.

C. List current activities and associated agencies already involved in solving the problem(s):
(Include all related activities and agencies involved. If you have a current project, list the objectives of that project and progress in achieving them.)

The following police agencies in Benton County currently use the same software system: Benton County Sheriff's Office (In Process) and the Oregon State Police (Statewide).

III. Objectives

(Describe quantifiable products or outcomes that address those problems identified in Section II that should result from the proposed activities. Normally at least three very specific objectives should be given and each should include beginning and ending date.

The following are examples:

"To increase safety belt usage in (funded jurisdiction) from 85% to 90% by September 30, 2004, with the use rate determined by conducting observed use surveys."

"To reduce nighttime fatal and injury crashes occurring in (funded jurisdiction) by 20% from 60, the average for the 1998-2001 period, to 48 during the 12-month period starting October 1, 2003, and ending September 30, 2004."

"To provide intensive probation supervision to a minimum of 30 additional persons convicted of DUII in (funded jurisdiction) by making at least three face-to-face contacts with each person weekly from October 1, 2003, through September 30, 2004."

"To complete an evaluation by July 1, 2004, to determine if using photo radar will lead to a significant reduction in fatal and injury traffic crashes in that location.")

	Start Date	End Date	Objective
1.	2/15/2013	9/30/2013	Finalize Purchase of software and hardware needed to complete project. Software must integrate with and upload to Report Beam server. Send claim for reimbursement after all equipment and software is received and agency has submitted payment to the vendor.

2.	2/15/2013	9/30/2013	Ensure hardware is installed and officers are trained. GPS information is critical to problem identification for crash locations and supports many important initiatives. Develop best method to get GPS data for each crash into the latitude and longitude fields on the form. Additionally, transfer GPS coordinates to the hidden fields contained in the uniform traffic citation. This data will interface with Geo-Coding and mapping software which will provide the agency with real time interactive mapped data.
3.	2/15/2013	9/30/2013	Ensure officers use the provided Uniform Traffic Citation and Oregon Police Traffic Crash Report for all issued citations and crash reports (where possible).
4.	2/15/2013	9/30/2013	Provide project status updates regularly to ODOT -TSD during installation and finalization of project (Email is sufficient).
5.	2/15/2013	9/30/2013	Agency must utilize the approved Oregon Master Build for Citation and Crash Reports. Changes are limited to agency specific drop down values and court information. All statute and fine information is considered a drop down and is independently editable by the agency via the web utilizing list manager.
6.	2/15/2013	9/30/2013	This grant pays for the first three years of software maintenance. It is up to the agency to work with the selected vendor directly to continue the project in the fourth and subsequent years.

IV. Proposed Activities

A. Major Activities

(List major activities to be carried out to achieve objectives stated in Section III above. List the start and end date for each activity, and include in your description ***what*** *will be done,* ***who*** *will do it, and* ***who*** *will be affected.)*

	Start Date	End Date	Activity
1.	2/15/2013	9/30/2013	Finalize Purchase of software and hardware needed to complete project. Software must integrate with and upload to Report Beam server. Send claim for reimbursement after all equipment and software is received and agency has submitted payment to vendor.

2.	2/15/2013	9/30/2013	Ensure hardware is installed and officers are trained. GPS information is critical to problem id. for crash locations and supports many important initiatives. Develop best method to get GPS data for each crash and citation into lat/long fields.
3.	2/15/2013	9/30/2013	Ensure officers use the provided Uniform Traffic Citation and Oregon Police Traffic Crash Report for all issued citations and crash reports (where possible).
4.	2/15/2013	9/30/2013	Provide project status updates regularly to ODOT -TSD during installation and finalization of project (Email is sufficient).
5.	2/15/2013	9/30/2013	Agency must utilize the approved Oregon Master Build for Citation and Crash Reports. Changes are limited to agency specific drop down values and court information. All statute and fine information is considered a drop down and is independently editable.
6.	2/15/2013	9/30/2013	This grant pays for the first three years of software maintenance. It is up to the agency to work with the selected vendor directly to continue the project in the fourth and subsequent years.

Plans for sharing the project activities with others:

B. Coordination

(List the groups and agencies with which you will be cooperating to complete the activities of the project. Explain how you will be working together. In those projects not requiring the involvement of other agencies, a statement justifying the ability of the applicant to carry out the project independently should be included.)

Is coordination with outside agencies or groups required? If **yes**, check here: ☐

1) If you checked the box above, please fill in the following. Otherwise skip to item 2) below:

Name/role of groups and agencies involved:

2) Fill this if you did not check the box above:

Ability to complete the project independently:

Agency will complete project internally.

C. Continuation

Plans to continue the project activities after funding ceases:

V. Evaluation Plan

A. Evaluation Questions

(You will be reporting on your objectives in your Project Evaluation. At a minimum each objective should be rephrased as an evaluation question. For example, what percentage of the public in (funded jurisdiction) wears a safety belt? What percentage increase is this? Add questions that demonstrate expected or potential impact of the project on the state or jurisdiction's traffic safety environment. Avoid yes/no evaluation questions.)

	Evaluation Question
1.	Did you purchase and install software and hardware components? What was purchased and when was the project finalized?
2.	Did you develop a procedure / method to capture GPS data and ensure population of Lat / Long data into fields on crash and citation electronic forms (where possible)? Please articulate?
3.	Are 100% of your officers using this software for issuance of citations and completion of crash reports (where possible)? Describe any issues or reasons for not achieving 100% use (Patrol/Traffic).
4.	Did you maintain regular communications with ODOT-TSD during the project?
5.	Did agency utilize the approved Oregon Master Build for Citation and Crash Reports? Were any customizations required?
6.	Please provide summary information of the overall benefits and list any issues or challenges with implementation.

B. Data Requirements

1. Data to be collected: The Data Table presented as Exhibit A will be submitted with required quarterly reports.

2. Data System

Describe how the data will be collected, stored, and tabulated:

Data will be collected from system based queries and summary information will be submitted at year end.

C. Evaluation Design

Describe how the data will be analyzed:

Data will be analyzed based on agency reports.

D. Project Evaluation Preparation
A Project Evaluation Report will be submitted to TSD following the requirements given in the Agreements and Assurances.

VI. Grant Project Budget Summary

A. List of major budget items:

$142,212 for hardware and software. Agency hard match of $14,797

B. Budget Allotment

The agency named in this document hereby applies for $142,212.00 in Transportation Safety funds to be matched with $14,797.00 in funds from source Corvallis Police direct contribution to carry out a traffic safety project described in this document.

VII. Budget and Cost Sharing

(Complete Form 737-1003 Budget and Cost Sharing. You may attach one page to explain specific requests. If you are applying for a multiple-year grant, you must include a separate budget for each year for which you are requesting funding.)

VIII. Exhibits

A. Exhibit A: Data Table
(To be developed at a later date.)

B. Exhibit B: Job Descriptions
(Provide copy of job descriptions of all positions assigned to the project 500 hours or more paid with grant funds.)

C. Exhibit C: Contracts or Service Agreements
(Provide signed copies of any contracts or other service agreements that are entered into by the grantee as part of this project. These shall be reviewed by TSD to determine whether the work to be accomplished is consistent with the objectives of the project. All contracts awarded by the grantee shall include the provision that any subcontracts include all provisions stated in the Agreements and Assurances.)

IX. Agreements and Assurances

(READ, sign and attach to the grant project application.)

X. Approval Signatures

I have read and understand the Agreements and Assurances stipulating the conditions under which the funds for which are being applied will be available and can be utilized. **The agency named in this document is prepared to become a recipient of the funds should the grant funds be awarded.**

A. Agency Information

Agency Name*:	Corvallis Police Department
Street Address:	PO Box 1083
City:	Corvallis
State:	OR
Zip:	97339

B. Project Director

First Name:	Dave	Last Name:	Henslee
Title:	Captain	Email:	dave.henslee@corvallisoregon.gov
Phone:	(541) 766-6778	Fax:	
Street Address:	PO Box 1083		
City:	Corvallis		
State:	OR		
Zip:	97339		

Signature: Dave Henslee Date: 02/19/13

C. Authorizing Official of Agency Completing Application

First Name:	Jonathan	Last Name:	Sassaman
Title:	Chief	Email:	jonathan.sassaman@ corvallisoregon.gov
Phone:	(541) 766-6791	Fax:	
Street Address:	PO Box 1083		
City:	Corvallis		
State:	OR		
Zip:	97339		

Signature: Jonathan M. Sassaman Date: 2-19-13

*Non-profit agencies must submit proof of exempt status under Code Sec. 501(c)(3)

Mail signed copies to: Oregon Dept. of Transportation
Transportation Safety Division, MS 3
4040 Fairview Industrial Drive SE
Salem, OR 97302-1142

Email completed electronic copy to your TSD Program Manager.

Contract Provisions and Signatures

It is understood and agreed that the grantee shall comply with all federal, state, and local laws, regulations, or ordinances applicable to this agreement and that this Agreement is contingent upon grantee complying with such requirements.

This Agreement shall be executed by those officials authorized to execute this Agreement on the grantee's behalf. In the event grantee's governing body delegates signature of the Agreement, grantee shall attach to this Agreement a copy of the motion or resolution which authorizes said officials to execute this Agreement, and shall also certify its authenticity.

ODOT GRANT BUDGET AND COST SHARING

Project Number: Corvallis Police eCitation a

		TSD FUNDS	MATCH	TOTAL
6. Other Project Costs				
A. Travel In-State	$ -	$0.00	$0.00	$0.00
B. Travel Out-of-State (specify)***:				
	$ -	$0.00	$0.00	$0.00
C. Office Expenses (supplies, photocopy, telephone, postage)	$ -	$0.00	$0.00	$0.00
D. Other Costs (specify):				
1.)	$ -			
2.)	$ -			
3.)	$ -			
4.)	$ -			
5.)	$ -			
	$ -	$0.00	$0.00	$0.00
7. Consultation/Contractual Services **				
A.	$ -			
B.	$ -			
Consult Total	$ -	$0.00	$0.00	$0.00

8. Mini-Grants ***	TSD	Match			
A.	$ -	$ -			
B.	$ -	$ -			
C.	$ -	$ -			
D.	$ -	$ -			
E.	$ -	$ -			
F.	$ -	$ -			
G.	$ -	$ -			
H.	$ -	$ -			
Subtotals	$ -	$ -	$0.00	$0.00	$0.00
TOTAL			$142,212.00	$14,797.00	$157,009.00

COST SHARING BREAKDOWN

1. TSD Funds	$ 142,212.00	91%
2. Match: State		
3. Match: Local	$ 14,797.00	9%
4. Match: Other (specify)		
a.)		
b.)		
c.)		
5. TOTAL COSTS	$ 157,009.00	100%

Budget Comments:

* Job descriptions for all positions assigned to grant for 500 hours or more must be included in Exhibit B.

** TSD approval required prior to expenditures.

ODOT GRANT BUDGET AND COST SHARING

Project No.: K9-13-54-03 COP
Project Name: Corvallis Police eCitation and eCrash Project
Agency: Corvallis Police Department

Project Period: 02/15/13 (From) - 09/30/13 (To)

(Office Use Only)
Grant Adjustment #: 1
Grant Adjust. Effective Date: 2/5/2013
Project Yr. (1-2-3, Ongoing):

This form should include all budget information. If additional information is required for clarity, please include on a separate page referencing appropriate budget item.

						TSD FUNDS	MATCH	TOTAL
1. Personnel Costs*								
A. Staff assigned and estimated hours:			Rate					
	0.00	@	$ -	/hr =	$ -			
	0.00	@	$ -	/hr =	$ -			
	0.00	@	$ -	/hr =	$ -			
	0.00	@	$ -	/hr =	$ -			
	0.00	@	$ -	/hr =	$ -			
	0.00	@	$ -	/hr =	$ -			
				Staff Subtotal	$ -	$0.00	$0.00	$0.00
B. Overtime	0.00	@	$ -	/hr =	$ -			
Overtime	0.00	@	$ -	/hr =	$ -			
				Overtime Subtotal	$ -	$0.00	$0.00	$0.00
C. Volunteer Time	0.00	@	$ -	/hr =	$ -			
Volunteer Time	0.00	@	$ -	/hr =	$ -			
				Volunteer Subtotal	$ -	$0.00	$0.00	$0.00
2. Personnel Benefits								
A.					$ -			
B.					$ -			
				Benefits Total	$ -	$0.00	$0.00	$0.00
3. Equipment	# of Units		Unit Cost		Total Cost			
A. APS Software/Hardw	1	@	$ 157,009.00	=	$ 157,009.00			
B.	0	@	$ -	=	$ -			
C.	0	@	$ -	=	$ -			
D.	0	@	$ -	=	$ -			
				Equipment Total	$ 157,009.00	$142,212.00	$14,797.00	$157,009.00
4. Materials/Printing								
A. Reports:					$ -			
B. Brochures:					$ -			
C. Other:					$ -			
				Materials Total	$ -	$0.00	$0.00	$0.00
5. Overhead/Indirect Costs								
A.					$ -			
B.					$ -			
				Overhead Total	$ -	$0.00	$0.00	$0.00

FFY Agreements and Assurances

Failure to comply with applicable Federal statutes, regulations and directives may subject State officials to civil or criminal penalties and/or place the State in a high risk grantee status in accordance with 49 CFR §18.12.

Each fiscal year the State will sign these Certifications and Assurances that the State complies with all applicable Federal statutes, regulations, and directives in effect with respect to the periods for which it receives grant funding. Applicable provisions include, but not limited to, the following:

- 23 U.S.C. Chapter 4 - Highway Safety Act of 1966, as amended;
- 49 CFR Part 18 - Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments
- 23 CFR Chapter II - (§§1200, 1205, 1206, 1250, 1251, & 1252) Regulations governing highway safety programs
- NHTSA Order 462-6C - Matching Rates for State and Community Highway Safety Programs
- Highway Safety Grant Funding Policy for Field-Administered Grants

<u>Certifications and Assurances</u>

<u>Section 402 Requirements (as amended by Pub. L. 112-141)</u>

The Governor is responsible for the administration of the State highway safety program through a State highway safety agency which has adequate powers and is suitably equipped and organized (as evidenced by appropriate oversight procedures governing such areas as procurement, financial administration, and the use, management, and disposition of equipment) to carry out the program (23 USC 402(b) (1) (A));

The political subdivisions of this State are authorized, as part of the State highway safety program, to carry out within their jurisdictions local highway safety programs which have been approved by the Governor and are in accordance with the uniform guidelines promulgated by the Secretary of Transportation (23 USC 402(b) (1) (B));

At least 40 per cent of all Federal funds apportioned to this State under 23 USC 402 for this fiscal year will be expended by or for the benefit of the political subdivision of the State in carrying out local highway safety programs (23 USC 402(b) (1) (C)), unless this requirement is waived in writing;

This State's highway safety program provides adequate and reasonable access for the safe and convenient movement of physically handicapped persons, including those in wheelchairs, across curbs constructed or replaced on or after July 1, 1976, at all pedestrian crosswalks (23 USC 402(b) (1) (D));

The State will implement activities in support of national highway safety goals to reduce motor vehicle related fatalities that also reflect the primary data-related crash factors within the State as identified by the State highway safety planning process, including:

- National law enforcement mobilizations and high-visibility law enforcement mobilizations,
- Sustained enforcement of statutes addressing impaired driving, occupant protection, and driving in excess of posted speed limits,
- An annual statewide safety belt use survey in accordance with criteria established by the Secretary for the measurement of State safety belt use rates to ensure that the measurements are accurate and representative,
- Development of statewide data systems to provide timely and effective data analysis to support allocation of highway safety resources.
- Coordination of its highway safety plan, data collection, and information systems with the State strategic highway safety plan (as defined in section 148)(a)).

(23 USC 402 (b)(1)(F));

The State shall actively encourage all relevant law enforcement agencies in the State to follow the guidelines established for vehicular pursuits issued by the International Association of Chiefs of Police that are currently in effect. (23 USC 402 (j)).

Cash drawdowns will be initiated only when actually needed for disbursement. 49 CFR 18.20

Cash disbursements and balances will be reported in a timely manner as required by NHTSA. 49 CFR 18.21.

The same standards of timing and amount, including the reporting of cash disbursement and balances, will be imposed upon any secondary recipient organizations. 49 CFR 18.41.

Failure to adhere to these provisions may result in the termination of drawdown privileges.

The State has submitted appropriate documentation for review to the single point of contact designated by the Governor to review Federal programs, as required by Executive Order 12372 (Intergovernmental Review of Federal Programs);

Equipment acquired under this agreement for use in highway safety program areas shall be used and kept in operation for highway safety purposes by the State; or the State, by formal agreement with appropriate officials of a political subdivision or State agency, shall cause such equipment to be used and

kept in operation for highway safety purposes (23 CFR 1200.21);

The State will comply with all applicable State procurement procedures and will maintain a financial management system that complies with the minimum requirements of 49 CFR 18.20;

Federal Funding Accountability and Transparency Act (FFATA)

The State will comply with FFATA guidance, OMB Guidance on FFATA Subward and Executive Compensation Reporting August 27, 2010, (https://www.fsrs.gov/documents/OMB_Guidance_on_FFATA_Subaward_and_Executive_Compensation_Reporting_08272010.pdf) by reporting to FSRS.gov for each sub-grant awarded:

- Name of the entity receiving the award;
- Amount of the award;
- Information on the award including transaction type, funding agency, the North American Industry Classification System code or Catalog of Federal Domestic Assistance number (where applicable), program source;
- Location of the entity receiving the award and the primary location of performance under the award, including the city, State, congressional district, and country; and an award title descriptive of the purpose of each funding action;
- A unique identifier (DUNS);
- The names and total compensation of the five most highly compensated officers of the entity if– of the entity receiving the award and of the parent entity of the recipient, should the entity be owned by another entity;

  (i) the entity in the preceding fiscal year received
  (I) 80 percent or more of its annual gross revenues in Federal awards; and(II) $25,000,000 or more in annual gross revenues from Federal awards; and(ii) the public does not have access to information about the compensation of the senior executives of the entity through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986;

- Other relevant information specified by OMB guidance.

The State highway safety agency will comply with all Federal statutes and implementing regulations relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin (and 49 CFR Part 21); (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§ 1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §794) and the Americans with Disabilities Act of 1990 (42 USC § 12101, *et seq.;* PL 101-336), which prohibits discrimination on the basis of disabilities (and 49 CFR Part 27); (d) the Age Discrimination Act of 1975, as amended (42U.S.C. §§ 6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse of alcoholism; (g) §§ 523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§ 290 dd-3 and 290 ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§ 3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; The Civil Rights Restoration Act of 1987, which provides that any portion of a state or local entity receiving federal funds will obligate all programs or activities of that entity to comply with these civil rights laws; and, (k) the requirements of any other nondiscrimination statute(s) which may apply to the application.

The Drug-free Workplace Act of 1988 (41 U.S.C. 702:):

The State will provide a drug-free workplace by:

a. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;

b. Establishing a drug-free awareness program to inform employees about:

   1. The dangers of drug abuse in the workplace.

   2. The grantee's policy of maintaining a drug-free workplace.

   3. Any available drug counseling, rehabilitation, and employee assistance programs.

   4. The penalties that may be imposed upon employees for drug violations occurring in the workplace.

c. Making it a requirement that each employee engaged in the performance of the grant be given a copy of the statement required by paragraph (a).

d. Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will –

   1. Abide by the terms of the statement.

2. Notify the employer of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction.

e. Notifying the agency within ten days after receiving notice under subparagraph (d) (2) from an employee or otherwise receiving actual notice of such conviction.

f. Taking one of the following actions, within 30 days of receiving notice under subparagraph (d) (2), with respect to any employee who is so convicted –

1. Taking appropriate personnel action against such an employee, up to and including termination.

2. Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency.

g. Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f) above.

Buy America Act

The State will comply with the provisions of the Buy America Act (49 U.S.C. 5323(j)) which contains the following requirements:

Only steel, iron and manufactured products produced in the United States may be purchased with Federal funds unless the Secretary of Transportation determines that such domestic purchases would be inconsistent with the public interest; that such materials are not reasonably available and of a satisfactory quality; or that inclusion of domestic materials will increase the cost of the overall project contract by more than 25 percent. Clear justification for the purchase of non-domestic items must be in the form of a waiver request submitted to and approved by the Secretary of Transportation.

Political Activity (Hatch Act)

The State will comply, as applicable, with provisions of the Hatch Act (5 U.S.C. §§1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.

Certification Regarding Federal Lobbying

Certification for Contracts, Grants, Loans, and Cooperative Agreements

The undersigned certifies, to the best of his or her knowledge and belief, that:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

3. The undersigned shall require that the language of this certification be included in the award documents for all sub-award at all tiers (including subcontracts, subgrants, and contracts under grant, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than $10,000 and not more than $100,000 for each such failure.

Restriction on State Lobbying

None of the funds under this program will be used for any activity specifically designed to urge or influence a State or local legislator to favor or oppose the adoption of any specific legislative proposal pending before any State or local legislative body. Such activities include both direct and indirect (e.g., "grassroots") lobbying activities, with one exception. This does not preclude a State official whose salary is supported with NHTSA funds from engaging in direct communications with State or local legislative officials, in accordance with customary State practice, even if such communications urge legislative officials to favor or oppose the adoption of a specific pending legislative proposal.

Certification Regarding Debarment and Suspension

Instructions for Primary Certification

1. By signing and submitting this proposal, the prospective primary participant is providing the certification set out below.

2. The inability of a person to provide the certification required below will not necessarily result in denial of participation in this covered transaction. The prospective participant shall submit an explanation of why it cannot provide the certification set out below. The certification or explanation will be considered in connection with the department or agency's determination whether to enter into this transaction. However, failure of the prospective primary participant to furnish a certification or an explanation shall disqualify such person from participation in this transaction.

3. The certification in this clause is a material representation of fact upon which reliance was placed when the department or agency determined to enter into this transaction. If it is later determined that the prospective primary participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency may terminate this transaction for cause or default.

4. The prospective primary participant shall provide immediate written notice to the department or agency to which this proposal is submitted if at any time the prospective primary participant learns its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.

5. The terms *covered transaction, debarred, suspended, ineligible, lower tier covered transaction, participant, person, primary covered transaction, principal, proposal, and voluntarily excluded*, as used in this clause, have the meaning set out in the Definitions and coverage sections of 49 CFR Part 29. You may contact the department or agency to which this proposal is being submitted for assistance in obtaining a copy of those regulations.

6. The prospective primary participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is proposed for debarment under 48 CFR Part 9, subpart 9.4, debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency entering into this transaction.

7. The prospective primary participant further agrees by submitting this proposal that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion-Lower Tier Covered Transaction," provided by the department or agency entering into this covered transaction, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.

8. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not proposed for debarment under 48 CFR Part 9, subpart 9.4, debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the list of Parties Excluded from Federal Procurement and Non-procurement Programs.

9. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

10. Except for transactions authorized under paragraph 6 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is proposed for debarment under 48 CFR Part 9, subpart 9.4, suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency may terminate this transaction for cause or default.

Certification Regarding Debarment, Suspension, and Other Responsibility Matters-Primary Covered Transactions

1. The prospective primary participant certifies to the best of its knowledge and belief, that its principals:

   a. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded by any Federal department or agency;
   b. Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of record, making false statements, or receiving stolen property;
   c. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or Local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and
   d. Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State, or local) terminated for cause or default.

2. Where the prospective primary participant is unable to certify to any of the Statements in this certification, such

prospective participant shall attach an explanation to this proposal.

Instructions for Lower Tier Certification

1. By signing and submitting this proposal, the prospective lower tier participant is providing the certification set out below.

2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

3. The prospective lower tier participant shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.

4. The terms *covered transaction, debarred, suspended, ineligible, lower tier covered transaction, participant, person, primary covered transaction, principal, proposal, and voluntarily excluded*, as used in this clause, have the meanings set out in the Definition and Coverage sections of 49 CFR Part 29. You may contact the person to whom this proposal is submitted for assistance in obtaining a copy of those regulations.

5. The prospective lower tier participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is proposed for debarment under 48 CFR Part 9, subpart 9.4, debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.

6. The prospective lower tier participant further agrees by submitting this proposal that is it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion – Lower Tier Covered Transaction," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions. (See below)

7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not proposed for debarment under 48 CFR Part 9, subpart 9.4, debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the List of Parties Excluded from Federal Procurement and Non-procurement Programs.

8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is proposed for debarment under 48 CFR Part 9, subpart 9.4, suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion – Lower Tier Covered Transactions:

1. The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.

2. Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Policy to Ban Text Messaging While Driving

In accordance with Executive Order 13513, Federal Leadership On Reducing Text Messaging While Driving, and DOT Order 3902.10, Text Messaging While Driving, States are encouraged to:

1. Adopt and enforce workplace safety policies to decrease crashed caused by distracted driving including policies to ban text messaging while driving–
   a. Company-owned or –rented vehicles, or Government-owned, leased or rented vehicles; or
   b. Privately-owned when on official Government business or when performing any work on or behalf of the Government.

2. Conduct workplace safety initiatives in a manner commensurate with the size of the business, such as –
   a. Establishment of new rules and programs or re-evaluation of existing programs to prohibit text messaging while driving; and

b. Education, awareness, and other outreach to employees about the safety risks associated with texting while driving.

Environmental Impact

The Governor's Representative for Highway Safety has reviewed the State's Fiscal Year highway safety planning document and hereby declares that no significant environmental impact will result from implementing this Highway Safety Plan. If, under a future revision, this Plan will be modified in such a manner that a project would be instituted that could affect environmental quality to the extent that a review and statement would be necessary, this office is prepared to take the action necessary to comply with the National Environmental Policy Act of 1969 (42 USC 4321 et seq.) and the implementing regulations of the Council on Environmental Quality (40 CFR Parts 1500-1517).

Oregon General Grant Regulations

Any federal funds committed shall be subject to the continuation of funds made available to TSD by the National Highway Traffic Safety Administration (NHTSA) and the Federal Highway Administration (FHWA) by statute or administrative action. Projects are funded for the federal fiscal year, which is October 1 through September 30 or the state fiscal year, which is July 1 through June 30. Typical grants are for one year but may be continued for up to two additional years. Public information and education projects are continued indefinitely.

The grantee shall ensure compliance with 49 CFR Part 18.42 which addresses retention and access requirements for grant-related records. The State, the federal grantor agency and the Comptroller General of the United States, or any of their authorized representatives, shall have the right of access to any books, documents, papers or other records of the grantee which are pertinent to the grant. These records must be retained for a period of six years starting on the date the grantee submits its final request for reimbursement for this grant.

Any obligation of grant funds extends only to those costs incurred by the grantee after "Authorization to Proceed" for the particular part of the program involving costs.

Grant funds shall not be used for activities previously carried out with the grantee's own resources (supplanting).

Income earned through services conducted through the project should be used to offset the cost of the project and be included in the Budget and Cost Summary.

The grantee shall ensure that all grant-related expenditures are included as a part of entity-wide audits conducted in accordance with the Single Audit Act of 1984 (31 USC 7561-7). The grantee shall provide TSD a copy of all Single Audit Reports covering the time period of the grant award as soon as they become available. Federal funds received have the following Catalog of Federal Domestic Assistance (CFDA) numbers: 20.205, Highway Planning and Construction, 20.600, State and Community Highway Safety; 20.601, Alcohol Impaired Driving Countermeasures Incentive Grants; 20.602, Occupant Protection Incentive Grants; 20.608, Minimum Penalties for Repeat Offenders for Driving While Intoxicated; 20.609, Safety Belt Performance Grants; 20.610, State Traffic Safety Information System Improvement Grants; 20.611, Incentive Grant Program to Prohibit Racial Profiling; 20.612, Incentive Grant Program to Increase Motorcyclist Safety; and 20.613, Child Safety and Child Booster Seats Incentive Grants.

The grantee shall reimburse TSD within 30 days for any ineligible or unauthorized expenditures as determined by a state or federal review for which grant funds have been claimed and payment received.

The grantee, its subcontractors, if any, and all employers working under this agreement are subject employers under the Oregon Workers' Compensation Law and shall comply with ORS 656.017, which requires them to provide workers' compensation coverage for all their subject workers.

The grantee shall make purchases of any equipment, materials, or services pursuant to this Agreement under procedures consistent with those outlined in ORS Chapter 279A, 279B and 279C; the Attorney General Model Procurement Rules, OAR Chapter 137, Divisions 46, 47, 48 and 49, as may have been modified by a contracting agency pursuant to ORS 279A.065. [The Oregon Department of Administrative Services Administrative Rules (Oregon Administrative Rules, Chapter 125: and Oregon State Law, ORS Chapter 279)].

The grantee shall defend, save and hold harmless the State of Oregon, including the Oregon Transportation Commission, the Oregon Transportation Safety Committee, the Department of Transportation, the Transportation Safety Division, and their members, officers, agents, and employees from all claims, suits, or actions of whatever nature arising out of the performance of this Agreement, except for claims arising out of the negligent acts or omissions of the State of Oregon, its employees, or representatives. This provision is subject to the limitations, if applicable, set forth in Article XI, Section 10 of the Oregon Constitution and in the Oregon Tort Claims Act, ORS 30.260 to 30.300.

Project Director's Responsibilities

The Project Director is responsible for fulfilling this Agreement and establishing and maintaining procedures that will ensure the effective administration of the project objectives. The Project Director shall:

1. Establish or use an accounting system that conforms to generally accepted accounting principles, and ensure that source documents are developed which will reliably account for the funds expended.

2. Maintain copies of job descriptions and resumes of persons hired for all project-related positions which are funded at 0.25 FTE or more.

3. Maintain records showing actual hours utilized in project-related activity by all grant-funded personnel and by all other staff personnel or volunteers whose time is used as in-kind match.

4. Complete a Quarterly Highway Safety Project Report. Each report must be signed by the Project Director or the Designated Alternate, and submitted to TSD by the tenth of the month following the close of each calendar quarter for the duration of the grant period. The Designated Alternate is an individual who is given the authority to sign Quarterly Highway Safety Project Reports for the Project Director, in the event he/she is unable to sign due to circumstances beyond his/her control.

5. Submit a Claim for Reimbursement within 35 days of the end of the calendar quarter in which expenses were incurred, using the form provided by TSD as follows:
   a. Copies of invoices and/or receipts for all specified items must be submitted to TSD upon request with the Claim for Reimbursement;
   b. claims may be submitted monthly, and must be submitted at least quarterly; and,
   c. claims must be signed by the Project Director or the Designated Alternate (duplicated signatures will not be accepted).

6. Prepare a Project Directors Final Evaluation Report in accordance with the Evaluation Plan described in the grant document. The report will be no more than ten pages and will include the following elements:
   a. A summary of the project including problems addressed, objectives, major activities, and accomplishments as they relate to the objectives;
   b. a summary of the costs of the project including amount paid by TSD, funded agency, other agencies, and private sources. The amount of volunteer time should be identified;
   c. discussion of implementation process so that other agencies implementing similar projects can learn from your experiences; What went as planned? What didn't work as expected? What important elements made the project successful or not as successful as expected?
   d. responses to Evaluation Questions. List each question and answer (refer to Data Table); and,
   e. completed Data Table.

The Project Director's Final Evaluation Report must be submitted within 35 days following the last day of the grant period.

Project Revision

1. Any proposed changes in the project objectives, key project personnel, time period, budget, or mailing address must be requested in writing, and receive approval by TSD. A Grant Adjustment Form will be signed by both TSD and the grantee.

2. Any time extension in the project period must be requested at least six weeks prior to the end of the project period and approved by the federal grantor agency if the end of federal fiscal year is involved.

Contracts and Other Service Agreements

1. Any contracts or other service agreements that are entered into by the grantee as part of this project shall be reviewed and approved by TSD to determine whether the work to be accomplished is consistent with the objectives of the project, and whether the provisions of paragraphs 2 through 4 of this section are considered.

2. All contracts awarded by the grantee shall include the provision that any subcontracts include all provisions stated in this section or the provision that no subcontracts shall be awarded.

3. The grantee shall ensure that each contractor adhere to applicable requirements established for the grant and that each contract include provisions for the following:
   a. Administrative, contractual, or legal remedies in instances where contractors violate or breach contract terms, and provide for such sanctions and penalties as may be appropriate;
   b. mandatory standards and policies relating to energy efficiency which are contained in the state energy conservation plan issued in compliance with the Energy Policy and Conservation Act (PL 94-163);
   c. access by the grantee, the state, the federal grantor agency, the Comptroller General of the United States, or any of their duly authorized representatives, to any books, documents, papers, and records of the contractor which are directly pertinent to that specific contract, for the purpose of making audit, examination, excerpts, and transcriptions. Grantees shall require contractors to maintain all required records for three years after grantees make final payments and all other pending matters are closed;
   d. notice of grantor agency requirements and regulations pertaining to reporting, requirements and regulations pertaining to patent rights with respect to any discovery or invention which arises or is developed in the course of or under such contract, and requirements and regulations pertaining to copyrights and rights in data.

4. Where applicable, contracts shall include the following provisions:
   a. Termination for cause and for convenience by the grantee including the manner by which it will be effected and the basis for the settlement (Contracts in excess of $10,000);

b. Compliance with Executive Order 11246 of September 24, 1965 entitled "Equal Employment Opportunity," as amended by Executive Order 11375 of October 13, 1967 and supplemented in Dept. of Labor regulations (41 CFR Part 60) (Contracts in excess of $10,000);
c. Compliance with sections 103 and 107 of the Contract Work Hours and Safety Standards Act (40 USC 327-330) as supplemented by Dept. of Labor regulations (29 CFR Part 5) (Contracts in excess of $2,500);
d. Bidders, proposers, and applicants must certify that neither they nor their principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participating in this transaction by any federal agency or department (Contracts in excess of $25,000).

Travel

1. The grantee shall keep a record of all significant travel. In-state trips outside the grantee's jurisdiction should be summarized on Quarterly Highway Safety Project Reports.

2. All out-of-state travel must be pre-approved by TSD. To receive authorization, the trip must be detailed on the project budget or requested in a grant adjustment. Reports on out-of-state trips shall be summarized on Quarterly Highway Safety Program Report.

3. Reimbursement will only be authorized for travel of persons employed by the grantee in project-related activities unless prior written approval is granted by TSD.

Development of Printed or Production Materials

1. The grantee shall provide TSD with draft copies of all materials developed using grant funds. TSD may suggest revisions and must approve production.

2. All brochures; course, workshop and conference announcements; and other materials that are developed and/or printed using grant funds shall include a statement crediting TSD and federal participation.

3. Materials produced through this project shall be provided to TSD for its use and distribution and may not be sold for profit by either the grantee or any other party.

Equipment Purchased with Grant Funds

1. A Residual Value Agreement shall be completed and submitted to TSD if grant funds are used in whole or in part to acquire any single item equipment costing $5,000 or more or at TSD discretion. A copy of the original vendor's invoice indicating quantity, description, manufacturer's identification number and cost of each item will be attached to the signed agreement. All equipment should be identified with a property identification number.

2. All material and equipment purchased shall be produced in the United States in accordance with Section 165 of the Surface Transportation Assistance Act of 1982 (Pub. L. 97-424; 96 Stat. 2097) unless the Secretary of Transportation has determined under Section 165 that it is appropriate to waive this agreement.

3. Material and equipment shall be used in the program or activity for which it was acquired as long as needed, whether or not the project continues to be supported by grant funds. Ownership of equipment acquired with grant funds shall be vested with the grantee. Costs incurred for maintenance, repairs, updating, or support of such equipment shall be borne by the grantee.

4. If any material or equipment ceases to be used in project activities, the grantee agrees to promptly notify TSD. In such event, TSD may direct the grantee to transfer, return, keep, or otherwise dispose of the equipment.

Termination

1. TSD may terminate this Agreement for convenience in whole or in part whenever:
   a. The requisite state and/or federal funding becomes unavailable through failure of appropriation or otherwise; or,
   b. The requisite local funding to continue this project becomes unavailable to grantee; or,
   c. Both parties agree that continuation of the project would not produce results commensurate with the further expenditure of funds.

2. TSD may, by written notice to grantee, terminate this Agreement for any of the following reasons:
   a. The grantee takes any action pertaining to this Agreement without the approval of TSD and which under the provisions of this agreement would have required the approval of TSD; or,
   b. The commencement, prosecution, or timely completion of the project by grantee is, for any reason, rendered improbable, impossible, or illegal; or,
   c. The grantee is in default under any provision of this Agreement.

Conditions of Project Approval

Actions taken by the Oregon Transportation Safety Committee, if any, regarding conditions under which this project is approved are given in the Conditions of Approval. The grantee agrees to follow these conditions in implementing the project.

Contract Provisions and Signatures

It is understood and agreed that the grantee shall comply with all federal, state, and local laws, regulations, or ordinances applicable to this agreement and that this Agreement is contingent upon grantee complying with such requirements.

This Agreement shall be executed by those officials authorized to execute this Agreement on the grantee's behalf. In the event grantee's governing body delegates signature of the Agreement, grantee shall attach to this Agreement a copy of the motion or resolution which authorizes said officials to execute this Agreement, and shall also certify its authenticity.

OREGON DEPARTMENT OF TRANSPORTATION
Transportation Safety Division

Reports And Claims Due Dates

Project No.: K9-13-54-03 COP

Project Title: Corvallis Police eCitation and eCrash Project

Calendar: FEDERAL FISCAL YEAR 2013 **Grant Year:** 2013

Reports/Claims	Due Dates
First Quarter (October 01 - December 31)	
~~Claims for Reimbursement~~	~~Tuesday, February 5, 2013~~
Second Quarter (January 01 - March 31)	
Claims for Reimbursement	Sunday, May 5, 2013
Third Quarter (April 01 - June 30)	
Claims for Reimbursement	Monday, August 5, 2013
Fourth Quarter (July 01 - September 30)	
Claims for Reimbursement	Tuesday, November 5, 2013
Project Evaluation Report	
Evaluation Report Due	Tuesday, November 5, 2013
Claims for Reimbursement	
Final Claims	Tuesday, November 5, 2013

The undersigned agree that the information included above has been reviewed and the required due dates and final deadlines are understood.

Project Director's Name: Capt. Dave Henslee

Project Director's Signature: [signature] **Date:** 02/19/13

Agreements and Assurances

Project Director:

Dave Henslee, Captain

Signature

02/19/13

Date

Designated Alternate:

Jonathan Sassaman, Chief

Signature

2-19-13

Date

Authorizing Government Official:

Jonathan Sassaman, Chief

Signature

2-19-13

Date

Authorizing Government Official:

James A. Patterson, City Manager

Signature

Date

TO BE COMPLETED BY TSD

Project No.: K9-13-54-03 COP

Title: Corvallis Police eCitation and eCrash Project

OTC approval date:	August 16, 2012
Total project cost:	$157,009
TSD grant funds:	$142,212
All matching funds:	$14,797
Matching source(s):	Cash Match

Authority to approve modifications to this agreement is delegated to the Transportation Safety Division grant manager.

Manager, Transportation Safety Division Oregon Department of Transportation

7/22/13

Date

MEMORANDUM

CORVALLIS
ENHANCING COMMUNITY LIVABILITY
PARKS & RECREATION

To: Mayor and City Council
From: Karen Emery, Director Parks and Recreation Department
Jackie Rochefort, Park Planner
Date: March 18, 2013
Subject: Local Share Funds Grant Application Request

Issue:
The Parks and Recreation Department is interested in applying for grant funding through the State Parks and Recreation 2013 Local Share Fund. The application process requires City Council to authorize the application for the grant.

Discussion:
Arnold Park has been identified as in need for rehabilitation and has been in CIP for many years. Lack of funding has caused this project to be delayed several times. The project is in CIP for FY 12/13 with identified funds coming from a 50% match between City funds and grant funds. Through the CIP process, the Parks, Natural Areas and Recreation Board has acknowledged that this park is in need of rehabilitation due to its aging equipment, deteriorating pathway, and growing neighborhood. The project cost is budgeted at $121,000 with funding from either Parks and Recreation Funds or SDC funds, coupled with matching grand funds.

Many parks are in need of rehabilitation; however, due to the aging park equipment, Arnold Park became a high priority.

Recommendation:
To authorize application to the State Parks and Recreation 2013 Local Share Fund grant process to fund the Arnold Park Improvement Project

Review and Concur:

James A. Patterson, City Manager

Nancy Brewer, Finance Director

RESOLUTION 2013-

Minutes of the March 18, 2013 Corvallis City Council meeting, continued.

A resolution submitted by Councilor _____.

WHEREAS, the Oregon Parks and Recreation Department is accepting applications for the Local Government Grant Program; and

WHEREAS, the Corvallis Parks and Recreation Department desires to participate in this grant program to the greatest extent possible as a means of providing needed park and recreation improvements; and

WHEREAS, Arnold Park Play Structure and ADA Surfacing has been identified as a high priority need in the Capital Improvement Projects process; and

WHEREAS, Corvallis Parks and Recreation Department has available matching funds to fulfill its share of obligation related to this grant application should the grant funds be awarded; and

WHEREAS, Corvallis Parks and Recreation Department will provide adequate funding for on-going operations and maintenance of this park and recreation facility should the grant funds be awarded.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF CORVALLIS RESOLVES

> Council supports the submittal of a grant application to the Oregon Parks and Recreation Department for the rehabilitation of Arnold Park.

_____

Councilor

Upon motion duly made and seconded, the foregoing resolution was adopted, and the Mayor thereupon declared said resolution to be adopted.

MEMORANDUM
March 5, 2013

To: Mayor and City Council

From: Mary Steckel, Public Works Director

Subject: Oregon Department of Energy's Energy Incentive Program Grant Application

Issue:
The City of Corvallis Public Works Department is proposing to submit an application to the Oregon Department of Energy's Energy Incentive Program. It would be submitted for 2013 cycle of program funding in the amount of $35,000. City Council action is required to complete the application process. The application is due on March 25, 2013.

Background:
The City is requesting State funding assistance of $35,000 to help cover the initial capital cost of a 28 kW hydro-electric generation system at the Rock Creek water treatment plant. The total capital cost of the system along with fish passage mitigation is estimated to be $170,000 to $190,000. The system would produce approximately 80% of the electricity currently being used by the water treatment plant. The Energy Incentive Program is replacing the old Business Energy Tax Credit (BETC) program and now provides upfront cash grants that are awarded on a competitive basis. This is the second year of the program.

Discussion:
To apply for this grant, the City Council must approve a resolution that:

1. Grants authority to the City Manager to enter into an agreement with the Oregon Department of Energy;
2. Expresses support from the City Council for the application;
3. Shows the capability of the City of Corvallis to fulfill its responsibilities in completing this project; and
4. Shows that the City will strive to meet established deadlines for entering into an agreement with the Oregon Department of Energy.

Recommendation:
Staff recommends that the City Council adopt the attached resolution.

Reviewed and concur:

James A. Patterson, City Manager

Nancy Brewer, Finance Director

Attachment

RESOLUTION 2013-

A resolution submitted by Councilor _____.

Minutes of the meeting of March 18, 2013

WHEREAS, the City of Corvallis has applied for a grant in the amount of $35,000 from the Oregon Department of Energy under their Energy Incentive Program, and;

WHEREAS, the grant application process requires an Official Resolution;

WHEREAS, the City supports the efforts outlined in the grant application;

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF CORVALLIS RESOLVES to grant authority to the City Manager to enter into an agreement with the Oregon Department of Energy, to support the grant application submitted by the City of Corvallis to help fund the Rock Creek hydro-electric generation project.

_____

Councilor

Upon motion duly made and seconded, the foregoing resolution was adopted and the Mayor thereupon declared said resolution to be adopted.

LINN/BENTON COUNTIES
OREGON STATE LEGISLATURE

RECEIVED
FEB 28 2013
CITY MANAGERS
OFFICE

BETSY CLOSE
OREGON STATE SENATOR
DISTRICT 8

February 19, 2013

Mayor Julie Manning
501 SW Madison Ave
PO Box 1083
Corvallis OR 97339

Dear Mayor Manning:

Congratulations on the "Corvallis Collaboration" project between Oregon State University and the City of Corvallis. It is good to see both the city and campus communities working so closely together to find and recommend solutions to better the lives of all Corvallis citizens. I commend you on your efforts.

If I can assist in anyway, please feel free to contact my office.

Best Regards,

Senator Betsy Close
District 8

Office Address: 900 Court St. NE, S-303, Salem, OR 97301
Phone: (503) 986-1708 - Email: sen.betsyclose@state.or.us

Collaboration Corvallis
Steering Committee Meeting Agenda
March 18, 2013
2:30-5:00pm
Downtown Fire Station
400 NW Harrison Boulevard

I. Call To Order

II. Opening Remarks – President Ray and Mayor Manning

III. Review of November 29, 2012, Meeting Summary Notes

IV. Brief Overview of Work Group Recommendations

V. Public Comment Opportunity **
(*Oral testimony may be limited to no more than three minutes*)

VI. Project Management Update

a. Tentative April 11, 2013, Steering Committee Meeting

b. City/OSU Staff Involvement

c. Work Group Summaries

d. Overview of Recommendation Matrices

VII. Selections for Recommendation Consent Agenda

VIII. Workgroup Strategy Recommendations

a. Neighborhood Planning

b. Parking and Traffic

c. Neighborhood Livability

IX. Spring Work Group Meeting Schedule and June Steering Committee Meeting

X. Other Business

XI. Adjournment

**Written testimony can be submitted via email addressed to pm.corvallis.osu@gmail.com, or mailed to Community Development Dept., City of Corvallis, PO Box 1039, 500 SW Madison Avenue, Corvallis, OR 97339

COLLABORATION CORVALLIS
STEERING COMMITTEE MEETING SUMMARY
November 29, 2012

Present

Julie Manning, Mayor, Co-Chair
Ed Ray, President, OSU, Co-Chair
Hal Brauner, Councilor, Ward 9
Roen Hogg, Councilor, Ward 2
Jay Dixon, Benton County Commissioner
Jim Patterson, City Manager
Mark McCambridge, Vice President for Finance and Administration, OSU
Steve Clark, Vice President for University Relations and Marketing, OSU
Jock Mills, Director of Government Relations, OSU
Patricia Daniels, Community volunteer
Jim Moorefield, Executive Director, Willamette Neighborhood Housing Services
Dolf Devos, President and Principal, Investors Property Management Group
Dan Schwab, Director of Student Conduct and Community Standards, OSU
Amelia Harris, President, ASOSU
Lexie Merrill, Director Community Resources, ASOSU
Keturah Taylor, Interfraternity Council

Staff

Eric Adams, Project Manager
Ken Gibb, Community Development Director
David Dodson, Senior Planner, OSU
Terry Nix, Recorder

SUMMARY OF DISCUSSION

	Agenda Item	Summary of Recommendations/Actions
I.	Call to Order	
II.	Opening Remarks - President Ray & Mayor Manning	
III.	Review of August 13, 2012, Meeting Summary Notes	Approved as presented.
IV.	Public Comment Opportunity	
V.	Project Management Update a. City/OSU Staff Involvement b. Workgroup Meeting Overview c. Benton County Strategic Prevention Framework Update	
VI.	Workgroup Strategy Recommendations a. Neighborhood Livability b. Neighborhood Planning c. Parking and Traffic	Accept the recommendations of the workgroups with the exception of Neighborhood Livability's recommendation #1 which will be returned to that workgroup for further development.
VII.	Winter Workgroup Meeting Schedule	
VIII.	Scheduling of Next Meeting and Workgroup Social	The next meeting will be in February, date TBD
IX.	Other Business	
X.	Adjournment	The meeting was adjourned at 7:10 p.m.

CONTENT OF DISCUSSION

I. CALL TO ORDER: Mayor Manning called the meeting to order at 5:00 p.m.

II. OPENING REMARKS – PRESIDENT RAY AND MAYOR MANNING

Mayor Manning drew attention to a letter in meeting packets from herself to the Sigma Alpha Epsilon Fraternity, commending them for the leadership and service shown through their post-game neighborhood clean-up activity following home football games. She said this service project is a wonderful example of students being part of the community and working to make it an even better place to live.

Mayor Manning acknowledged the tremendous amount of work done by the workgroups since the last Steering Committee meeting and their very thoughtful recommendations.

OSU President Ray added his appreciation to the workgroup members. He said that a number of thoughtful recommendations have been brought forward including recommendations to the university about how housing issues might be addressed; the advice is right on the mark and it is welcomed.

President Ray said he appreciates the Mayor's acknowledgment of the SAE Fraternity's efforts; this is a reminder that the overwhelming majority of students are wonderful contributors to our community. With the policy requiring freshmen to live on campus, the challenge is whether there is a way to allow even freshmen to have a fraternity experience of the kind that we would like them to have and in a way that does not impose unreasonable costs or risks to the university.

President Ray suggested that, at the next meeting in February, all of the workgroup recommendations come forward in a matrix which identifies the potential actions, responsible parties, timelines, expected outcomes, and resource requirements for each. He thinks that progress can be made on many of the recommendations by doing things differently or intelligently redirecting existing resources, and not necessarily identifying more resources.

III. REVIEW OF AUGUST 13, 2012, MEETING SUMMARY NOTES

MOTION: Ms. Daniels moved to approve the August 13 meeting summary notes as presented. Mr. Clark seconded the motion and it **passed** unanimously.

IV. PUBLIC COMMENT OPPORTUNITY

Kent Daniels said he is a landlord and he urged the Neighborhood Livability Workgroup to consider the Housing Code and regular enforcement of that Code. He noted the workgroup recommendation to increase the number of police officers to a standard comparable to other university communities, and he urged that the group be very careful with such recommendation. He said we are dealing with social and behavioral issues and he would like to look for ways to solve the problems other than hiring some of the most expensive public employees. He expressed concern about shrinking City resources and about prioritizing one City service over another.

Betty Griffiths submitted and read a written statement (Attachment A). She encouraged the Steering Committee to send the recommendation from the Neighborhood Livability Workgroup to "…increase the number of sworn officers employed with the Corvallis Police Department to be consistent with other university communities that have a total population comparable to that of Corvallis" back to the workgroup for further exploration. Her concerns are detailed in the attachment.

Tom Jensen referred to the three workgroups and said that both the university and the City have groups that cover those topics in their areas of control and jurisdiction. A lot of the work of these groups could be completed by replacing them with representatives from the City and the university who would communicate each entity's plans and desires. For the most part, the recommendations being considered tonight are covered by policies that already exist and simply need to be enforced. Brief discussion followed.

V. PROJECT MANAGEMENT UPDATE

City/OSU Staff Involvement

Project Manager Eric Adams expressed appreciation to members of City and OSU staffs for their continuing assistance.

Workgroup Meeting Overview

Mr. Adams said the three workgroups have met twice a month for the last several months. The Neighborhood Livability Workgroup has focused on potential amendments to the Municipal Code and the Student Code of Conduct, Police Department staffing, and the potential benefits of a property maintenance and rental licensing code. The Parking and Traffic Workgroup has focused on the transit system, the interrelationship between CTS and the OSU shuttle and opportunities for better optimizing and coordinating those systems; they are now working through the process of establishing an assessment matrix to help determine strategies moving forward. The Neighborhood Planning Workgroup has focused on how to best provide student housing both on and off-campus, the interrelationship within the neighborhoods, and provision of student housing on campus; the group is now working on neighborhood design standards to provide housing for all segments of the community.

Mr. Adams said the Neighborhood Planning Workgroup feels it has fully addressed Objective 3 and has touched on Objective 2 with the recommendations; the group will continue to work on Objective 2 and address Objective 1 over the coming months. The Parking and Traffic Workgroup has fully addressed Objectives 1, 2 and 4; Objectives 3 and 5 will be addressed through a broad set of recommendations that will come forward in February. The Neighborhood Livability Workgroup feels that Objective 2 has been fully addressed, Objectives 1 and 3 have been responded to partially with additional work yet to be done, and Objectives 4 and 5 will be addressed over the coming months.

Benton County Strategic Prevention Framework Update

Mr. Adams said the project team continues to coordinate with staff from the Benton County Strategic Prevention Framework. He invited Kelly Locey and Lydia Riley to speak about opportunities to help achieve common goals between the two projects. Ms. Locey said the BCSPF project comes from a grant received about a year ago to look at

reducing excessive underage and binge drinking among 18 to 25 year olds in Benton County. The first steps included a needs assessment and convening of an advisory group to review the data and help determine activities going forward. The following have been identified as areas of potential collaboration with this group:

1) A social host ordinance: Literature provided in meeting packets explains the concept and how it can be valuable in reducing underage drinking.
2) An off-campus living guide: One concept discussed is a City/OSU webpage that provides a one-stop resource for students.
3) Connection with Dr. Bob Saltz of the Safer California Universities project.

In response to inquiries, Ms. Locey and Ms. Riley provided additional information about the Safer California Universities project and the qualifications of Dr. Saltz.

VI. WORKGROUP STRATEGY RECOMMENDATIONS

Mayor Manning suggested that the Steering Committee consider the recommendations from each workgroup as a set, pulling any items that need additional consideration. There was general agreement with the proposed process.

Neighborhood Livability Workgroup

Mr. Schwab reviewed the recommendations as detailed in the written report.

The following comments were made with regard to recommendation #1, that the City place a priority on increasing the number of sworn officers to be consistent with other university communities with comparable populations:

- The recommendation could offer more clarity if the intent is to increase effectiveness of enforcement.
- The recommendation should address implementation and resource needs.
- There have been concerns raised about budgetary implications and potential impacts on other City services.
- Several members suggested this item be sent back to the workgroup for additional work.

MOTION: Ms. Daniels moved to accept the recommendations from the Neighborhood Livability Workgroup with the exception of #1. Mr. Clark seconded the motion.

Mayor Manning clarified that accepting the recommendations keeps them in play. Some would move forward to the City Council or university for consideration and others would continue to be fine-tuned by the workgroups and brought back in February.

Ms. Harris said she feels uncomfortable having the Student Code of Conduct enforced off-campus.

The motion **passed** by a majority vote with Mr. Devos, Ms. Harris, Ms. Merrill, and Ms. Taylor voting no.

MOTION: Mr. Clark moved to send recommendation #1 back to the workgroup for further development. Mr. Patterson seconded the motion and it **passed** unanimously.

Neighborhood Planning Workgroup

Ms. Daniels reviewed the recommendations as detailed in the written report and brief discussion followed.

Councilor Brauner referred to the recommendation to potentially exempt multifamily affordable housing development from parking requirements for four- and five-bedroom units; he can only support this if the record is clear that it applies only to federally subsidized housing. Ms. Daniels noted that the direction to staff on this issue would come from the City Council.

MOTION: Mr. Brauner moved to accept the recommendations from the Neighborhood Planning Workgroup. The motion was seconded and **passed** unanimously.

Traffic and Parking Workgroup

Mr. Clark reviewed the recommendations as detailed in the written materials and brief discussion followed.

MOTION: Mr. Dixon moved to accept the recommendations from the Parking and Traffic Workgroup. The motion was seconded and **passed** unanimously.

VII. WINTER WORKGROUP MEETING SCHEDULE

Mr. Adams said that each of the workgroups will continue to meet twice a month. Items under consideration will include parking districts, a property maintenance and rental licensing code, and an effort to develop recommendations regarding neighborhood design standards. Each of these issues will include at least one public outreach meeting and public input received will factor into any recommendations coming forward.

VIII. SCHEDULING OF NEXT MEETING AND WORKGROUP SOCIAL

The next meeting of the Steering Committee will be held in February, 2013, date to be determined. In response to a suggestion from Mr. Adams, it was agreed to invite all workgroup members to a social following the meeting.

President Ray again requested that the recommendations come forward in a matrix which evolves over time to show the status of each. Mr. Adams said the project management team agrees with that approach.

IX. OTHER BUSINESS

Mayor Manning called attention to a draft off-campus living guide that has been prepared in response to a previous workgroup recommendation. She thanked Mr. Clark and Mr. Schwab for their work on this effort.

X. ADJOURNMENT: The meeting was adjourned at 7:10 p.m.

TO: Collaboration Corvallis
Steering Committee

CC: Eric Adams

From: Betty Griffiths

Date: November 29, 2012

I am a member of the Neighborhood Planning Work Group, but I am here today representing myself and no other groups. I really appreciate all of the work that has gone into the recommendations before you today, the work of the staff, and your work in reviewing these many recommendations. I am in favor of most of the recommendations with the understanding that many of them need further work by OSU and city staff in the months to come.

However, I encourage you to send the first recommendation from the Neighborhood Livability Workgroup to "…increase the number of sworn officers employed with the Corvallis Police Department to be consistent with other university communities that have a total population comparable to that of Corvallis" back to the work group for further exploration. While there may be a need for an increase in our City Police force, I believe that this recommendation requires further investigation and work on the part of the livability workgroup. Some of my concerns about this recommendation and the reasons that I believe it needs further work are:

- Just comparing cities on number of officers based on a simple population ratio does not give a complete picture of the need. We should also look at other factors such as the location of the cities, the housing situations, poverty rates, proportion of students and permanent residents and actual crime rate comparisons.
- The workgroup heard only from the Corvallis Police Department on this issue and not from other law enforcement agencies in the area or from other perspectives
- We need information on the effectiveness of increasing the police numbers with other strategies. Does this really have an impact on the situation?
- Do we have data from the comparator cities that indicates that having a larger police force is an effective tool for dealing with student issues in the neighborhoods?
- Who is going to pay for this potential large increase in the city expenses, when we already have a severe short fall in revenues from property taxes? If we have a large increase in one department, then other property tax funded services such as fire, parks and recreation, development services and the library will suffer.
- We have a very efficient and effective police force and I understand that they have felt that they are understaffed for years, just as our other city departments have felt. However, we have not seen data to support the need other than population ratio data. In the city survey the majority of the residents answered that they felt safe in our community.
- We need to have an opportunity to have the other set of recommendations implemented from this and other work groups to determine the effectiveness of these strategies before we add additional costs to the overburdened city budget.

- For instance, the livability work group should look at strategies to utilize any increase in police. 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 need does not help. They will just get absorbed in to 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. This strategy needs to be considered by the workgroup.

Thank you again for the work you are accomplishing on this important project and for taking my testimony.

MEMORANDUM

TO: **Collaboration Corvallis Steering Committee**

FROM: **Eric Adams, Project Manager**

DATE: **March 13, 2013**

SUBJECT: **Requested Recommendation Tracking Matrix**

In response to requests made by the Steering Committee at its November 29, 2012, meeting, attached to this memorandum are two matrices summarizing the recommendations that have been accepted by the Steering Committee to date.

The first, entitled "Collaboration Corvallis Workgroup Recommendation Summary", provides the full text of each recommendation in relation to the corresponding Scope of Work objectives. The second, entitled "Collaboration Corvallis Workgroup Recommendation Dispostion", provides greater detail on the cost, implementation time frame, magnitude of difficulty, and implementation status of each recommendation.

Both matrices will be expanded to include any new recommendations accepted by the Steering Committee at the March 18, 2013, meeting.

Collaboration Corvallis Workgroup Recommendation Summary

Workgroup	Scope of Work Objectives	Recommendations	Expected Outcomes
Neighborhood Livability	1. Create a sustainable program to mitigate issues associated with having a large student population within neighborhoods. a. Develop livability standards that can be used as a guide for municipal code enactment and OSU Student Conduct standards.	1. Production and distribution of an "Off-campus Living Guide" modeled after similar documents in use at Michigan State University, Colorado State University, the University of Florida, the University Colorado Boulder, and the University of California at Davis.	Increased awareness of information essential for OSU students to successfully transition to living off-campus.
		2. The Corvallis Police Department, Oregon State Police, and the Oregon State University Office of Public Safety should find new and improved ways to collaborate in order to decrease incident response times, and increase law enforcement presence in the neighborhoods near Oregon State University.	Increased efficiencies in providing consistent community policing and proactive education on local and state laws that address alcohol use, nuisances and disorderly conduct, and other factors affecting neighborhood livability.
		3. The Corvallis Police Department no longer issue warnings for Special Response Notices (SRN), but issue the citation upon the first response instance instead.	In comparison to 2011 totals, a substantial Increase in number of SRNs issued between September and June, resulting in fewer calls for service related to disruptive social gatherings, excessive noise, etc.
		4. Oregon State University should amend the Student Code of Conduct to clearly state that the Student Code of Conduct applies to behavior occurring off campus in the Corvallis community. The University should proactively notify students of the aforementioned change.	Increased awareness by OSU students that the Code of Conduct applies to behavior that occurs off-campus, and that the possible sanctions can be imposed in response to incidents that occur off-campus. This knowledge is anticipated to act as a deterrent of behaviors that impact neighborhood livability.
		5. Oregon State University should increase staffing in the Office of Student Conduct and Community Standards to allow for effective enforcement of the Student Code of Conduct against behavior occurring off-campus. It is estimated that it would require an additional two FTE's to accomplish effective off-campus enforcement.	More effective management of off-campus student conduct; including expanded education programs and more efficient implementation of corrective response.
		6. Oregon State University and the City of Corvallis should establish and maintain membership in the International Town Gown Association; and Oregon State University and the City of Corvallis should send delegates to the next annual International Town Gown Association conference.	Improved access to national research on policies and programs designed to improve the social relationships between a university and its host community.

Workgroup	Scope of Work Objectives	Recommendations	Expected Outcomes
Neighborhood Livability (cont.)	1. Create a sustainable program to mitigate issues associated with having a large student population within neighborhoods. a. Develop livability standards that can be used as a guide for municipal code enactment and OSU Student Conduct standards.(cont.)	7. Oregon State University and the City of Corvallis should commit resources necessary to fund Dr. Robert Saltz to provide Oregon State University and the City of Corvallis consultation on best practices for enforcement of underage drinking laws and nuisance statutes. Following the Safer California Universities Project guidelines developed by Dr. Saltz, the Neighborhood Livability Workgroup recommends that the Corvallis Police Department and the Oregon State Police perform targeted, publicized, enhanced enforcement weekends.	Through partnering with the Benton County Strategic Prevention Framework, development of strategies that would be applied community-wide to decrease existing rates of underage and high-risk drinking. This would include the creation of strategy effectiveness metrics that would be periodically measured.
	2. Prepare associated municipal code amendments and student conduct standards and move them through the enactment process.	1. The Neighborhood Livability Workgroup recommends that the City of Corvallis amend Municipal Code Section 5.03.040.010.02 as follows, which would impose minimum fines that are consistent with Oregon Revised Statue section 471.410.	Increasing the existing minimum monetary penalties for providing alcohol to a minor to be consistent with State law is expected to serve as a better deterrent of this behavior than existing minimum fines.
		2. The City of Corvallis should amend Corvallis Municipal Code section 5.03.040.010.10 to be consistent with the attached model Social Host ordinance (see Nov. 26, 2012, memo to Steering Committee). The provisions that impose an escalating fine schedule for repeat offenses, and that clearly state each person who contributes to a violation of the ordinance is subject to the associated penalties are critical for addressing neighborhood livability concerns. It is concurrently recommended that the Corvallis Police Department respond to calls for Social Host violations as a top priority call.	Revising the existing Corvallis Municipal Code Section 5.03.040.010.10, as described, is expected to serve as a better deterrent of this behavior than existing penalties. It should be noted, however, that consistent police response to suspected Social Host violations as a top priority call will likely require an increase in the number of sworn officers employed by the Corvallis Police Department.

Workgroup	Scope of Work Objectives	Recommendations	Expected Outcomes
Neighborhood Livability (cont.)	2. Prepare associated municipal code amendments and student conduct standards and move them through the enactment process. (cont.)	3. The City of Corvallis Police Department should continue to monitor the effectiveness of the Special Response Notice (SRN) ordinance and recent decisions to impose SRN cost recovery fees more frequently rather than informal "warnings", and continue to share citation reports with the Oregon State University Office of Student Conduct and Community Standards. It is further recommended that, before November 2013, the Corvallis Police Department assess whether the perception of improved neighborhood livability conditions exists in those areas of the city currently experiencing frequent disturbances from social gatherings, and consider the potential effectiveness of increasing the existing SRN 30-day probation period and increasing the fees and/or fines currently imposed through the ordinance.	By November 2013, a determination of whether modifications to the SRN ordinance are necessary to improve neighborhood livability. If modifications are required, it is anticipated that implementation would require up to six months.
		4. The Corvallis City Council should direct Community Development Department staff to devise a plan that facilitates effective and consistent enforcement of Corvallis Municipal Code Section 6.10.040.040(6).	Creation of an accurate physical survey of existing gravel parking areas that would be used to enforce against the creation of additional gravel parking areas, as prohibited by Corvallis Municipal Code Section 6.10.040.040(6).
		5. The City of Corvallis should amend Corvallis Municipal Code Section 4.01.070 by removing the words "promptly" and "before it becomes offensive", and revise the associated language so it is clear and objective.	Increased ease of enforcing Corvallis Municipal Code 4.01.070, making the regulation more effective at controlling the improper management of refuse on private property.
Neighborhood Planning	2. Review current development standards, and identify potential measures that would minimize potential impact from the creation of high density housing in or near lower density residential areas.	1. In order to encourage affordable housing built specifically for low-income residents, who typically have lesser needs for parking, the City Council should direct City Planning staff to develop Land Development Code language that would exempt multifamily affordable housing development, defined as units made available for rent or purchase by households at or below 60 percent of the Area Median Income, from the parking requirements for four- and five-bedroom units.	Removal of a potential disincentive for developing additional housing in Corvallis consistent with Federal regulations pertaining to affordable housing for low-income individuals and families.

Workgroup	Scope of Work Objectives	Recommendations	Expected Outcomes
Neighborhood Planning (cont.)	2. Review current development standards, and identify potential measures that would minimize potential impact from the creation of high density housing in or near lower density residential areas. (cont.)	2. The definition of "Family" contained in Chapter 1.6 of the Corvallis Land Development Code should be amended to include the term "domestic partnership", and be inserted after the word "marriage" as it appears in the current definition.	Clarification that the term "Family" includes domestic partnerships.
		3. A definition for the term "Residential Home" should be added to Land Development Code Chapter 1.6, and that the term be added to the existing list of residential use classifications contained in Chapter 3.0. The language for each should be consistent with the definition provided in Oregon Revised Statute Section 197.600(2).	Clarification that a "Residential Home", as defined in Oregon Revised Statute Section 197.600(2), is a permitted use.
		4. The off-street parking standards in Land Development Code Section 4.1.30 should be amended to address duplex, attached, and multi-family dwellings with more than three bedrooms. Units with four bedrooms should require the provision of 3.5 parking spaces, and units with five bedrooms should require 4.5 parking spaces. Similar adjustments to standards for on-site bicycle parking should also be made.	Revising the Land Development Code to include parking standards for multi-family units with four or five bedrooms is expected to reduce the potential for additional neighborhood parking impacts, as well as promote infill development that is more compatible with existing neighborhoods.
	3. Review opportunities to provide housing for OSU students that are compatible within the community. a. Evaluate ways to increase on-campus housing, such as on-campus living requirements, public-private partnerships, etc. b. Consider the merits and means to incentivize off-campus housing in preferred target areas such as downtown Corvallis, greenfield sites, etc.	1. OSU should strive to increase the percentage of undergraduate students living on campus through means such as entering into public-private partnerships to develop housing that is closer to market rates, and developing housing that is attractive to upper division students and allows more independence and autonomy for students. New housing should be designed so students don't have to bring cars to campus and reserves land for future housing demand. Based on a review of on-campus housing supply at comparator institutions identified by OSU in its Strategic Plan, as well as consideration of other factors, it is recommended that 28-30 percent of OSU undergraduate students are able to live on campus by 2019.	Provision of on-campus housing for up to an additional nine percent of the undergraduate student population. Based on data available in the 2011 Housing Study commissioned by University Housing & Dining Services and the number of new multi-family units permitted by the City of Corvallis as of June 2012, the rental housing vacancy rate is expected to increase to roughly 4-5 percent if 28 percent of the undergraduate student population lives on campus. This additional amount of housing on campus would minimize pressure on existing neighborhoods surrounding the OSU campus to accommodate increased student housing.

Workgroup	Scope of Work Objectives	Recommendations	Expected Outcomes
Neighborhood Planning (cont.)	3. Review opportunities to provide housing for OSU students that are compatible within the community. a. Evaluate ways to increase on-campus housing, such as on-campus living requirements, public-private partnerships, etc. b. Consider the merits and means to incentivize off-campus housing in preferred target areas such as downtown Corvallis, greenfield sites, etc. (cont.)	2. OSU should include in their Campus Master Plan a chapter on student housing that sets goals, objectives, and targets for the percentage of students living on campus, and incorporates the land use planning necessary to achieve those goals, objectives, and targets. Goals should include providing housing on campus for a minimum percentage of students physically enrolled at the Corvallis campus. A determination of the minimum percentage should consider the potential impacts of OSU's enrollment growth on neighborhoods surrounding the campus that could be mitigated through on-campus housing. To the extent practicable, the Campus Master Plan should designate preferred sites to accommodate housing for the minimum percentage of students, which will provide greater assurances to University Housing & Dining Services and prospective development partners that land is available for this purpose.	Greater focus through the Campus Master Plan on how and where additional on-campus student housing can be accommodated. The recommended range of 28-30 percent of undergraduate students being able to live on campus should be used as a benchmark for updates to the Campus Master Plan. Identification of specific sites for new housing is expected to facilitate University Housing & Dining Services' efforts to plan new housing facilities.
		3. OSU place a priority on exploring the use of Public/Private Partnerships and other options that would facilitate development of an innovative on-campus village-style housing project for students, faculty, and staff. Elements for OSU to consider as part of such a project include: (see Nov. 26, 2012, memo to Steering Committee).	Strategic consideration of the use of Public/Private Partnerships to deliver new housing on campus for students, faculty, and staff in combination with retail space and recreational facilities; similar to the West Village project in Davis, California.

Workgroup	Scope of Work Objectives	Recommendations	Expected Outcomes
Parking and Traffic	3. Find opportunities to better manage traffic volumes and parking impacts within study area.	1. Increased marketing and educational outreach for existing transportation demand management resources. • Increasing awareness of Corvallis Transit System (CTS) routes that directly serve the OSU campus and target areas of Corvallis with high OSU student, faculty, and staff residency. • OSU should develop and distribute educational literature to new and returning students about the trade-offs of bringing a car to Corvallis. OSU increase publicity of its existing rideshare program, which is implemented through the Office of Sustainability in partnership with Cascades West Rideshare and the "Drive Less. *Connect*." program.	Within the OSU campus population, increased awareness of the availability and effectiveness of alternate transportation modes that could replace trips made via single occupancy vehicles. See the Aug. 8, 2012, memorandum to the Steering Committee for more information.
		2. Fully fund the on-campus bike-share program currently under development by the OSU Student Sustainability Initiative (SSI) and the Department of Recreational Sports (DRS) that would be available to OSU students, faculty, and staff. (See Aug. 8, 2012, memo to the Steering Committee for more details.)	Expansion of the existing bike rental fleet that is available to OSU students, faculty, and staff, which would increase options for traveling by bike to and from campus on a regular basis, or as needed.
		3. Install wayfinding signage at State Highway 34 bypass intersection to encourage parking at Reser Stadium and the 26th Street parking garage on campus.	Increased awareness by individuals who commute to the OSU campus on State HWY 34 of on-campus parking options. Redirection of trips to the south side of the OSU campus and away from residential neighborhoods along the north boundary that are currently experiencing parking impacts.

Workgroup	Scope of Work Objectives	Recommendations	Expected Outcomes
Parking and Traffic (cont.)	3. Find opportunities to better manage traffic volumes and parking impacts within study area (cont.)	4. In order to promote full utilization of available parking on the Oregon State University campus, including under-utilized parking facilities on the east side of campus, at Reser Stadium and in the Gill Coliseum Garage, OSU should undertake full consideration and the implementation in Fall 2013 of a variable pricing on-campus parking program that would create higher parking permit fees for parking in the campus core and in parking lots near the north campus border and lesser parking permit fees in lots at Reser Stadium, other identified lesser-used parking lots and the Gill Coliseum garage.	Increased utilization of on-campus parking facilities such as the parking lots near Reser Stadium and the parking garage near Gill Coliseum, which regularly have utilization rates of less than 25 percent. Decreasing the price for parking in areas further away from the core of campus is also intended to function in tandem with expanded neighborhood parking management off campus to further encourage increased utilization of on-campus parking facilities.
	4. Leverage transit system and OSU shuttle as much possible	1. Annual OSU contribution of an additional $30,000 to fund CTS service expansions for Routes 5, 6, and C1. (See Aug. 8, 2012, memo to the Steering Committee for more details).	Increased transit ridership on key routes that are heavily used by OSU students, faculty, and staff. Projected ridership increases for the identified service expansions totaled approximately 11,000 trips annually.
		2. Improved schedule and route coordination between CTS and OSU Shuttle.	Reduce the number of single occupant commuter trips to the OSU campus occurring at peak travel times, but also improve service levels for students, faculty, and staff who must travel to and from campus multiple times each day. It will be necessary for staff from the City of Corvallis and OSU's Transit and Parking Services to review the existing routes and schedules to identify opportunities for improving service coordination. Such discussions might also include the logistics of implementing a seamless GPS-based transit vehicle tracking system, which is a new management tool both entities are currently considering independently.

Workgroup	Scope of Work Objectives	Recommendations	Expected Outcomes
Parking and Traffic (cont.)	4. Leverage transit system and OSU shuttle as much possible (cont.)	3. The mission of the OSU Shuttle should be immediately redefined to emphasize transit services between on-campus parking facilities on the fringe of campus, future transit hubs serving CTS and the OSU Shuttle, and service to a handful of core campus destinations.	The OSU shuttle provides a critical service for transporting students, faculty, and staff between the campus core and outlying areas. Its ability to operate efficiently is anticipated to become even more important to facilitate changes in on-campus parking management. Reinforcing the mission of the shuttle to focus on these duties is expected to help minimize traffic and parking impacts in neighborhoods surrounding campus.
		4. The OSU-Shuttle should fully implement a GPS positioning system (VIS) for its buses and actively promote public use of mobile applications that provide shuttle users "real-time" information on the location and time at which the shuttle will arrive. It is strongly encouraged that the GPS tracking system compliment and be compatible with GPS tracking information generated by similar systems implemented in the future for the Corvallis Transit System.	Implementation of VIS is expected to improve shuttle ridership due to the ability for riders to more accurately plan trips by having access to real-time data on the shuttle's location and projected time of arrival at each stop. These benefits are expected to be even more significant if the system is coordinated with a VIS implemented for the Corvallis Transit System.
		5. The City of Corvallis should implement a fully operational GPS system for its buses by September 2013, and actively promote the use of mobile applications that provide CTS users "real-time" information on the location and time in which CTS service will arrive.	Implementation of VIS is expected to improve CTS ridership due to the ability for riders to more accurately plan trips by having access to real-time data on the shuttle's location and projected time of arrival at each stop. These benefits are expected to be even more significant if the system is coordinated with a VIS implemented for the OSU Shuttle.
		6. The city of Corvallis should adopt; fully fund; and implement a transit marketing and communications plan for CTS that targets at least a 20 percent increase in transit ridership and frequency among residents and employees working within two miles of the OSU campus. This program will be conducted to complement efforts to reduce the impacts of traffic and parking associated with the growth of OSU campus, LBCC Benton Center and employment in the downtown.	As articulated in the recommendation, the marketing and communications plan is expected to generate at least a 20 percent increase in transit ridership. The actual period of time over which this increase occurs was not specified, but should be set by City staff in order to compel adjustments to marketing strategies if ridership gains are not occurring at a significant rate.

Workgroup	Scope of Work Objectives	Recommendations	Expected Outcomes
Parking and Traffic (cont.)	4. Leverage transit system and OSU shuttle as much possible (cont.)	7. A funding agreement should be reached by April 30, 2013 between the cities of Corvallis and Albany, the counties of Linn and Benton, Oregon State University, LBCC and other partners to at least sustain, if not grow, current transit service levels provided by the Linn-Benton Loop.	Sustained service of the Linn-Benton Loop bus routes, which serve commuters who regularly travel between Albany, Corvallis, OSU, and LBCC is expected to help maintain, if not decrease, the number of single occupancy vehicle trips made daily between these destinations.
		8. A historical evaluation and full understanding should be provided related to the 2004 OSU Campus Master Plan commitment that calls upon Oregon State University to fully fund expansion of CTS service as necessitated by OSU growth. The city of Corvallis and OSU should undertake discussions to mutually agree on a defined process and outcomes by which any future transit funding commitments are made by -- or requested of -- the University.	A review of the commitment made in the OSU Campus Master Plan to fund OSU-related CTS service expansions is expected to give both organizations the opportunity to establish a specific and detailed agreement for how, to what extent, and when such funding contributions shall be made.
		9. The city of Corvallis, along with Oregon State University and other regional transit providers should undertake a study to consider the development of a transit hub/transit center located on or adjacent to the OSU Campus. The objectives of this study would be to determine: the cost of creating such a transit hub; whether such a hub would promote – and to what degree -- increased use of transit services provided by CTS and other regional providers; whether such a hub would more effectively connect and serve the OSU campus and LBCC's Benton Center by transit; whether such a hub would link well to OSU Shuttle service serving campus destinations; variable funding sources for such a hub; and what measurements for expanding transit service to the proposed hub would be utilized. This study would be completed by Aug. 1, 2013.	The expected recommendation outcomes are articulated in its language.

Workgroup	Scope of Work Objectives	Recommendations	Expected Outcomes
Parking and Traffic (cont.)	4. Leverage transit system and OSU shuttle as much possible (cont.)	10. The city of Corvallis and Oregon State University should undertake a communications, marketing and public engagement campaign to promote alternative modes of safe travel within targeted residential areas that are within two miles of the core of the University campus. The purpose of this campaign would be to promote the recommendations presented by the workgroup to the Steering Committee for consideration at the November 29, 2012, meeting, as well as any subsequent recommendations regarding alternate transportation modes.	The expected recommendation outcomes are articulated in its language.

Collaboration Corvallis Workgroup Recommendation Disposition

Workgroup	Scope of Work Objective No. – Recommendation No. [1]	Organization(s) Responsible for Implementation	Anticipated Implementation Timeframe / Estimated Cost	Magnitude of Difficulty [2]	Implementation Status / Comments
Neighborhood Livability	No. 1-1 Off-campus Living Guide	Oregon State University • Office of Student Conduct and Community Standards • Division of University Relations and Marketing City of Corvallis • City Manager's Office	6 to 12 months. OSU used existing staff to update guide. OSU's cost to print is $2,200. Distributed beginning spring term 2013.	2	Final guide is complete and ready for printing. OSU Division of University Relations and Marketing is coordinating with Benton County Strategic Prevention Framework staff to obtaining funding for production. (12-21-12)
	No. 1-2 Corvallis Police Dept./Oregon State Police coordination	Oregon State University • Oregon State Police • University Office of Public Safety City of Corvallis • Police Department	Ongoing; however, initiation of discussions to explore opportunities for enhanced patrols on weekends should occur as soon as possible. Enhanced communication with City and Sheriff's office using existing OSP staff. Additional staffing necessary (each Sworn Officer @ $100,000)	Enhanced Communication: 1 Funding additional Sworn Staffing: 5 OSU: 2	CPD has worked with OSP/OSU and OSU Office of Student Conduct enhancing sharing of information beyond existing Mutual Aid agreements. Existing legal limits regarding jurisdiction and enforcement authorization remain. Enhanced patrols require additional officers. CPD and OSP coordinate patrols as appropriate based on known activity.
	No. 1-3 Eliminate Special Response Notice (SRN) "warnings"	City of Corvallis • Police Department	Immediate. We've implemented strict enforcement of SRN's and CNP's. (in-kind staffing/ moderate effort) Additional Sworn Staff: (each Sworn Officer @ $100,000)	Strict Enforcement: 3 Funding additional Sworn Staff: 5	Police Department has begun issuing SRNs consistent with this recommendation. However, it is anticipated that additional staffing will be necessary to sustain this practice long term. (12-21-12)
	No. 1-4 Amend Student Code of Conduct	Oregon State University • Office of Student Conduct and Community Standards	6 to 12 months. Requires OAR amendment that should be in effect by fall of 2013.	1	

NOTES: [1] Refer to accompanying recommendation summary for full text of each Scope of Work Objective and corresponding recommendations.
[2] Scale of 1-5, with 1 being "easiest" and 5 being "hardest."

Workgroup	Scope of Work Objective No. – Recommendation No. [1]	Organization(s) Responsible for Implementation	Anticipated Implementation Timeframe / Estimated Cost	Magnitude of Difficulty [2]	Implementation Status / Comments
Neighborhood Livability (cont.)	No. 1-5 Increase Student Conduct Staffing	Oregon State University • Office of Student Conduct and Community Standards	6 months. Anticipate 2.5 FTE at a cost of $220K.	3	Additional staffing has been authorized. Anticipate filling these new positions by summer 2013.
	No. 1-6 City/OSU ITGA Membership and Annual Conf.	Oregon State University • Office of the President City of Corvallis • City Manager's Office	3 to 6 months. Membership: $800 Annual Conf.: $2,000 per person; 1 staff member each from City and OSU	1	
	No. 1-7 Consult with Dr. Robert Saltz on California Safer Universities project	Oregon State University • Office of the President • Oregon State Police • University Office of Public Safety City of Corvallis • City Manager's Office • Police Department	3 to 6 months. Currently coordinating with Benton County Strategic Prevention Framework to pay costs for Dr. Saltz consultation. Dependent upon strategy development Recruitment to hire and realize effective tasks no less than 1 year. (In-kind staff/ Moderate effort) Additional Sworn Staff: (each Sworn Officer @ $100,000)	Consultation Planning and Coordination: 2 Recruitment & Hiring: 3 Funding additional Sworn Staff: 5	Staff from the Benton County Strategic Prevention Framework and Collaboration Corvallis have contacted Dr. Saltz to identify dates when he could attend meetings in Corvallis with relevant stakeholders, and begin an assessment of opportunities for implementing strategies utilized in the Safer California Universities project. It is currently anticipated that Dr. Saltz will visit Corvallis in April (3-1-13). Enhancing staffing to address underage drinking laws and nuisance statutes through a targeted and publicized campaign require additional staffing and/or officers on overtime.
	No. 2-1 Increase minimum fines for providing alcohol to minors	City of Corvallis • City Manager's Office • Police Department • City Attorney's Office	Spring 2013 (Target - end of March) (In-kind staff/ Moderate effort)	2	Staff is developing ordinance modification and reports for council consideration modifying fine amounts to be consistent with State Statute. (3-1-13)

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[2] Scale of 1-5, with 1 being "easiest" and 5 being "hardest."

Workgroup	Scope of Work Objective No. – Recommendation No. [1]	Organization(s) Responsible for Implementation	Anticipated Implementation Timeframe / Estimated Cost	Magnitude of Difficulty [2]	Implementation Status / Comments
Neighborhood Livability (cont.)	No. 2-2 Adopt specific elements of a Social Host Ord.	City of Corvallis • City Manager's Office • Police Department • City Attorney's Office	Assessment, decisions and ordinance modifications completed by Sept. 2013. (In-kind staff/ Moderate effort) Additional staffing necessary (each Sworn Officer @ $100,000)	Evaluate/Modify Ordinances: 3 Funding additional Sworn Staff: 5	Social Host ordinance overlaps existing ordinances. A comparative analysis is being conducted to determine if existing ordinances should be modified or updated. Existing ordinances address Alcohol offenses, SRN, CNP, Disturbance and noise issues. Increased investigatory requirements are counter-productive to enforcement efficiencies. Additional staff are needed to enforce at levels desired by the Livability work group. CPD will continue to triage and prioritize calls for service based on nature of call and staffing levels.
	No. 2-3 Monitor effectiveness of SRN ordinance; report by Nov. 2013	Oregon State University • Office of Student Conduct and Community Standards City of Corvallis • City Manager's Office • Police Department	SRN Ordinance modifications for initial response cost recovery is anticipated to be completed by Sept. 2013. (In-Kind staffing/ Moderate effort) Livability Conditions Survey – November 2013. Complete by February 2014 Cost - $5,000 (In-kind staffing/Moderate effort)	Evaluate/Modify Ordinance: 3 Livability Report: 4	Staff will begin to explore enhancing the SRN ordinance to recover initial response costs. Sharing of information with OSP/OSU and Office of Student Conduct has been improved and occurring now. We recommend the Work Group conduct a survey to assess livability conditions in November 2013. Extending the SRN Ordinance probation period beyond 30 days must consider fairness for residents who didn't live at the location yet are subject to a second response penalty. Preliminarily this may have legal challenges.

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Workgroup	Scope of Work Objective No. – Recommendation No. [1]	Organization(s) Responsible for Implementation	Anticipated Implementation Timeframe / Estimated Cost	Magnitude of Difficulty [2]	Implementation Status / Comments
Neighborhood Livability (cont.)	No. 2-4 Gravel parking area enforcement	City of Corvallis • Community Development Department	Completed by December 2013 $5,000 (In-kind staffing/Moderate effort)	3	Physical survey of existing gravel parking areas to create baseline.
	No. 2-5 Refuse disposal enforcement	City of Corvallis • Community Development Department	Completed by August 2013 (In-kind staffing/Moderate effort)	2	Change Municipal Code language to provide for easier enforcement.
Neighborhood Planning	No. 2-1 Affordable housing parking exemption	City of Corvallis • Community Development Department	December 2013 (In-kind staffing/Minimal effort)	2	Part of LDC Collaboration Package
	No. 2-2 Amend LDC def. of "family"	City of Corvallis • Community Development Department	December 2013 (In-kind staffing/Minimal effort)	2	Part of LDC Collaboration Package
	No. 2-3 Add LDC def. of "Residential Home"	City of Corvallis • Community Development Department	December 2013 (In-kind staffing/Minimal effort)	2	Part of LDC Collaboration Package
	No. 2-4 LDC parking standards for 4- and 5-bedroom units	City of Corvallis • Community Development Department	December 2012 (In-kind staffing/Major effort)	4	The City of Corvallis has completed the necessary public hearing process for the recommended Land Development Code amendments, and they were implemented as of December 2012. (12-21-12)

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[2] Scale of 1-5, with 1 being "easiest" and 5 being "hardest."

Workgroup	Scope of Work Objective No. – Recommendation No. [1]	Organization(s) Responsible for Implementation	Anticipated Implementation Timeframe / Estimated Cost	Magnitude of Difficulty [2]	Implementation Status / Comments
Neighborhood Planning (cont.)	No. 3-1 On-campus housing for 28-30% of undergrad students by 2019	Oregon State University • University Housing & Dining Services	6 years Growing from current 18% to 30% would be an increase of 3,187 students based on 2019 projected enrollment. Our planned new residence hall costs approximately $90K/bed. This will leave 2,858 left to grow by 2019. Using this cost/bed, OSU would need to spend approximately $257M to house to a total of 30% of undergraduates in 2019, using traditional bond financing methods. In addition to additional residence halls, growing to 30% would require an additional dining facility, which would cost approximately $12M. OSU will be constructing a new 324 bed residence hall in April, opening fall of 2014 at a cost of $30 million. Hard cost $21 million, soft cost plus fees $9 million.	Currently planned residence hall: 3 Plan for future publicly funded residence halls: 5	On-going investments are being made in existing inventory to improve quality of life while minimizing costs to residents. The New Student Residence Hall will begin construction in April 2013. See No. 3-3 for update on PPP that may be able to help address the objective of housing 30% of undergrads.
	No. 3-2 Housing chapter in Campus Master Plan	Oregon State University • Campus Planning	18-24 months. Housing will be addressed more thoroughly in the CMP update. No cost, as staffing and funding are already anticipated.	1	

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Workgroup	Scope of Work Objective No. – Recommendation No. [1]	Organization(s) Responsible for Implementation	Anticipated Implementation Timeframe / Estimated Cost	Magnitude of Difficulty [2]	Implementation Status / Comments
Neighborhood Planning (cont.)	No. 3-3 Public/Private Student Housing	Oregon State University	Timeframe: If project is feasible – 2 years for project completion. Cost associated with project delivery will be based on partnership agreement. In-kind staff / Major effort	Requires legal counsel involvement, market analysis, financial agreements. Requires significant planning and review at each stage: 3	UHDS has completed the first phase - Exploration of Interest: UHDS has developed a first draft of a Request for Proposal (RFP) as the second phase.
Parking and Traffic	No. 3-1 Increased TDM marketing	Oregon State University • Division of University Relations and Marketing • Campus Operations City of Corvallis • Public Works Department – Transportation Division	6 to 12 months. Beginning March, 2013, the OSU Sustainability Office and URM will be working collaboratively to increase TDM marketing. Specific costs need to be confirmed with Steve, but it would be reasonable to invest at least $1000 winter quarter and $3000 spring quarter. If City's assumption that OSU takes the lead is correct, the cost for the City would be characterized as minimal. OSU anticipates increased TDM marketing as early as this fall if tiered parking is implemented. $20,000 for marketing materials.	Difficulty of effort to increase marketing (City): 2 OSU: 3	Programs included will be the bike rental program, Drive Less Connect (carpool system), use of CTS and OSU Shuttle, and bicycle and pedestrian options. Methods will begin with print and social media, continued events targeting bicycle and pedestrian commuters and incentive/awards for those using alternatives to the single occupancy vehicle. Recommendations are targeted to the OSU campus population so assume OSU will take the lead. City will provide support/ information to OSU for their efforts on campus.

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Workgroup	Scope of Work Objective No. – Recommendation No. [1]	Organization(s) Responsible for Implementation	Anticipated Implementation Timeframe / Estimated Cost	Magnitude of Difficulty [2]	Implementation Status / Comments
Parking and Traffic (cont.)	No. 3-2 Fund on-campus bike share program	Oregon State University • Student Sustainability Initiative • Department of Recreational Sports • Campus Operations – Sustainability Program	Implemented Jan.7, 2013. Estimated startup costs (Brandon to confirm) were $3,840 with $2,000 coming from the Student Sustainability Initiative and $1,840 (of $4,000 max allocated) coming from the Collaboration via Steve Clark and Brandon Trelstad. Ongoing O&M costs will be covered by rental fees ($35/term, $10/week, $3/day) and Rec Sports.	2	Operated by Recreational Sports, the bike loan program began operation Jan.7,2013. As of early February, two of the 14 bikes in the fleet were rented. Additional marketing and outreach will occur over Feb. and Mar.2013. Website: http://oregonstate.edu/ssi/feature/20130113-osu-bike-loan-program Contact Brandon Trelstad for more info.
	No. 3-3 Parking wayfinding signage	Oregon State University	OSU to lead. 6-9 months. In kind – Major $10,000 for signage	OSU: 4 ODOT follows strict guidelines for signage on highways and this may not be a permitted use: 4	Oregon Department of Transportation controls signage on the State highway.
	No. 3-4 On-campus variable parking permit pricing	Oregon State University • Campus Operations – Transit & Parking Services	12 months. Cost – TBD	3	OSU intends to develop variable parking permit pricing with possibly a phased implementation to coincide with the City's execution of parking districts around campus. The first phase could be implemented by Fall 2013 .

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Workgroup	Scope of Work Objective No. – Recommendation No. [1]	Organization(s) Responsible for Implementation	Anticipated Implementation Timeframe / Estimated Cost	Magnitude of Difficulty [2]	Implementation Status / Comments
Parking and Traffic (cont.)	No. 4-1 OSU funding for expanded CTS service	Oregon State University • Division of University Relations and Marketing City of Corvallis • Public Works Department – Transportation Division	Routes implemented September 2012 Cost: $22,880 No specific agreements in place for FY14.	Difficulty of effort to expand operations: 2	The service expansions have been operational since the end of September 2012. The recommendations and expected outcomes may need to be refined as a result of discussions between OSU and the City on this item. OSU has committed to fund additional runs on three CTS routes (5, 6, and C1) for one year only (i.e. FY 12-13). The funding amount is $22,880. OSU and the City of Corvallis are finalizing an intergovernmental agreement for one year of funding support for the additional runs. A commitment beyond that one year has not been determined. Based on the previous ridership of the affected routes, a more realistic target for the expected outcome is 8,500 trips (not 11,000)

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Workgroup	Scope of Work Objective No. – Recommendation No. [1]	Organization(s) Responsible for Implementation	Anticipated Implementation Timeframe / Estimated Cost	Magnitude of Difficulty [2]	Implementation Status / Comments
Parking and Traffic (cont.)	No. 4-2 Improved CTS/OSU Shuttle coordination	Oregon State University • Campus Operations City of Corvallis • Public Works Department – Transportation Division	3 to 6 months. (depending on when work completed to set shuttle purpose and schedule) For City, cost is mainly in staff time and is expected to be moderate. OSU – In-kind / Moderate effort	Provided coordination of systems will actually result in expected outcomes (i.e., shuttle is best suited for getting folks around campus from south and west parking areas; CTS is best suited for getting folks to the north and middle of campus. May not be much overlap of riders: 3	Potential for coordination will depend on whether there is overlapping purpose between the two transit systems, on what is the proposed shuttle schedule, and on the specific shuttle route times and stop locations. First meeting to took place in early February 2013. Follow-up work assigned and next meeting to be scheduled by OSU in early March. OSU has implemented GPS units on campus shuttles. City to implement GPS by fall of 2013.
	No. 4-3 OSU Shuttle emphasis as transport between campus fringe and core	Oregon State University • Campus Operations – Transit & Parking Services	OSU - This should be completed by a transit specialist at $10,000 - $15,000; 3-6 months. OSU will need one to two more shuttles that are ADA accessible at $100K each. OSU will need additional drivers from First Student at a cost of $X.	OSU: 3	

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Workgroup	Scope of Work Objective No. – Recommendation No. [1]	Organization(s) Responsible for Implementation	Anticipated Implementation Timeframe / Estimated Cost	Magnitude of Difficulty [2]	Implementation Status / Comments
Parking and Traffic (cont.)	No. 4-4 OSU Shuttle implement Vehicle Info Service	Oregon State University • Campus Operations – Transit & Parking Services	3 to 6 months. OSU has implemented a GPS shuttle tracking system the initial cost for the equipment was $900 and the recurring subscription costs are $85 per month per bus. To fully implement the system we will need to update signage at all of the shuttle stop locations. Estimated cost for signage updates is approximately $250 per sign location, anticipating 12 to 15 signs. This could be completed during the summer.	2	Transit & Parking Services staff initiated a VIS trial run in Nov. 2012 and intended to continue the test for several months to determine how to best configure the system. Final purchase and implementation is expected before the Fall 2013 term. (12-21-12)
	No. 4-5 CTS implement Vehicle Info Service	City of Corvallis • Public Works Department – Transportation Division	September 2013 Part of a $500,000 project	Significant workload to review proposals, secure vendor, configure and install product, and work through bugs: 4	Request for Proposals for VIS system to be published in February 2013. Expected Outcomes text “the shuttle’s location” should be replaced with “bus locations”.

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Workgroup	Scope of Work Objective No. – Recommendation No. [1]	Organization(s) Responsible for Implementation	Anticipated Implementation Timeframe / Estimated Cost	Magnitude of Difficulty [2]	Implementation Status / Comments
Parking and Traffic (cont.)	No. 4-6 City implement CTS Marketing Plan	City of Corvallis • Public Works Department – Transportation Division • Oregon State University -- Division of University Relations and Marketing	12 to 18 months. September 2014 $20,000	No CTS staff capacity or expertise: 5	The recommendation would ideally reflect a joint effort between the City and OSU to develop a marketing plan. CTS does not have the staff capacity or expertise to do this work. City to work with OSU Marketing resources to develop a plan to make progress toward the objectives. OSU has initiated a first meeting. After discussion with staff, a more realistic percentage of increased ridership in both the Recommendations and Expected Outcomes section would be 10% (vs. current 20%)
	No. 4-7 City/OSU funding for Linn-Benton Loop	City of Corvallis City of Albany Oregon State University Linn-Benton Community College Benton County Linn County	May 2013 About $210,000 needed to make up lost revenue sources for the Loop Negotiations between City of Albany (who runs the Loop) and other partners is complete for FY14 funding amounts. OSU agreed to $102,000 for FY14, a significant increase above the current FY13 funding level of $81,900 Corvallis contribution proposed to increase from ~$20k to $125k, which means $100k reduction for CTS service	Difficulty to establish 'fair' funding model among partners and to reallocate scarce funds from each agency's current services to Loop (City): 3 OSU: 2	Historical ridership statistics show 70% associated with either OSU or LBCC. All partner organizations listed have been meeting throughout the winter to discuss possible funding models. A final proposal is being reviewed for approval. No additional support from OSU has been requested for the Loop for FY13. OSU has agreed to the increase noted to the left for FY14. Please contact Brandon Trelstad for more info.

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Workgroup	Scope of Work Objective No. – Recommendation No. [1]	Organization(s) Responsible for Implementation	Anticipated Implementation Timeframe / Estimated Cost	Magnitude of Difficulty [2]	Implementation Status / Comments
Parking and Traffic (cont.)	No. 4-8 Evaluate OSU commitment for CTS funding	Oregon State University • Division of Finance and Administration City of Corvallis • City Manager's Office • Public Works Department – Transportation Division • Community Development Department	6 months. To be discussed.	OSU: 2	As noted above, there is an agreement nearly final for supplemental funding for additional runs during FY13, but no commitments have been made for FY14.
	No. 4-9 Evaluate need for on-campus transit hub	Oregon State University Linn-Benton Community College City of Corvallis Corvallis Area Metropolitan Planning Organization	Study completed by July 2014 Cost to support MPO planning effort is major.	Significant work to evaluate need, determine location(s) and perform cost/benefit analysis: 5	City met with OSU in early February 2013. City sought MPO planning support and project is included in MPO proposed work plan for FY 13-14. More realistic schedule is July 2014.
	No. 4-10 Marketing to promote alternate modes of safe travel	Oregon State University • Division of University Relations and Marketing • Campus Operations City of Corvallis • City Manager's Office • Police Department • Public Works Department	July 2014 Cost for City is moderate	Develop, implement, and manage a campaign with constrained staff resources: 4	Objective appears to be to market the changes made as a result of the Collaboration process; therefore timeframe moved to after an expected implementation of the feasible recommendations. City staff will provide support to OSU.

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MEMORANDUM

TO: **Collaboration Corvallis Steering Committee**

FROM: **Eric Adams, Project Manager**

DATE: **March 13, 2013**

SUBJECT: **Third Round of Work Group Recommendations**

Provided below is the third round of recommendations that have been developed by each of the three Collaboration Corvallis work groups directly in response to the Scope of Work objectives.

I. Neighborhood Livability Workgroup Recommendations

Scope of Work Objective 1 – Create a sustainable program to mitigate issues associated with having a large student population within neighborhoods

a. **Develop livability standards that can be used as a guide for municipal code enactment and OSU Student Conduct standards**

Recommendations

1. **In order to allow the Corvallis Police Department to return to a Community Policing model that emphasizes cost-effective education and outreach strategies designed to proactively address community livability; to facilitate more consistent and effective enforcement of existing and proposed Corvallis Municipal Code regulations regarding nuisances, disorderly conduct, vandalism, and alcohol violations; to improve the safety of both the community and police officers who respond to the community's calls for service; and to promote and sustain livable neighborhoods throughout Corvallis; the Neighborhood Livability Work Group recommends to the Collaboration Corvallis Steering Committee that the City of Corvallis establish a goal of increasing the ratio of sworn police officers from the current rate of 0.96 per 1,000 residents to 1.2 sworn officers per 1,000 residents.**

   Basis for Recommendation

   The work group has revisited its recommendation on the topic of police staffing levels, which was originally presented to the Steering Committee at its November 29, 2012, meeting, but

returned for further consideration. In particular, the Steering Committee requested that the work group:

- Investigate whether it would be possible to improve neighborhood livability through more efficient coordination of existing law enforcement staff of the Corvallis Police Department, Oregon State Police, and Benton County Sherriff;
- Consider opportunities for strategic enforcement of Municipal Code regulations that respond to high-profile neighborhood livability issues;
- Discuss whether expanding education and outreach programs might proactively address behavior that detracts from livable neighborhoods;
- Explore whether non-sworn OSU public safety officers or civilian patrols could help with off-campus community policing; and
- Consider additional work load and staffing issues that might impact the City of Corvallis Municipal Court, Benton County Jail, and District Attorney's Office.

Since the November 29, 2012, Steering Committee meeting, the following actions have occurred relative to the five requests noted above.

1. Improved coordination between the Corvallis Police Department, Oregon State Police, and OSU Office of Student Conduct and Community Standards has increased identification of OSU students charged with violations of Oregon law and/or the Corvallis Municipal Code, which instigates follow-up communications with those students by the OSU Office of Student Conduct and Community Standards.
2. The Corvallis Police Department began strictly enforcing the Special Response Notice ordinance, which requires payment of enforcement costs associated with subsequent responses to the same property within 30 days of an initial citation. Increasing and maintaining enforcement of this ordinance at current levels has caused some Corvallis Police Department officers to incur overtime because of existing staffing levels.
3. The City of Corvallis has tentatively been awarded a $142,000 state grant to implement an electronic citation system, which will significantly improve the efficiency of existing prosecution, data tracking, and administrative tasks completed by the Municipal Court and Police Department.
4. The Corvallis Police Department and Collaboration Corvallis project staff have conducted additional research on police staffing levels from comparator jurisdictions, and, to the extent possible, have taken the associated crime rates into consideration. Additional discussion of these comparators is provided below.
5. The Corvallis Police Department provided the work group with a detailed comparison of the city's total population, OSU's student population, total calls for service, and number of sworn officers for Fiscal Years 1991/1992 and 2011/2012. Fiscal Year 1991/1992 was the last year in which the sworn officer ratio was near 1.2 per 1,000 of total population. See Attachment A for more information.

6. The Corvallis Police Department discussed with the Municipal Court, District Attorney's Office, and Benton County Jail potential impacts to their work loads and staffing requirements if citation rates were increased as a result of a higher ratio of sworn officers. In general the Benton County Jail and District Attorney's Office noted they had been able to accommodate the rate of prosecutions when the Corvallis Police Department's sworn officer ratio was closer to 1.2 per 1,000 of total population, and anticipated being able to return to that same level of service if the current sworn officer ratio increased. They also noted that most citations issued by the Corvallis Police Department are prosecuted by the Corvallis Municipal Court, particularly those often related to neighborhood livability concerns. The Municipal Court anticipates that the new electronic citation system mentioned above will provide additional work load capacity that could accommodate an increased number of citations, assuming an increase occurred.
7. The Corvallis Police Department has had discussions with Collaboration Corvallis project staff, as well as staff from the Benton County Strategic Prevention Framework, concerning enforcement expectations related to recent recommendations to modify existing Municipal Code regulations dealing with alcohol violations. Forthcoming consultations with Dr. Robert Saltz of the Safer California Universities project, and the likelihood of recommendations to institute targeted enforcement and publication of enforcement outcomes, have also been discussed in light of existing staffing levels. Lastly, items related to education and outreach programs that are included with this most recent round of recommendations from the work group were reviewed for potential demands on current police staffing.
8. The Corvallis Police Department has provided the work group with a description of current cost containment initiatives, which include:
    - Reduced annual budget of $1,600 for volunteer crime prevention and similar community resource programs;
    - Continuation of "No Report Written" (O-6) call for service response, estimated to have saved approximately $294,000 in office time for 2012;
    - Continuation of the "CopLogic" online reporting system, estimated to have saved $33,950 in officer time for 2012; and
    - Phone-based reporting by non-sworn staff, estimated to have saved approximately $55,000 in officer time for 2012.

In addition to this information, the work group has also reviewed the following.

1. Statistical information on the percentage of calls for service logged in 2012 for each of the three Corvallis Police Department districts, as well as the corresponding percentages of total population. The Central District, which includes most of the Collaboration Corvallis Project Area is noted to have 32 percent of the city's population but generated 49 percent of the calls for service. See Attachment A.

2. The work group received a summary of findings from previously conducted surveys and staffing studies related to the community's perception of crime and safety (Attachment A). These include:

   - Results from the 2010, 2011, and 2012 City of Corvallis Citizen Attitude Survey, which show that the percentage of respondents who felt safe in their neighborhood or Downtown has decreased by 6 percent and 13 percent, respectively, over the last three years.
   - Findings from a 2011 International City Manager Association (ICMA) Survey, which identified "police services" as the only city service to be a "Corvallis Key Driver", a "National Key Driver", and a "Core Service." Key Drivers are those factors which have the greatest influence residents' opinions on quality of life.
   - A comparison of police staffing ratios for all Oregon jurisdictions that was completed in 2009 by the League of Oregon Cities. At that time, Corvallis had the fourth lowest ratio of all Oregon jurisdictions and the lowest ratio of all jurisdictions with a population of greater than 50,000 people. This information was considered as part of the work group's previous recommendation to increase police staffing to be consistent with other university communities.
   - Findings from a 2008 police staffing study conducted by Matrix Consulting Group, a national firm specializing in the assessment of municipal service provision, which based its recommendation that the City of Corvallis attain a sworn officer ratio of 1.2 per 1,000 of total population on then-current statistical rates for Part I, II, and III crimes, and not comparisons of total population. It also noted that the Corvallis community was prone to overestimating safety, partly due to changes in enforcement practices brought about by the "No Report Written" cost-savings measure described above. Additionally, the study concluded that the Corvallis Police Department had "*insufficient unobligated time for Community Policing*" efforts due to below-average staffing levels.
   - A comparison of the police staffing ratios from a random sample of 12 comparable university communities from across the country, which shows that Corvallis has the second lowest police staffing ratio (Attachment A).

     In addition to this information, Collaboration Corvallis project staff also analyzed the police staffing ratios and crime rates for all U.S. jurisdictions with a population between 53,000 and 60,000 people. Of the 83 cities, only 25 are home to a nationally accredited university, and only six of those have a total student enrollment of 20,000 or greater. Corvallis' police staffing ratio ranks second lowest among those cities with a university population of 20,000 or greater, and seventh lowest among all 83 cities.

     It is also worth noting that while the Uniform Crime Rate reported for Corvallis (33.2 per 1,000 in 2011) is consistent with the national average, it only captures Part I crimes, which include murders, rapes, robberies, assaults, burglaries, thefts, auto thefts, and arsons. Part II and Part III crimes, which include the spectrum of nuisance, vandalism, disorderly conduct, and alcohol violations that have become increasingly common in some neighborhoods near the OSU campus, are not

captured in the Uniform Crime Rate. Therefore, comparisons of the Uniform Crime Rate from other jurisdictions with similar populations may not be a valid metric for determining an appropriate sworn officer staffing ratio. For this reason, the study completed by Matrix Consulting is likely to be the most accurate indicator of an optimal sworn officer ratio for Corvallis.

3. As noted above, the Corvallis Police Department has instituted a "No Written Report" policy, or "O-6" response, for some calls for service as a means of responding to reduced budgets. In general, these types of calls are often related to Part II and Part III crimes, for which simply halting or disrupting a certain nuisance or disorderly behavior is the most that can be accomplished with current staffing levels. When a call for service is "O-6'd", no citations are issued, and no contact information is collected for future education and outreach. This enforcement approach has been described by the Police Department as "purely reactive triage", and is frequently applied to relatively low-level violations that have been documented to negatively impact neighborhood livability with increasing regularity. Over the last three years, the Corvallis Police Department has averaged roughly 12,000 "No Written Report" responses, which, for 2012, equates to approximately 44 percent of all calls for service. Given that the Central District is generating the highest percentage of calls for service, it is reasonable to conclude that neighborhoods within the Collaboration Corvallis Project Area are most impacted by this enforcement approach.

4. The City's land use planning and community visioning documents also speak to the importance and expectation of adequate public safety resources. The 2020 Vision Statement notes several relevant community characteristics, such as:

   - "a continued public safety commitment makes downtown a safe place at any time of day or night";
   - "OSU and Corvallis are active partners with a range of shared resources and cooperative agreements to support mutual interests in areas such as fire and police protection…"; and
   - "Corvallis residents determine livability by the quality of the schools, the safety and security of citizens and their property…"

   Additionally, policies 10.8.1 and 10.8.2 from the Corvallis Comprehensive Plan highlight the expectation of providing expanded public safety services as the city's population increases and desire for community policing, traffic and crime prevention grows. These expectations are reflected in Table 2.6-1 of Corvallis Land Development Code Chapter 2.6 – Annexations, through the inclusion of a sworn officer staffing ratio of 1.2 per 1,000 as a livability benchmark and possible criterion for determining whether to annex land into the city limits.

5. Finally, the work group has received commentary from the Corvallis Police Department that, given current staffing levels, it will not be possible to effectively implement many of the work group's recommendations concerning enforcement of certain Municipal Code ordinances, or consistently participate in education and outreach programs proposed in response to Scope of Work Objective 3. Based on research conducted as part of the

Collaboration Corvallis project, and by specific members of the work group, many of these strategies have been implemented in other university communities and were demonstrated to have significant positive impacts on neighborhood livability.

Given these considerations, the work group reiterates its conclusion that increasing the existing police staffing ratio to be consistent with and supportive of the community's own public safety goals is essential for promoting and sustaining livable neighborhoods.

Scope of Work Objective 3 – Develop a funding mechanism to support an enhanced code enforcement and student conduct program.

a. Create outreach and informational programs as key components of the new Program

At the outset of its efforts to address Scope of Work Objectives related to the Neighborhood Livability track, the work group articulated a set of 12 goals that has served as a guide for strategy development and assessment. The six following goals relate to Scope of Work Objective 3.

- Decrease the current amount of high risk drinking.
- Decrease the amount of junk/trash and vandalism.
- Identify resources necessary to establish and/or maintain efficient and effective responses to conduct issues.
- Increase prevention and education.
- Quiet, safe, and clean neighborhoods.
- Create a landlord training and accountability program.

These goals respond to testimony received by the work concerning property maintenance conditions and tenant conduct that can have negative impacts on neighborhood livability. Property maintenance concerns include excessive accumulation of debris and refuse, illegally parked vehicles, general deterioration of a dwelling's exterior (e.g., old paint, cracked and decaying siding, broken windows, unmaintained roofing, etc.), and lack of regular landscape maintenance, all of which can detract from the aesthetics of a neighborhood. Tenant behaviors related to frequent disruptive social gatherings, loud noise, and other forms of disorderly conduct were also repeatedly cited as adversely affecting neighborhood livability. In general, the complaints regarding these issues seemed to be associated with rental housing units more often than not. Of primary concern was a perception that rental property managers and landlords are either not aware of property maintenance issues and tenant behavior, or are not willing to address these issues in order to mitigate impacts on the surrounding neighborhood.

As part of its review of "best-practices" research compiled by Collaboration Corvallis project staff, the work group identified implementation of a Property Maintenance Code and Rental Housing Licensing program as a potential solution for these issues. Six public meetings were held on this concept to assess the effectiveness of similar programs implemented in other university jurisdictions, gain public input from a diverse set of stakeholders, and discuss the associated trade-offs and potential unintended

consequences. Through the course of receiving additional public testimony, the work group became aware of several concerns from local landlords and property managers concerning the equitability of such a program. The work group also gained a fuller understanding of the types of health and safety impacts to various segments of the community's rental housing tenants that can result from inadequate property maintenance practices.

The work group reviewed and considered the effectiveness of existing rental housing and property maintenance codes administered and enforced by the City of Corvallis. In general, the work group found that these existing codes and programs are inadequate to thoroughly address the spectrum of property maintenance issues impacting both tenants and neighborhood residents. Of particular concern was the need for increased staffing to more efficiently respond to a significant increase in code enforcement complaints. In 2012, more than 850 complaints were received by the City of Corvallis related to Land Development Code, Municipal Code, or Rental Housing Code regulations. Approximately 280 of those pertained to habitability issues, but only 170 could be addressed locally through the existing Rental Housing Code. Currently, there is a backlog of more than 600 code enforcement cases.

Another need identified by the work group was an increase in educational and outreach efforts to inform the community about opportunities for resolving property maintenance issues, as well as identify financial resources that might be available to prevent them from occurring. Several programs researched for this topic include a liaison who works to fulfill this need by facilitating communications between property owners, tenants, neighborhood residents, and local government staff. The City of Corvallis Housing Division staff are currently performing many of these tasks. However, the work group concluded that additional resources are necessary to respond to increasing needs within the community as rental housing becomes a greater portion of the overall housing supply.

Recommendations

1. **The Neighborhood Livability Work Group recommends to the Collaboration Corvallis Steering Committee that the City of Corvallis:**

    a. **Implement a Property Maintenance Code that applies to all properties;**

    b. **Create, through subsequent political process, an equitable funding structure that gives consideration to demands on the complaint-response system;**

    c. **Provide staffing commensurate with the requirements of the code; and**

    d. **Utilize culturally and linguistically appropriate education and outreach strategies to engage community stakeholders to better understand and reduce barriers to complaints**

Basis for Recommendation

Testimony to the Neighborhood Livability Work Group from community stakeholders and local experts has illuminated significant health, safety, and neighborhood livability concerns (e.g., overcrowding, mold, illegal housing units, inadequate exterior maintenance, and solid waste accumulation) that are not adequately addressed by existing, locally-enforced housing codes.

Testimony suggests that such conditions can be the result of tenant and/or landlord actions, and that impacts to neighborhood livability resulting from these conditions have increased over the past several years. In addition, testimony indicates that many community members do not utilize the current complaint-driven rental housing system due to fear of intimidation or eviction, language barriers, and/or lack of awareness.

A Property Maintenance Code (PMC), with adequate staffing and resources, would provide an important and immediate first step in addressing these concerns. Furthermore, culturally and linguistically appropriate, targeted education, outreach to and engagement with community stakeholders are essential in order to better understand and address barriers to the current complaint-driven system. A Neighborhood Liaison position has the potential to assist with these efforts. An equitable funding structure that gives consideration to resource demands on the complaint-response system should be determined by the City Council through subsequent political processes.

2. **The Neighborhood Livability Work Group recommends to the Collaboration Corvallis Steering Committee that the City of Corvallis utilize a progressive enforcement strategy as part of the process for resolving complaints related to habitability and livability codes.**

   Basis for Recommendation

   Testimony provided to the work group from the community (including students, at-large renters, landlords, property managers, and City of Corvallis staff) reflects a divided argument between two positions. Renters believe there is a need for additional property maintenance oversight while property managers and landlords disagree. It is estimated that 30% of the approximately 13,000 rental housing units in Corvallis are in need of some type of improvement to comply with locally enforced safe housing codes, Oregon Landlord/Tenant Law, or requirements addressed through a typical Property Maintenance Code. At present, City Code Enforcement Staff are faced with a backlog of over 600 complaints, approximately 75% of which are estimated to be related to rental housing, and 20% are estimated to be associated with property owners who have multiple complaints. The maximum civil penalty for failure to comply with a Notice and Order under the existing Rental Housing Code is $250 per day, while most violations of the Land Development Code are punishable by a maximum fine of $500 per day. Staffing limitations aside, the current code enforcement process does not include a progressive enforcement strategy with increasing fines for repeat violations, which, if adopted, could act to diminish the prevalence of livability and habitability issues currently impacting Corvallis neighborhoods; particularly those within the Collaboration Corvallis Project Area.

3. **The Neighborhood Livability Work Group recommends to the Collaboration Corvallis Steering Committee that the City of Corvallis:**

   a. **Support collaborative efforts to seek additional information and input from diverse stakeholders to develop additional programs and policies to address concerns raised, and**

b. **Review options for additional policies or programs needed to address housing conditions (e.g, a rental licensing program with mandatory inspections, a performance-based inspection model, an enhanced inspection model that focuses on problem areas and/or landlords, self-monitoring by property managers) within two years of implementing a Property Maintenance Code.**

Basis for Recommendation

A number of solutions, such as a rental housing licensing program with mandatory inspections, a performance-based inspection model, an enhanced inspection model that focuses on problem areas and/or landlords, and a system of self-monitoring by property managers, have been proposed as responses to livability concerns. However, the work group believes further investigation and consideration are needed before adopting any particular approach beyond implementation of a Property Maintenance Code. Although qualitative data concerning the conditions of housing stock and barriers to utilizing a complaint-driven system exist and warrant action, more comprehensive, quantitative data are needed to fully understand the scope of these issues.

Therefore, during the first two years of implementation of a Property Maintenance Code accompanied by increased staffing and community outreach, additional information should be collected on: benefits and gaps of the new Property Maintenance Code, conditions of local housing stock, dynamics related to a complaint-driven system, and potential programmatic solutions. Furthermore, during this period of assessment, opportunities exist for continuing to engage diverse community stakeholders (e.g., property owners, managers, and brokers; student groups; housing experts; City and County staff; cultural groups; and the faith community) through participatory public processes (e.g., public meetings, work groups, and/or a health impact assessment) to better understand current conditions and seek solutions.

A commitment to review the issue within two years of implementation provides time to observe the impact of the Property Maintenance Code, seek additional information, work collaboratively with community stakeholders, and ensures that the City is committed to addressing these concerns.

Scope of Work Objective 4 – Evaluate and implement opportunities to utilize students, peers, and neighborhood volunteers in outreach and informational programs

In order to respond to this Scope of Work Objective, the work group has reviewed education and outreach programs from several comparator universities that place an emphasis on assisting students as they transition to living in the community. Included in this review were programs from the following institutions:

- Cornell University
- Michigan State University
- Ohio State University
- Penn State University

- Purdue University
- Texas A&M University
- University of Arizona
- University of California at Davis
- University of Illinois
- University of Wisconsin

Recommendations

1. **The Work Group recommends to the Collaboration Corvallis Steering Committee that OSU, with assistance from the City of Corvallis, develop and provide orientation programs that prepare students for living off campus. Based on models from other universities that were research to develop this recommendation, the following elements should be included:**

    a. **Education on rental housing, including lease contracts and Oregon's landlord/tenant laws.**

    b. **Considerations for selecting roommates and managing household responsibilities.**

    c. **Process for initiating utilities and refuse collection services**

    d. **Education on city ordinances concerning on-street parking regulations, nuisance behaviors, noise, alcohol possession and consumption, and others.**

    e. **Awareness of neighborhood livability issues and effective ways to establish and maintain mutually respectful relationships with neighbors.**

    Assuming commensurate staff are available, it is further recommended that OSU and the City of Corvallis strive to implement a pilot program before the end of the Spring 2013 term.

    Basis for Recommendation

    Currently there is no organized orientation provided for students preparing or desiring to live off campus. Beginning Fall of 2013, all traditional freshman students are required to live on the OSU campus, which will provide focus opportunities for educating students on these matters before transitioning to off-campus housing.

    OSU and the City of Corvallis have knowledgeable and experienced personnel who could provide orientation and programming on how to live off campus in a manner that promotes and supports community livability.

2. **The Work Group recommends to the Collaboration Corvallis Steering Committee that the City of Corvallis identify and assign to a city department the responsibility of providing support to neighborhood associations and student living groups in coordination with OSU. The purpose of this recommendation is to:**

    a. **Improve and foster communication between neighborhood associations, the City of Corvallis, and OSU regarding neighborhood livability issues.**

b. **Assist neighborhood associations with identifying and securing resources that will improve and sustain their ability to manage neighborhood livability at the neighborhood level.**

c. **Provide neighborhood associations and student living groups with a central point of contact for future community initiatives related to improving and sustaining neighborhood livability.**

It is recommended that this strategy be implemented prior to Fall 2013.

Basis for Recommendation

The citizens of Corvallis living in close proximity to Oregon State University have raised significant concerns about neighborhood livability.

Best-practices in other university towns with effective education and outreach strategies include city government support of neighborhood associations and student living groups. This support might consist of providing staff assistance to facilitate constructive communication regarding livability issues between neighbors; developing neighborhood-specific livability goals and communication plans; and securing third party funding for initiatives that promote livable neighborhoods.

3. **The Work Group recommends to the Collaboration Corvallis Steering Committee that the City of Corvallis and OSU develop and implement a "Community/Neighborhood Welcome" program with assistance from neighborhood associations and other community stakeholders. The expected outcomes of this strategy include:**

   a. **Setting a positive tone at the beginning of each school year to encourage mutually respectful relationships between neighbors.**

   b. **Supporting related efforts to engage students with neighborhood livability education and outreach programs.**

   c. **Working to diminish hostility toward students that has grown in the community.**

   d. **Providing additional opportunities for community leaders to visibly engage in efforts to support livable neighborhoods.**

It is recommended that this strategy be implemented prior to Fall 2013.

Basis for Recommendation

Due to the concentration of rental housing units in neighborhoods surrounding the Oregon State University campus, many permanent residents and students who live in these areas are new neighbors to one another each year. This dynamic can become a disincentive for permanent residents and students to invest time to become acquainted and communicate openly about their respective neighborhood livability expectations. Several university communities researched for the purpose of devising effective education and outreach programs currently hold a "Welcome

Week". Anecdotal information suggests that these programs are an important aspect of supporting neighborhood livability.

4. **The Work Group recommends to the Collaboration Corvallis Steering Committee that Oregon State University and the City of Corvallis identify, coordinate, and make available to community members a mediation/conflict resolution service.**

   It is recommended that this strategy be implemented prior to Fall 2013.

   Basis for Recommendation

   Many times there are significant conflicts between neighbors that are difficult to resolve. Typical interventions might not always be successful.

   Professional mediation has proven to be a viable solution in many college town communities.

   A mediation organization and qualified personnel are located in the local community and are available to assist with dispute resolution. The availability of these resources could be coordinated through new staff in the OSU Office of Student Conduct and Community Standards, who might also be certified mediators.

II. Neighborhood Planning Workgroup Recommendations

Scope of Work Objective 2 – Review current development standards, and identify potential measures that would minimize potential impact from the creation of high density housing in or near lower density residential areas.

a. **Develop and enact Land Development Code (LDC) language that would implement selected mitigation measures (measures to mitigate impacts to neighborhood character, privacy, parking, and other issues, as identified).**

As part of its ongoing efforts to identify and devise possible amendments to the Land Development Code that would facilitate infill development that is compatible with existing neighborhoods, the work group considered several suggestions from the Avery Addition Neighborhood Association. The following recommendations respond to those items which the work group concluded would support neighborhood compatible development.

Recommendations

1. **The Work Group recommends that the City of Corvallis explore amending the Corvallis Land Development Code so that lots reconfigured through the Lot Line Adjustment process do not contain "unusable area", as yet to be defined.**

   Basis for Recommendation

   The Work Group received public testimony that highlighting the potential for the Lot Line Adjustment process to be used in a way that increases the square footage of an existing lot in order to meet minimum area requirements for certain dwelling types of dwelling units, but do so in a way that may result in additional lot area that is, in practical terms, not usable. For example, a common lot line between two properties could be adjusted to transfer enough area to permit construction of a duplex, but the area transferred could be so narrow or oddly connected to the original lot as to make its use impractical. In this scenario, the property owner would have gained the option of potentially constructing a larger dwelling in comparison to the surrounding development pattern, which may negatively impact the character of the neighborhood and not be compatible with the mass and scale of adjacent dwellings. The subject recommendation is intended to balance the transition of existing neighborhoods to potentially higher density with the desire to preserve historic development patterns and the resultant neighborhood character.

2. **The Work Group recommends that the City of Corvallis amend the Corvallis Land Development Code so that the minimum required side yard setback distance specified for zero lot line, single attached units is the same as that for a duplex, and that the setback distance be consistent for these two dwellings types in each zone in which they are permitted. However, the Work Group also recommends that a minimum side yard setback distance of 10 feet only be required in instances of infill development, as yet to be defined.**

   Basis for Recommendation

   Duplexes and zero lot line, single attached dwelling units are currently allowed in the RS-5, RS-6, RS-9, RS-9U, RS-12, RS-12U, and RS-20 zones. In each of these zones, the minimum side yard setback distance for zero lot line, single attached units is eight (8) feet, while the minimum side yard setback for a duplex is 10 feet. The Work Group discussed the potential for two zero lot line, single attached units to have a building footprint, mass, and scale that is similar to that of a duplex, to the extent that, when viewed from the street or adjacent properties, one dwelling type might not be distinguishable from the other. Given these similarities and the effects building massing can have on neighborhood character, the work group determined it was appropriate for the current minimum side yard setback distance for zero lot line, single attached units to be increased from eight (8) feet to 10 feet.

3. **The Work Group recommends that the City of Corvallis amend Chapter 2.14 (Partitions, Minor Replats, and Property Line Adjustments) of the Corvallis Land Development Code, specifically Section 2.14.30.05.b.2(b), by removing the option to calculate density potential by including up to 50 percent of the area of public street right-of-way that fronts a site.**

   Basis for Recommendation

   In some instances involving existing lots in established residential neighborhoods, the option of adding up to 50 percent of the area of public street right of way abutting a site causes the resultant density calculation to allow an additional unit that would not otherwise be permitted. For example, in the RS-9 zone, the maximum allowed density is 12 units per acre, which results in a maximum density of 1.38 units, or one unit for a 5,000 square foot lot. When half of the corresponding public street right of way area (approximately 1,500 square feet) is added to the lot square footage, the maximum density increases to 1.79 units or two units.

   The Work Group received public testimony on the potential for this provision to allow an additional unit as a result of including the public street right-of-way area, and the resultant potential for infill development to be of greater density than what is observed in the surrounding neighborhood. It has been suggested that this difference between existing density and redeveloped density can negatively impact neighborhood character and unnecessarily encourage the demolition of historic homes to facilitate the development of investment properties. For example, it might be possible to redevelop an infill lot with a duplex that was previously developed with a detached single family home. The subject recommendation is intended to balance the transition of existing neighborhoods to potentially higher density with the desire to preserve historic development patterns and the resultant neighborhood character.

4. **The Work Group recommends that the City of Corvallis amend Chapter 2.12 (Lot Development Option) and Chapter 2.0 (Public Hearings) of the Corvallis Land Development Code, specifically Sections 2.0.50.04(b) and 2.12.30.04(b), to increase the public notice area for Major Lot Development Options to include all owners and occupants of properties within 500 feet of a site.**

   Basis for Recommendation

   The Major Lot Development Option process can be used to request and receive approval of variations to numerically based development standards that apply to residential lots. Such requests could pertain to increasing maximum building height, reducing minimum setbacks, increasing maximum lot coverage, reducing minimum parking requirements, reducing minimum window coverage, or standards related to public street improvement, among others. There is no limit to which the base standard can be modified (i.e., up to 100 percent).

   The Work Group received public testimony that expressed concerns about the potential for a Major Lot Development Option to facilitate infill development in existing residential neighborhoods and negatively alter the existing pattern of development. However, it is noted the review of such requests is conducted through a public hearing process, and relies on subjective assessment of "compatibility criteria" related to site design, landscape buffering, parking, traffic,

noise, odor, lighting, water quality, transportation, and utilities. In order to inform the public, notice of the hearing for a Major Lot Development Option request is currently mailed to owners and occupants of all property within 300 feet of the subject site. After taking into consideration the potential increased costs associated with expanding the notice area to 500 feet, the Work Group determined that it is in the public's best interest for a larger area to be informed of Major Lot Development Option requests, especially due to their potential to significantly alter standards that were implemented to facilitate compatible development in residential zones.

5. **The Work Group recommends that the City of Corvallis amend the Corvallis Land Development Code to allow the redevelopment of residential infill properties at densities that are otherwise below minimum required density.**

Basis for Recommendation

The Work Group discussed the existing provisions in the Corvallis Land Development Code that permit "rounding up" to the next whole number when the density calculation for a property results in a fraction of 0.5 or greater. For example, if the calculated maximum density for a given parcel of land was 1.5 units, the owner could build up to two units. A request to eliminate this provision was presented to the Work Group through public testimony.

While a recommendation to that affect was not adopted, the Work Group also discussed the merits of facilitating redevelopment of infill properties at densities that may be closer to the original development patterns, particularly in older historic neighborhoods surrounding the Oregon State University campus. Rather than addressing scenarios related to maximum density, the subject recommendation would not require density intensification. For example, if the calculated minimum required density was 1.5, the owner could choose to "round down" to 1 unit. This option is intended to help foster the preservation of original development patterns, particularly in historic neighborhoods.

III. Parking and Traffic Workgroup Recommendations

Scope of Work Objective 3 – Find opportunities to better manage traffic volumes and parking impacts within study area.

The Parking and Traffic Work Group has expended considerable effort to gain a thorough understanding of the dynamics influencing parking, traffic, and transportation trends related to Oregon State University and other civic, commercial, and residential uses within the Project Area. Based on its evaluation of various technical data and professional analyses, the work group forwards the following recommendations regarding neighborhood parking management for consideration by the Steering Committee. These strategies, if implemented, funded, and sustained over time as part of an aligned, systemic, and improved community-wide parking management strategy, are expected to achieve, in part, the following goals.

- Reduce negative neighborhood parking impacts.

- Promote effectiveness of on-campus parking utilization management.
- Promote use of the Corvallis Transit System and other alternate modes.
- Minimize unintended parking impacts outside of the Collaboration Corvallis project area.
- Implementation of financially self-sustaining parking management strategies.
- Creation of parking management strategies that, across neighborhoods, are effectively implemented, enforced, and financially managed; including the promotion of parking citation payment and collection.
- Strategies that are implemented by September 2013.

In addition to these goals, the work group also adopted the following principles to guide development of parking management strategies.

- "Do No Harm" – to homeowners, such that they will consider selling their homes and moving.
- Refrain from actions that could cause further deterioration to existing traditional neighborhoods and the larger city core.
- "One Size Does Not Fit All" – recognize that all neighborhoods surrounding OSU have distinct needs and parking impacts.
- Parking "hot spots" within close-in neighborhoods need special attention and should be addressed at some point, if not in preparation for the March Steering Committee meeting, then during the next round of strategy development.
- Consider the input from City department directors (Police, Public Works, and Finance).

Based on these goals and guiding principles, the work group identified four potential strategies that could be implemented to address neighborhood parking impacts in coordination with recommendations regarding transit that were previously presented to the Steering Committee. These options included:

- Expansion of existing parking districts;
- Implementation of a "pay to park" system in neighborhoods surrounding the OSU campus using parking meters or some other means of fee collection;
- Development of park-n-ride lots; and
- Construction of additional parking structures on the OSU campus, particularly near the north side of campus.

After assessing the merits of these options based on their potential effectiveness; the cost to implement; the time required to implement; the likelihood of a sustainable revenue source; and input from OSU staff , City of Corvallis department heads, and citizen input, the work group identified the expansion of existing parking districts as the best potential strategy. However, it is

noted that implementation of the three remaining options may be necessary to optimally manage parking demand, both on the OSU campus and within the neighborhoods surrounding it.

Several sources of technical data and anecdotal information were reviewed by the work group as part of assessing the likelihood that expanding parking districts would achieve the goals noted above. This information includes:

- February 2012 Oregon State University Base Transportation Model Survey – an annual survey of the transportation modes used by students, faculty, and staff to travel to and from the OSU campus. In addition to the mode used, the survey also asks participants to identify the point of origin and destination for trips to the campus.
- April 2012, Collaboration Corvallis, On-street Parking Utilization Study – a field survey of on-street parking utilization for all public streets within the Project Area. Counts were collected on one day during the week of Spring Break, and then again on two regular school days. Utilization was counted at roughly 90 minute intervals starting at 7:00am and ending at 6:00pm.
- November 2012, Collaboration Corvallis, On-street Parking and Transit Usage Intercept Survey – individuals who were observed to have parked in neighborhoods north and east of the OSU campus were surveyed to ask about their use of on-street parking, the amount of time it typically took to walk to their destination on campus, their willingness to purchase a permit to park on campus, opportunities to use public transit as an alternative to driving, and their perception of the viability of "park-n-ride" lots.
- January 2013, Collaboration Corvallis, Neighborhood Parking Management Survey – notice of this online survey was mailed to all known occupants and owners of property within the Project Area. Roughly 10 percent of notice recipients participated in the survey. Respondents were asked 41 questions about household demographics, use of on-street parking, degree of satisfaction with on-street parking availability, and support for increased on-street parking regulation. Two of the questions allowed respondents to provide open-ended responses, from which over 600 comments were collected.
- Examination of enforcement, budget, and administration practices for existing residential parking districts.
- Input from key staff from the City of Corvallis Public Works, Finance, and Police departments.
- Review and examination of the Oregon State University on-campus parking system, including permit pricing and utilization trends.
- Consideration of residential densities and the distribution of rental housing properties within the Project Area.
- Review of parking permit allocation trends in existing residential parking districts.
- Identification of commercial and civic uses with the Project Area that place demands on on-street parking.
- Comparisons of neighborhood parking management programs in Eugene and Portland.

- Consideration of public testimony on current neighborhood parking dynamics.

The following key findings were made by the work group through its review of this compendium.

1. Based on data collected during the April 2012, On-street Parking Utilization Study, a majority of blocks with the Project Area that allow on-street parking experience average daily utilization of 50% or greater between 7:00am and 6:00pm, particularly when OSU is in session. However, "hot spots", or blocks within the Project Area experiencing average utilization of 75% or greater, are prevalent in the neighborhoods near Chintimini Park, and along most blocks immediately south of NW Polk Avenue, west of 7th Street, and north of SW Western Boulevard. These "hot spots" are all within half a mile of the campus boundary.
2. The typical block face within the Project Area has the capacity for approximately 10 parking spaces. A utilization rate of 75% or greater would mean that, at most, two parking spaces would be available to satisfy parking needs for residents, guests, customers, contractors, and other service providers.
3. Based on data collected during the April 2012, On-street Parking Utilization Study, the daily net maximum increase to on-street parking utilization related to commuters is estimated to be approximately 10% of total capacity, or around 700 cars.
4. Approximately 68% of parking spaces available on the OSU campus are used during weekdays; however, most lots near the core of campus experience utilization rates of 85-100%.
5. Assuming a majority of commuters who currently park in neighborhoods surrounding the OSU campus are eligible to purchase a permit to park on campus, sufficient parking capacity exists on campus to accommodate the demand generated by weekday peak commute parking loads.
6. Based on data collected through the February 2012, Oregon State University Base Transportation Model Survey; the November 2012, Collaboration Corvallis, On-street Parking and Transit Usage Intercept Survey; and anecdotal information gained from the City of Eugene, most people are willing to walk up to three quarters of a mile if they can park at no cost. The entire Project Area is within three quarters of a mile of the OSU campus boundary.
7. All on-campus parking facilities experiencing average daily utilization rates of less than 70% are within three quarters of a mile of the campus core (i.e., the intersection at SW Campus Way and SW 26th Street).
8. Based on data collected through the February 2012, Oregon State University Base Transportation Model Survey, approximately 29% of trips to campus are made by walking. A majority of these "walk trips" originated at locations within one mile of the campus core. In comparison, it is estimated that roughly 35% of trips to campus are made by private motor vehicle, 25% are made by bicycle, and 7% are made by transit. Approximately 86% of trips to the OSU campus originate within a quarter mile of an active Corvallis Transit System route with direct service to the campus.

9. Responses gathered through the January 2013, Collaboration Corvallis, Neighborhood Parking Management Survey indicate the following about households with the Project Area:
    - 75% have two or fewer cars.
    - 75% are able to park one or two cars at their residence (i.e., off of the street).
    - 91% regularly park one or two cars on the street.
    - 65% have difficulty finding on-street parking when they need it.
    - 78% usually find on-street parking within one block of their residence.
    - A majority (33%) of residents find it most difficult to find on-street parking between 9:00am and noon on weekdays.
    - 50% of residents feel it's difficult for their guests to find on-street parking when they need it.
    - Approximately 38% of respondents were satisfied with existing on-street parking regulations, while 41% were dissatisfied.
    - Approximately 36% of respondents support increased regulation of on-street parking, while 44% are opposed to increased regulation.
10. In general, responses gathered through the January 2013, Collaboration Corvallis, Neighborhood Parking Management Survey concerning satisfaction with existing on-street parking conditions and the need for increased regulations are positively correlated with distance from the OSU campus, i.e., neighborhoods that are closer to campus are less satisfied and desire increased regulation of on-street parking. An exception to this observation was noted for responses from residents and businesses of existing parking districts, where the degree of satisfaction is greater and desire for increased regulation is less.
11. A majority of residences located within Residential Parking Districts 'A' and 'B' have two or fewer parking permits.
12. Parking District 'A' is characterized by detached single family homes, while Parking District 'B' is developed with a mixture of single family and multifamily dwellings. Most dwellings located in these parking districts were constructed prior to 1952.
13. Approximately 75% of the properties within the project area were developed prior to 1952, which is the first year that the Corvallis Land Development Code contained requirements for on-site parking. These provisions were revised in 1975 to require a minimum of two parking spaces for most single family and multifamily dwelling units. Despite this standard being applied well after most properties within the Project Area were developed, results from the January 2013, Collaboration Corvallis, Neighborhood Parking Management Survey suggest most residences have at least one on-site parking space, if not more.
14. A review of GIS data from the City of Corvallis that differentiates various types of impervious surfaces indicates most properties within the Project Area have a driveway that could accommodate vehicle parking.

15. In 2011, approximately 623 permits were issued for all three existing parking districts. The administrative cost for selling these permits was roughly $12,000. The current $15 price of a parking permit was not sufficient to pay for the administrative costs of issuing permits in 2011, resulting in a budget deficit of approximately $2,655.
16. As of 2012, parking district citations were increased by city ordinance from $25 to $40, in part to decrease the likelihood of continuing to administer and enforce the districts at a budgetary deficit. Based on information received from City of Corvallis staff, parking citations are actually being imposed at an amount of $50 by the Municipal Court. However, a decrease in the number of citations issued annually has not been observed since the increased fine was implemented.
17. Historically, the City of Corvallis has not reserved funds from enforcement or permit sales to conduct assessments to determine whether optimal parking availability is being achieved for residents and businesses within parking districts.
18. Anecdotal evidence provided through public testimony and gained through personal observations made by work group members indicates that on-site parking facilities, such as garages connected to multifamily dwelling units, are not always used for the purpose of parking a vehicle. This choice, made across multiple units within the same or several developments, can disproportionately absorb on-street parking in relation to demand generated by other dwelling types found in adjacent areas.
19. In general, portions of the Project Area that are zoned for higher densities have greater concentrations of rental housing units, some of which are occupied by up to five unrelated individuals, who may each have their own car. Until recently, the Corvallis Land Development Code did not require more than 2.5 on-site parking spaces per multifamily dwelling unit. Multifamily units that were developed consistent with this ratio can cause demand for on-street parking to migrate into lower density areas with fewer rental properties, thereby decreasing the available supply.
20. Except for Group Housing, up to three parking permits can be issued per kitchen to each residence within an existing parking district. Based on permit allocation data for these districts and survey responses that indicate a typical household within the Project Area has two or fewer cars, reducing the number of permits issued per household from three to two would continue to satisfy the expected demand for on-street parking experienced by residents of most dwellings within the Project Area, even when no on-site parking is available. This change would also encourage more efficient utilization of available on-site parking.
21. Reducing the number of permits available per dwelling is anticipated to cause an incremental decrease to current on-street parking utilization rates. However, limiting the number of permits available to each household will also impact the potential program revenue generated through permit sales. Increasing the current price of a parking permit may safeguard against operating a neighborhood parking management program at a deficit; especially if parking citation fines are eventually increased to an amount that effectively decreases illegal parking. In the event of surplus revenue, it could be used to assess program effectiveness and/or conduct more frequent maintenance of parking control measures (e.g., signage and yellow curbs) as part of a parking benefit district system.

In order to address the multiple variables encapsulated by a complex parking system involving numerous user groups and stakeholders, the work group's recommendation to expand existing parking districts has been divided into 11 parts with the following elements.

1. Area of Parking Regulation – In general, on-street parking should be regulated in neighborhoods within one half-mile of the OSU campus boundary (see Attachment B).

2. Parking District Subzone Configuration – The proposed conceptual parking district subzones have been configured primarily based on the underlying land use zoning designations, such that, to the extent practicable, neighborhood areas with the same or similar zoning designations have been grouped together. Documented on-street parking utilization trends have also been taken into account. This configuration is intended to promote neighborhood character resulting from the corresponding dwelling unit densities in each subzone, as well as encourage efficient utilization of available on-site parking.

3. On-street Parking Availability – On-street parking utilization should be managed and enforced from 8:00a.m. to 5:00p.m., Monday through Friday. To the extent practicable, on-street parking should be managed to afford residents and their guests the opportunity to park within one block of their residence. On-street parking should be managed and enforced so that the maximum weekday average utilization is no more than 70 percent within each of the proposed parking district zones.

4. Permit Allocation – The current allocation limit for residential dwellings is three (3) permits per kitchen, while Group Housing facilities are eligible for up to 20 permits. The work group recommends that each residence within a parking district should be limited to no more than two (2) permits per kitchen, except for Group Housing facilities, as currently defined, which should receive no more than 15 permits. The option to purchase a third "hardship permit" should be provided for dwellings that do not have any on-site parking that meets the minimum dimensions currently stipulated in the Corvallis Land Development Code for driveways and garages.

   In general, businesses and civic uses located within the proposed parking regulation zones should receive one (1) permit for each 400 square feet of floor area, as is currently the case in existing District 'C'. Permits assigned to businesses should be non-transferrable, which is currently not the case in District 'C'. Businesses along Monroe Avenue, as described in the Corvallis Municipal Code, should continue to receive up to three non-transferrable permits.

   In addition to these allocations, contractors and other service providers should be allowed to purchase a non-transferable annual parking permit for $100 that would authorize parking in all zones. Annually, residents should also be allowed up to 20 free, one day "guest permits", with the option of purchasing up to 20 more for $1 each. Issuance of guest permits is currently limited to no more than 10 annually.

5. On-street Parking Management for Civic Uses – The work group acknowledges that the proposed conceptual neighborhood parking management subzones might include certain

civic facilities, such as the Corvallis Senior Center, the Benton County Health Department, and the Benton-Corvallis Library. It is recommended that the following parking permit allocation rates be considered for these uses.

a. *Corvallis Senior Center* – Due to the variability of use and the potential for complications arising from limited mobility, it is recommended that dedicated on-street visitor parking be provided in close proximity to the Corvallis Senior Center. Adequate on-street parking should supplement the existing on-site parking currently available, and be managed in a way that is most convenient for visitors. That could include issuance of transferrable permits or the use of temporary placards issued for the duration of each visit.

b. *Benton County Health Department* – It is the work group's understanding that the existing on-site parking lot is reserved for client and customer use, which results in employees having to park along adjacent neighborhood streets. In order to allow for continuation of this practice, the work group recommends that non-transferrable employee parking permits be allocated at a rate of one per each 400 square feet of gross floor area.

c. *Benton-Corvallis Library* – For reasons similar to those noted for the Benton County Health Department, it is recommended that parking permits be allocated to employees and volunteers at a rate of one per each 400 square feet of floor area associated with the administrative functions of the library. This would not include areas open to the general public.

6. Parking Permit Prices – Parking permits for residents and businesses should be increased from the current rate of $15 annually to $35 annually. This rate would also apply to civic uses, such as those discussed above in Part 5. The proposed fee increase is intended to ensure full recovery of the administrative costs for implementing an expanded neighborhood parking management program, but may also provide funds for future assessment of and improvements to a neighborhood parking management system.

7. Parking Duration for Non-permitted Vehicles – The work group recommends retention of the existing limitation of non-permitted vehicles being allowed to park in a district once per day for up to two hours. However, pending additional assessment of initial parking management strategies, the work group has also identified the potential need to designate some parking districts, or portions thereof, as "resident only", which would prohibit parking of non-permitted vehicles, or to allow non-permitted vehicles to park for a period of less than two hours per day.

8. Neighborhood Parking Management Enforcement Policies – Based on a review of existing on-street parking enforcement practices, the work group recommends that the City of Corvallis undertake the following actions:

   a. *Parking along yellow painted curbs at driveways and intersections* – enforcement needs to be enhanced and consistent; yellow paint needs to be re-applied and maintained more frequently.

b. *Parking across sidewalks and driveway aprons* – enforcement needs to be enhanced and consistent; especially during periods of increased on-street utilization.

c. *Parking on non-paved surfaces, e.g., lawns* – enforcement needs to be enhanced and consistent; especially during periods of increased on-street utilization.

d. *Electronic ticketing and citation tracking* – initiate a biannual performance audit of the parking citation system and complete a feasibility study for implementing an "E-ticketing" system within 12 months of a neighborhood parking management program.

e. *Targeted, seasonal parking enforcement* – explore the feasibility of conducting enhanced, targeted parking enforcement in neighborhoods surrounding the OSU campus at the beginning of each term. It is acknowledged that this may require decreased emphasis on parking management in other portions of the community during these periods.

f. *Neighborhood parking management program assessment* – by March 1, 2014, or within one year of implementation, complete an on-street parking utilization study and accompanying neighborhood survey to gauge the effectiveness of initial management strategies in relation to a maximum daily average utilization of 70 percent. Subsequent adjustments should be made to the neighborhood parking management program, including practices implemented by OSU, as needed.

g. *Parking fines* – update the existing city ordinance to reflect Municipal Court imposition of $50 fines as of September 2012, and consider annual, incremental fine increases until such time as fine amount is shown to significantly decrease the prevalence of illegal parking.

9. Parking District Formation Options – As discussed above, the potential need for regulation of on-street parking varies across the Project Area. In general, daily average utilization is higher in those neighborhoods that are closer to the OSU campus. However, a majority of the neighborhoods within the Project Area that are north of NW Harrison Boulevard also appear to be experiencing high utilization (i.e., 70 percent or greater) on a regular basis during weekdays. Periods of high utilization in these neighborhoods tend to coincide with high utilization in areas closer to campus. This correlation is not as strong in neighborhoods north of NW Taylor Street and/or west of NW 31st.

   In addition to these considerations, it is noted that while results from the online parking management survey demonstrate a general trend of dissatisfaction with current on-street parking conditions throughout the Project Area, the desire for increased parking regulation is not consistent across neighborhoods that are similar distances from the OSU campus. For these reasons, the work group acknowledges two approaches could be considered to decide whether to create additional parking districts: by petition, on a neighborhood-by-neighborhood basis; or through unilateral, City Council action with public notification.

   Given the potential for implementation through petition to result in the relocation of parking impacts from one neighborhood to another, the work group recommends unified implementation across neighborhoods with comparable parking utilization trends through unilateral City of Corvallis approval. This approach should include the following:

a. Simultaneous implementation of parking districts as generally indicated on Attachment B and consistent with the elements discussed above; or

b. Phased implementation of parking districts, as generally indicated on Attachment B, that would initially address parking impacts in those neighborhoods currently experiencing frequent high utilization, and subsequent phases if parking impacts materialize in additional neighborhoods;

and,

c. Public notification of properties within proposed parking management zones and those one quarter-mile beyond the outermost zone boundaries.

d. Establish criteria for adjustment of subzone boundaries and regulations through a public process involving all affected property owners, residents, and tenants.

e. Preliminary assessment of an initial parking management program should take place at six months after implementation, and include a report to City Council and/or Steering Committee within 60 days after the assessment is complete.

10. OSU Campus Parking Management – The work group recommends the following parking management strategies be undertaken by OSU to complement and support a concurrent neighborhood parking management program.

a. Implementation of a variable-cost permit pricing system with increased, customer-based shuttle service to parking facilities located outside of the campus core.

b. Safety enhancements for on-campus parking facilities, and the pathways connecting them with campus buildings, to reduce barriers to parking in these areas at off-peak times of the day.

c. An increase to the amount of on-campus bicycle parking facilities, especially weather-protected spaces, commensurate with recent utilization and demand studies.

d. Within 12 to 24 months after implementation of a neighborhood parking management program, completion of a study on the demand for and feasibility of constructing satellite parking lots that would be made available as "park-n-ride" facilities and/or long term, remote storage for vehicles not used on a regular basis.

e. Within 12 to 24 months after implementation of a neighborhood parking management program, completion of a study on the demand for and feasibility of constructing additional structured parking facilities (i.e., parking garages) on or near the OSU campus.

f. Assessment of on-campus parking utilization in relation to Campus Master Plan policy 7.2.6 should be reflective of the actual number of cars parking on campus and not the potential capacity, such that the loss of on-campus spaces through development is not the primary cause of utilization increasing to 85% or greater.

g. Implementation of a sustained educational campaign to inform students and their parents of the costs and trade-offs associated with bringing a car to school.

h. Pending analysis of the initial performance of on- and off-campus parking management strategies, consideration of a "no car" policy for freshmen OSU students.

11. On-street Parking Capacity Management Improvements – As part of ongoing efforts to monitor and improve the management of neighborhood parking trends, the work group recommends that the City of Corvallis consider the following:

    a. Increased maintenance of yellow painted curbs at street intersections, and effective means for application of yellow paint along curbs at private driveway aprons.

    b. Opportunities for educating and promoting motorists to park efficiently.

    c. Exploration of the trade-offs associated with designating on-street parking spaces through the use of striping.

IV. Summary

The Steering Committee should expect to receive additional recommendations in response to the following Objectives at the next quarterly meeting, which is anticipated to occur near the end of June 2013.

Neighborhood Livability

Objective 5 – Consider the merits of creating an ongoing City and OSU supported group that would monitor achievement of livability goals and make recommendations to the City and OSU.

The next set of recommendations will include feedback the adoption of a property maintenance and rental licensing program, as well as concepts such as a student ambassador program and neighborhood association assistance program. These concepts would respond to Objectives 3 and 4. The final issue to be explored by the Neighborhood Livability Workgroup will address the concept of forming a permanent advisory body to track implemented recommendations and develop new strategies.

Neighborhood Planning

Objective 2 – Review current development standards, and identify potential measures that would minimize potential impact from the creation of high density housing in or near lower density residential areas.

a. Develop and enact Land Development Code (LDC) language that would implement selected mitigation measures (measures to mitigate impacts to neighborhood character, privacy, parking, and other issues, as identified).

Forthcoming recommendations from the Neighborhood Planning Workgroup will focus on the possible creation of additional neighborhood design standards that could be implemented to minimize the impacts of medium and high density development on neighborhoods near the Oregon State University campus.

Parking and Traffic

Objective 3 – Find opportunities to better manage traffic volumes and parking impacts within study area.

Objective 5 – Implement combined solutions to address both traffic and parking as much as practicable.

Additional strategies have been identified by the work group that could further mitigate parking and traffic impacts within the Collaboration Corvallis Project Area. These include additional incentives that could encourage increased participation in organized rideshare and carpooling programs, opportunities for facilitating rapid transit between the campus of Linn-Benton Community College and Oregon State University, and options for better managing event parking.

CITY OF CORVALLIS POLICE DEPARTMENT STAFFING DISCUSSION

	FY 1991/92	FY 2011/12
City of Corvallis Police Department Sworn Staffing:	53 Sworn	53 Sworn
City of Corvallis Population:	45,000	55,055
City of Corvallis Police officers per thousand residents:	1.17	0.96
Oregon State University Enrollment	14,264 (Fall 1993)	26,393 (Fall 2012)
OSU Demographic Fall 2012	90.3% (19,702) Undergraduates/25 years of age and younger	
2012	49% of all Calls for Service occurred within the Central District (University & Downtown)	

Staffing Goal: 2012 Corvallis Police to be at: 1.2 officers/thousand population

- Officer per thousand population represents a national standard of staffing measurement.

2010 Census Population & Corvallis Police Districts:

- See Attached **"Corvallis Police Districts and 2010 Census Population"**

Efficiency Measures Implemented:

1. 2012 (O-6), no report written, 11,758 incidents, est. at $293,950 savings in officer time
2. 2012 CopLogic On-Line reporting system, 679 reports, est. at $33,950 savings in officer time
3. 2012 Records non sworn staff report taking. 1522 reports, est. at $54,792 savings in officer time

Like Jurisdictions:

- See Attached **"Police Staffing of College or University Cities with Comparable City Populations"**

Crime Comparison:

- See Attached **" Corvallis Police Department Part I Crime Comparison"**

League of Oregon Cities:

League of Oregon Cities 2009 analysis of Oregon Police Departments. Data has not been updated by LOC since 2009. Of 123 Oregon Cities - Corvallis ranks 120th in terms of staffing per 1,000 population above Columbia City, Prairie City and Newberg. Of all Cities with populations greater than 50,000 Corvallis has the lowest staffing ratio.

Data Group	**Total Cities**	**Officer Per 1,000**		
Statewide	**123**	**Low**	**High**	**Average**
0-2,000	27	0.50	4.73	2.00
2,001 – 5,000	26	1.06	2.74	1.79
5,001 – 10,000	24	1.05	3.28	1.71
10,001 – 20,000	19	1.20	2.10	1.50
20,001 – 50,000	17	0.95	1.83	1.35
Over 50,000	10	**0.96 (Corvallis P.D.)**	1.64	1.29

Attachment A-1

Survey Results:

- 2011 International City Managers Association (ICMA) Survey:
  - provided Corvallis Survey results, identifying "Key Drivers" established for the City of Corvallis. Key Drivers identifies the most important characteristics of a City and those which will most likely have the most influence on residents' opinions. The survey notes that Key Drivers are a factor in "knowing where to focus limited resources". Police Service were identified as one of only two Key drivers. Police Services were additionally the only city service identified as a Corvallis Key Driver, a National Key Driver and a Core Service.

- City of Corvallis Citizen Attitude Survey:

	2010 % of respondents who felt very or somewhat safe	2011 % of respondents who felt very or somewhat safe	2012 % of respondents who felt safe
In your neighborhood during the day	96%	97%	97%
In your neighborhood after dark	84%	84%	78%
In Corvallis' downtown during the day	95%	96%	94%
In Corvallis' downtown after dark	71%	70%	57%

- 81% of respondents indicated Police Services are Excellent/Good

2008 Matrix Consulting Allocation Study Key Finding:

- Insufficient unobligated time for Community Policing.

City of Corvallis 20/20 Vision Statement:

- Central City: "A continued public safety commitment makes downtown a safe place at any time of day or night."
- Education and Human Services: "OSU and Corvallis are active partners with a range of shared resources and cooperative agreements to support mutual interests in areas such as fire and police protection..."
- Where People Live: "Corvallis residents determine livability by the quality of the schools, the safety and security of citizens and their property..."

City of Corvallis Community Development Comprehensive Plan, Section 10.8 Police Protection:

- Section 10.8.1: As the City expands in population and service area, police and enhanced 911 services shall be expanded. Coordination with the Willamette Criminal Justice Council, Benton and Linn Counties, and other government agencies shall be increased to ensure that the high quality of these critical services is maintained and provided in a cost-effective fashion.
- Section 10.8.2: The City of Corvallis Police Department shall continue to work with neighborhoods to develop and implement community policing, traffic and crime prevention initiatives.

Cost Containment Initiatives:

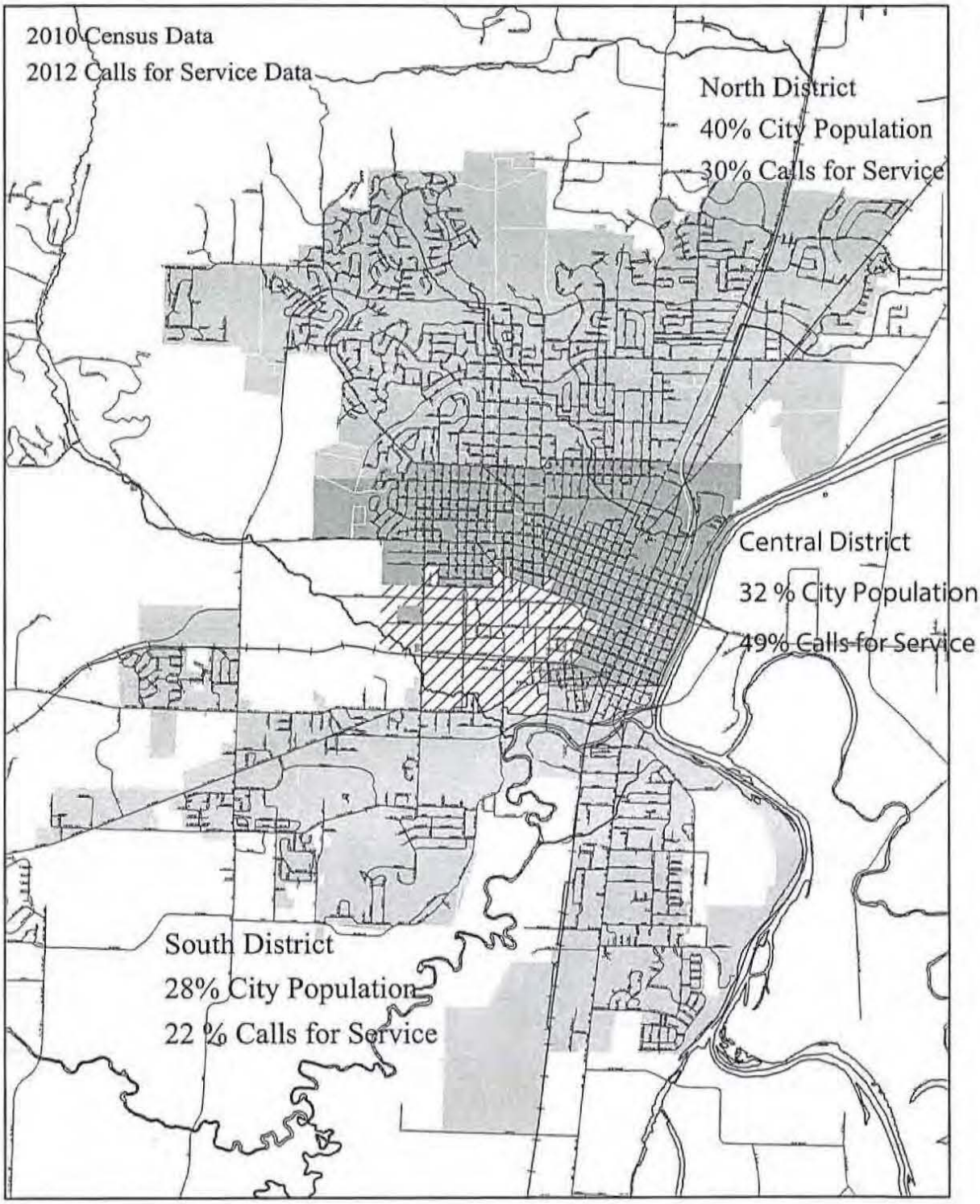
- Volunteers for crime prevention and other programs: $1,600 budget for entire crime prevention program
- shared building, records and evidence functions with Benton County; 9-1-1 shared with 10 User Agencies

Looking to the Future:

- Public Safety Tax
- Challenge to provide Community Policing, public service and neighborhood livability as charged by our Mission.

Our **mission** is to enhance community livability by working in partnership with the community to promote public safety and crime prevention through education and enforcement; to maintain public order while preserving the legal rights of all individuals; to provide effective, efficient and courteous service; and to reduce the impact of crime.

CORVALLIS POLICE DISTRICTS



POLICE STAFFING OF COLLEGE OR UNIVERSITY CITIES WITH COMPARABLE CITY POPULATIONS

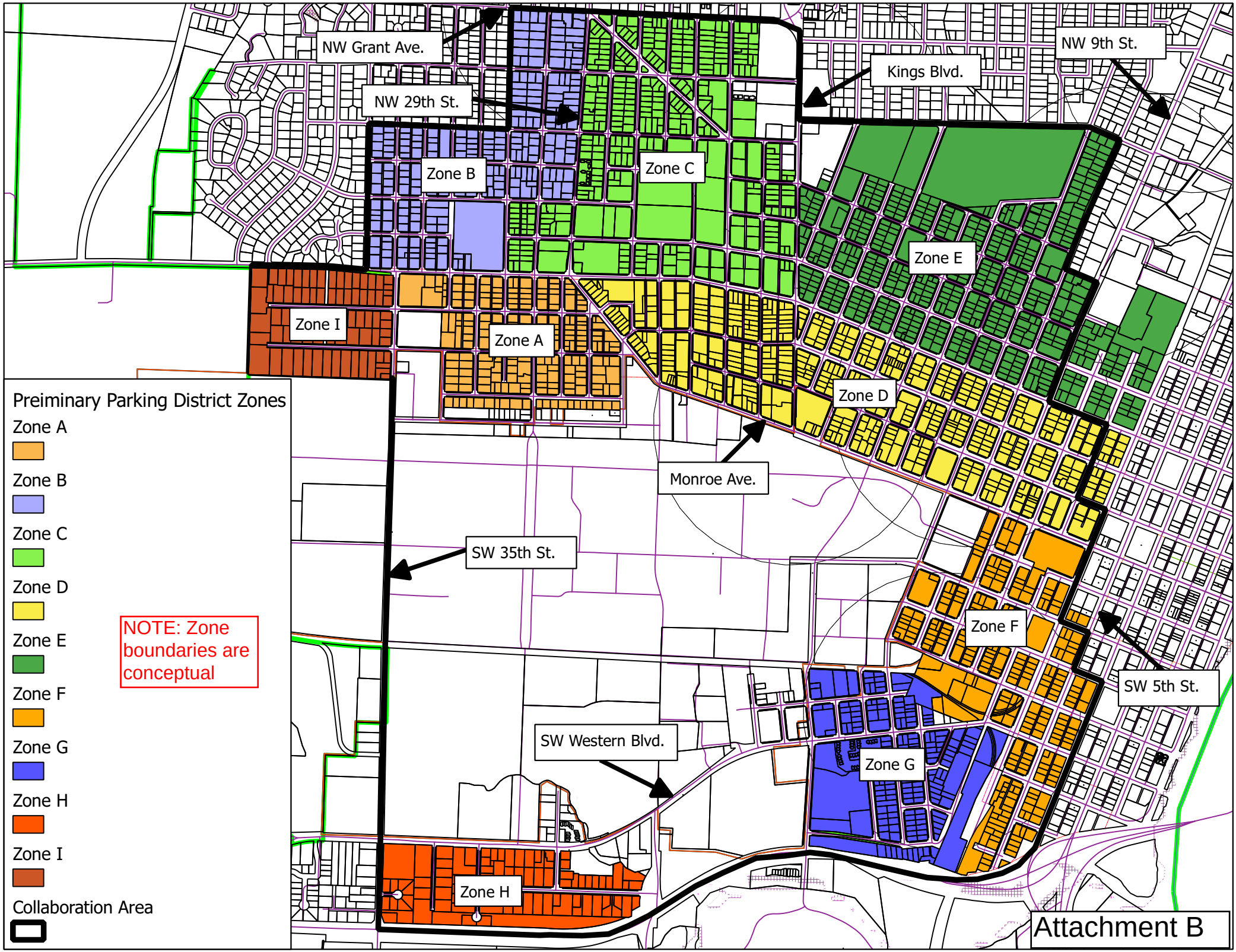
CITY AND STATE	POPULATION	COLLEGE OR UNIVERSITY	STUDENT POPULATION	SWORN STAFF	CIVILIAN STAFF	SWORN PER 1000
Spartanburg, SC	37,334	University of South Carolina	5,495	127	41	3.4
Petersburg, VA	32,326	Virginia State University	5,890	101	53	3.12
Charlottesville, VA	43,511	University of Virginia	21,106	117	36	2.69
Joplin, MO	50,559	Missouri Southern State University	5,591	111	52	2.19
Chapel Hill, NC	58,011	University of North Carolina	28,136	120	18	2.07
Boulder, CO	98,889	University of Colorado	29,894	167	104	1.69
Bowling Green, KY	58,894	Western Kentucky University	21,048	90	58	1.53
Fayetteville, AR	75,102	University of Arkansas	24,595	113	47	1.5
East Lansing, MI	48,666	Michigan State University	47,954	58	43	1.2
Eugene, OR	156,929	University of Oregon	24,591	180	120	1.15
Chico, CA	86,187	California State University	16,470	95	52	1.1
Corvallis, OR	55,055	Oregon State University	26,393	53	33	0.96
Davis, CA	66,016	University of California	32,290	62	45	0.94

Attachment A-5

Corvallis Police Department
Part I Crime Comparison with
National and Like-Sized Cities (2011 data)

	Index Crime/ 1000	Violent Crime Clearance	Property Crime Clearance	Fatal & Injury Accidents/ 1000	Police Officers/ 1000
National	**33.0**	**48%**	**19%**	**7**	**2.4**
Like-Size Cities	**35.0**	**48%**	**20%**	**6**	**1.7**
Corvallis	**33.2**	**42%**	**17%**	**2**	**0.97**

Data Sources: FBI Uniform Crime Reports/ODOT Traffic Crash Data Summary


NW Grant Ave.
NW 29th St.
Kings Blvd.
NW 9th St.
Zone B
Zone C
Zone E
Zone I
Zone A
Zone D
Monroe Ave.
SW 35th St.
Zone F
SW 5th St.
SW Western Blvd.
Zone G
Zone H
Preiminary Parking District Zones
Zone A
Zone B
Zone C
Zone D
Zone E
Zone F
Zone G
Zone H
Zone I
Collaboration Area
NOTE: Zone boundaries are conceptual
Attachment B

MEMORANDUM

TO: Collaboration Corvallis Steering Committee

FROM: Eric Adams, Project Manager

DATE: March 13, 2013

SUBJECT: Collaboration Corvallis –Testimony Regarding Property Maintenance Code and Neighborhood Parking District Recommendations

Attached to this memorandum is testimony concerning recommendations forwarded to the Steering Committee by the Neighborhood Livability and Parking and Traffic work groups to implement a Property Maintenance Code and a neighborhood parking district programs. This testimony was received subsequent to each of the work groups finalizing their recommendations on these topics.

On Tue, Mar 12, 2013 at 1:37 PM, Metta1 <metta1@comcast.net> wrote:

I would like to weigh in on the rental housing issue. I am no longer, but have been in the past, a landlord in Corvallis. While out of state, my property manager would call me and say "this or that needs to be done" and I would authorize it. The tenants were always satisfied and taken care of. I don't think that all the responsible landlords should have to pay for the neglect of a few. I feel it should remain on a complaint driven basis and Corvallis officials should take a stronger stand rather than just a "hand slap" on these irresponsible individuals. A daily fine on them after two notifications would spur them into action. No need to tax the landlords who are in compliance! Thank you, Michael Hurst

---

On Mon, Mar 11, 2013 at 6:30 PM, Zel Brook -- The Art House <art@zelbrook.com> wrote:

Eric Adams, pm.corvallis.osu@gmail.com

City Counselors

Julie Manning, Mayor

City of Corvallis

Hello All,

I am writing regarding the proposed parking district regarding my house at 825 NW 29th in Corvallis.

I have the following concerns:

1. I have frequent visitors and am running classes in my art studio. Currently visitors and students are parking on the side streets. Art classes take more than two hours because of set up and take down. Art workshops take all day. There is currently no parking on 29th St. If you limit the parking on the side streets to two hours, I can no longer have art classes take three hours or day long workshops. I also cannot have art openings. This effectively shuts down any part of my business which interacts with local citizenry.

2. Other problems relate to any delivery or transfer of art materials in and out of the studio. If people are unable to park on the side streets, it is an incredible hassle and in all practicality, unworkable to get a permit for short term transfer of artwork or materials in and out of the studio. Because of the distance artwork/art material needs to be hand carried, there is a likelihood the art will get wet and damaged.

3. Purchasing two parking spaces is inadequate because the number of spaces is insufficient to run classes and the cost is excessive to purchase 15-20 spaces even if it was allowed.

4. People cannot take the bus or ride a bike to move artwork which is often heavy and cumbersome. I spoke to city counselors regarding this long before the large apartment complex was built on 29th Street two blocks away. This apartment complex has made it even more difficult to park on side streets because of the numbers of cars from the apartment complex parking on the side streets.

5. I have spent over $200,000 in improvements on the property with two additions, landscaping, decking, specialized exhaust systems, fans and lighting for artwork. If you make it too difficult for me to remain, I will lose all of this value, will have to move and the property will turn into a rental with little or no upkeep. It is very likely because of the very large size of the rooms that huge numbers of people would gather here for parties once all the art and art making is gone.

I am aware of other small businesses who have had to shut down because of city actions. Are you planning to make it so difficult for me to operate that I move elsewhere?

Sincerely,

Zel Brook

On Fri, Mar 8, 2013 at 9:52 AM, krakauer stewart <tkmm@comcast.net> wrote:
To whom it may concern;

I applaud the work done by the people involved in the Corvallis/OSU collaboration project. I've attended meetings and sent written testimony, but I'm losing confidence in the process. OSU, a handful of developers, and the City of Corvallis have combined to create serious parking and livability problems, but solutions proposed by the project place the financial burden on the victims instead of the perpetrators. That's clearly not right, but how can it be rectified?

Corvallis is just beginning to wake up to the monster we have allowed to morph under our own feet. The idea of in-fill looked great on paper, but doesn't play out very nicely on the street most Saturday nights. As residents, we already foot the bill for our government services, but some creatively targeted taxes could help. One solution might be a tax on alcohol, since it fuels many of the neighborhood livability problems.

OSU is a tricky target, as we all benefit in some way from its presence. They have offered some help by requiring more frosh to live on campus, but they need to take the lead on solving the mid-day parking nightmare caused by commuters unwilling to pay OSU fees. Free or inexpensive parking in underutilized areas and a dependable shuttle service would go a long way toward solving this problem. OSU also needs to share the burden of the livability problems caused by the concentrations of student apartments in certain areas. Additional supervision and or enforcement generated by, through, or with OSU is desperately needed.

The last culprits in creating many of these problems are the landowners and developers who have taken advantage of and continue to profit from the City's land use policies. It will be difficult to

regain what has been lost to these entrepreneurs. Any new fees or taxes levied on these properties will likely be passed on to tenants. Expanding the current rental housing program might work, but its current vision is completely off target. The collaboration process did not sprout from a concern over substandard housing, which affects only a small percentage of people. Livability and parking problems spawned the current controversy and continue to plague a large number of Corvallis residents. New fees for this program should be spent on solving these new problems.

Sincerely,
Tim Stewart
643 NW 12th

On Thu, Mar 7, 2013 at 8:53 PM, Karin and Tim <tkmm@comcast.net> wrote:
I voted against expanding parking districts in the survey, have given earlier input against it, and am still against it: **NO** on expanding parking districts for the following reasons:

*as mentioned by Eric in an earlier meeting, University of Oregon found that expanding parking districts just creates more problems; students just park in neighborhoods further away.

* having to pay for parking in front of our house where we have lived for 36 years punishes the wrong people. OSU students do not tend to park here. Our parking problems comes from rental houses with more people than parking has been provided for. The problem is with the city who allowed too much infill, and with developers who pushed heavy density infill at the expense of livability for residents already here. So each kitchen= 2 permits, with each kitchen allowed to purchase 2 additional permits. Where does the 5th or 6th car park???

*This plan seems to create a huge amount of enforcement, bureaucracy to keep track of the correct number of permits per kitchen, the giving out of guest permits. at a time when the city budget is faced with shortfalls already. How do you track the older houses who do not have any off street parking? What about the older homes that have been rented as duplexes or triplexes that the city, has on record as single family homes?

* When is OSU stepping up? When do they announce their varied pricing for permits? Why can't they offer FREE parking? When do they offer a free lot for long term parking for students who do not drive much but want to leave their car somewhere? And how does this do ANYTHING for neighborhoods overflowing with those 5 bedroom monstrosities?

I DO NOT think paying to park in front of my own older single family home is fair. And I do not think it will help alleviate the parking problem in our neighborhood of 643 NW 12th st.

The city set itself up for this problem by allowing this out of control infill. The city needs to add additional parking on street where this is no parking/limited parking during high school hours. Do not add more parking districts.

Maybe too late for new ideas-did not think of this earlier: can OSU/the city offer incentives to renters/property owners for house with minimal cars as opposed to punishing long time residents?

Thanks for considering my input.

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Karin Krakauer
643 NW 12th St
Corvallis

City Manager Monthly
March 2013

E-Mail City Manager | Subscribe to CM Monthly

Unity is Strength – A message from City Manager Jim Patterson

We've reached that time in the year where conversations have started and suggestions are being made on how to balance the City's budget for 2013-14. The issues are complex, the depth of the financial crisis facing Corvallis is real, and we must face the change which we may fear head on. Life experiences teach me that when there is teamwork and collaboration, wonderful things can be achieved, even in the most difficult of times. With unity there is strength.

Earlier this month, I released a Memorandum to our City Council, Budget Commission and employees that began a conversation about development of the 2013-14 budget. I commented that if all services continue at their current levels, expenditures will once again exceed revenues and the City Council's goal of a sustainable budget will not be met. That is fact, which is the reality decision makers face. To that end, four service areas were identified to look at and consider privatizing. Not for one minute did I think that opening up the conversation about privatization of services would be universally accepted as a viable option by the community or our employees. But, by starting the conversation about privatization, I hope to create a dialogue in the community that may yield solutions, both short term and long term, instead of proposing a balanced budget in awkward silence. Reinvention of government needs to be a basic thought process and a conversation we are willing to have and Corvallis is not the only City having these conversations.

In reading world renowned author Stephen Covey, he talks about confronting reality and bringing difficult news forward for consideration. He states the obvious, people don't like surprises and they don't like to be caught off guard. Bad news he says does not age well. Most importantly, credibility will go up, not down, if you develop a track record of being transparent and candid, confronting reality and taking responsibility quickly.

Not raising the red flag, or opening up conversations about changes in the way we deliver services in a time when our reality is that our expenses exceed our revenues may seem like the safe thing to do, but it is not. Covey says that playing chicken with important information and not being quick to confront reality is not good for enhancing trust or credibility. I believe that applies to leaders and those in public service. Confronting reality together, in unity regardless of how difficult the conversations might be is vital.

Eleanor Roosevelt said, "You gain strength, courage and confidence by every experience in which you really stop to look fear in the face. You must do the thing which you think you cannot do." There is truth in her quote for our City today. I am optimistic about our future, working together as a community with our elected officials and City employees in meeting our financial challenges and setting the stage for a brighter financially sustainable future and maintaining the quality of life we enjoy in Corvallis.

CORVALLIS
ENHANCING COMMUNITY LIVABILITY

****

CITY MANAGER'S REPORT

MARCH 14, 2013

****

2013-02

REPORTING PERIOD: FEBRUARY 2013

I. ORGANIZATIONAL HIGHLIGHTS

- The City Council began the process of recruiting for a new Municipal Judge, in anticipation of Judge Donahue's retirement June 30.
- The City Council received presentations from all City departments regarding the upcoming Fiscal Year 2013-2014 City budget.
- The City Manager proposed "conversation starters" to find ways to balance the City's Fiscal Year 2013-2014 budget.

II. MAYOR'S DIARY

I have engaged in the following activities, in addition to meeting and corresponding with constituents and presiding at the twice-monthly City Council meetings and meetings with Council leadership:

Speaking engagements

- Economic Development Commission meeting at Oregon State University (OSU).
- Corvallis School District's Career Day.

Special meetings

- Met with Senator Close to discuss issues related to property taxes and economic development.
- Attended a forum with Senator Close, Representative Gelser and Senator Boquist.
- Facilitated meeting with state agency representatives and local government and business leaders concerning the regional business accelerator (RAIN) project
- Facilitated City Council work sessions concerning the Fiscal Year 2013-2014 budget and orientation for new Councilors.
- Along with Benton County Commissioner Dixon, facilitated a public forum concerning Benton County's Ten-Year Plan to End Homelessness and progress made during 2012.

- Facilitated joint work session with the City Council and Planning Commission concerning revised master plan for the Airport.
- Selected "Mayor's Choice" awards for re-usable bag design and logo as part of local competition at OSU.
- Participated in City Council work session concerning goal setting for 2013-2014 Council term.
- Staffed a Government Comment Corner session at the Corvallis-Benton County Public Library.
- Met with Benton County Commissioner Dixon concerning topics of mutual interest.
- Participated in conference call to discuss Oregon Mayors Association summer conference in Corvallis.
- Participated in conference call for Healthy Eating Active Living (HEAL) Cities Campaign advisory committee.
- Attended "City Day in Salem" event sponsored by the League of Oregon Cities and the Oregon Mayors Association
- Attended meeting of Council of Governments' Executive Committee.
- Attended meeting of League of Oregon Cities' Board of Directors.

Proclamations
- Year of Culture – 2013
- Kiwanis' Children's Cancer Month

Appointments
- Arts and Culture Commission
- Bicycle and Pedestrian Advisory Commission
- Citizens Advisory Commission on Transit
- Housing and Community Development Commission (four appointments)

III. CITY MANAGER'S OFFICE

A. Department Highlights

- The City Manager proposed "conversation starters" to find ways to balance the City's Fiscal Year 2013-2014 budget.
- Provided notice and training opportunity to all elected officials, Planning Commissioners, Historic Resources Commissioners, and the Municipal Court Judge regarding the annual filing of Statement of Economic Interest required by State law.
- Conducted two orientation sessions for new Council: one with media representatives, and the other with boards and commissions chairs.
- Developed election timelines for potential September and November 2013 and May 2014 elections.

- Human Resources began American Federation of State, County, and Municipal Employees (AFSCME) negotiations with Interest Based Bargaining Training February 6. The 150-day time period began February 27.
- Corvallis Regional Communications Center Association (CRCCA) and City selected an arbitrator for the upcoming arbitration. We are waiting for an arbitration date from the Oregon Employment Relations Board.
- Hired Melissa Murphy to fill the new Economic Development Officer position.
- The Economic Development Office is responding to two national recruitment requests.

IV. COMMUNITY DEVELOPMENT

A. Department Highlights

- Development Services Division staff processed 28 residential and 22 non-residential plan reviews for proposed construction projects and conducted 831 construction inspections during February.
- Created 20 new Code Enforcement Program cases as a result of citizen complaints received.
- Of the 143 plumbing, mechanical, and electrical permits issued during February, 65 (or 45 percent) were issued online.
- Planning Division staff received seven land use applications during February, including three Historic Preservation Permit applications, a Land Development Code text amendment from OSU, and Subdivision and Planned Development applications for the Campus Crest proposal.
- Planning Division staff issued decisions on three land use applications, including three Historic Preservation Permits and a Minor Replat request.
- The Planning Commission began reviewing the Unresolved Planning Issues list and Planning Division Work Program. The Commission is expected to conclude its review and discussion at its March 6 meeting. The Commission will then forward a recommendation to the City Council for the 2013 - 2014 Planning Division Work Program.
- Housing Division staff received 56 Rental Housing Program-related contacts outlining 101 separate issues, with 45 issues related to habitability and 56 of a non-habitability nature. Twenty nine of the habitability issues reported are or may be subject to the Rental Housing Code, so Housing Division staff are working with complainants to confirm violations and then, as applicable, achieve resolution or move to enforcement.
- The Housing and Community Development Commission met in two three-hour sessions to hear agency funding requests and develop a set of recommendations for Fiscal Year 2013-2014 Community Development Block Grant (CDBG) and HOME Investment Partnerships Program (HOME) funding allocations.

- Because of technical challenges that arose in converting the City's CDBG/HOME Consolidated Plan development process to a new United States Department of Housing and Urban Development (HUD)-required on-line system, the City requested and received HUD approval of an extension for submitting the Plan, which is now due August 15, 2013.
- The City/OSU Collaboration Project Work Groups met frequently during February to complete their recommendations for presentation to the Project Steering Committee March 18. Neighborhood Livability reviewed property maintenance and rental licensing program options; Neighborhood Planning continued reviewing proposals regarding regulating standards for in-fill projects designs; and Parking and Traffic reviewed parking district management issues and identified additional strategies.

V. FINANCE

A. Department Highlights

- Utility Billing staff participated in a Web/Ex conference call to get a preview of OneSolution for Utilities.
- Utility Billing and Administration staff also participated in a demonstration of an automated remittence system designed to automate customer payment processing.
- MIS staff completed revising two existing policies and developed three new IT-related policies.
- MIS staff improved the efficiency of applications by upgrading the virtual environment to VM Ware v5.1 offerings.

VI. FIRE

A. Department Highlights

Response Activity - February 2013	City	Non-City	Total
Fires	5	1	6
Overpressure/Rupture	3	0	3
Requests for Ambulance	299	74	373
Rescue (Quick Response Team)	81	14	95
Hazardous Condition	10	3	13
Service Requests	32	6	38
Good Intent	22	17	39
False Calls	19	1	20
Other	0	0	0
TOTAL RESPONSES OVERALL	**471**	**116**	**587**

- A group of Fire Department staff is receiving training on the Code3Sim software developed by Community Volunteer Carl Niedner and Administrative Volunteer Roland Leathrum.

VII. LIBRARY

A. Department Highlights

- In the short month of February, there were 49,864 visitors to the Corvallis Library – an average of 2,168 per open day. Another 75,978 users accessed Library services from their computers. System-wide there were 132,713 items checked out, including 23,557 items on hold that were picked up.
- System-wide, there were 118 programs in February, with 3,733 attendees of all ages.
- Members of the Library Board, Friends of the Library Board, and Foundation Board enjoyed their annual potluck dinner. Librarians Bonnie Brzozowski and Lindy Brown presented information about the Library's use of social media and our mobile app. A video produced by Youth Services staff was also presented.
- Community Library Specialist Alison Gavin met with Randy and Bill Crowson of the Monroe School District to discuss the communications process for lock-down procedures. The Library and the school district will be working together to develop a communication process for notifications in the event of an emergency.
- Early Literacy Coordinator Peik-Kuan Lim and Youth Services Manager Curtis Kiefer presented the third quarter early literacy evening for families participating in the Benton County Relief Nursery, Early Head Start, and Healthy Start. Consisting of early literacy activities, stories, a reminder of the variety of library services available, and pizza, about 60 families attend these quarterly events. Staff from Old Mill Center for Children and Families provide logistical support and arrange transport for the participating families.
- Curtis Kiefer introduced the City's Diversity and Inclusion Plan at the February 26 meeting of the Hispanic Advisory Council.
- Soon most of our self-check-out machines will accept credit and debit cards for fine payment. Staff have been working with our online system vendor, our self-check vendor, and the Finance Department to work out all the details.

B. Other

- Following three false fire alarms at the Library (thanks to three separate small children), Public Works installed covers over the alarm pulls that emit

a sound when opened. This should ward off curious little hands or at least give parents a chance to stop the kids before it is too late.

- Carpet was replaced on the second floor in the public computer area, around the Adult Services reference desk, and around the Youth Services reference desk area on the first floor. At the same time, additional strobes and smoke detectors were installed to finish up the fire alarm system project.

VIII. PARKS AND RECREATION

A. Department Highlights

Administration/Planning

- Staff is developing a new facilities fee schedule to reflect cost recovery and new facilities.
- Production of the Spring/Summer Activity Guide is completed and should be available by March 22.
- Staff is preparing picnic rental and run/ walk event equipment bags for the upcoming season.
- Initiating a stakeholder group to participate in Trails Plan update.
- Submitted a Recreation Trails Program grant for Marys River Boardwalk
- Working with the Rotary Club on the upcoming construction of a picnic shelter in Willamette Park.

Aquatic Center

- Hosted more than 58 rentals with an estimated 2,150 participants.
- Hosted the Oregon Swimming Championships with 43 teams and more than 1,200 athletes and spectators.
- The Valentine's Amazing Race Fund raiser had 200 participants and raised over $1,000 for Family Assistance Scholarships.
- The Oregon Special Olympics Super Plunge used Otter Beach for a 24-hour plunge.
- 959 children participated in swimming and water safety classes.
- 1,228 seniors and adults participated in exercise and therapy classes.

Parks and Natural Areas

- Parks Operations seasonal employees started March 1, allowing staff to open restrooms, begin mowing, fill potholes, and begin preparing for the summer busy season.
- Heritage Tree Stakeholders met and developed a Heritage Tree Program that will be presented to Parks, Natural Areas, and Recreation Board and City Council.

- Annual street tree planting to replace 2012 tree removals is nearly complete. This work was supplemented with volunteers from OSU, neighbors, and Odd Fellows members.
- Parks Operations partnered with volunteers to assist with pruning roses, weeding and mulching landscaped beds, building trails, and installing gutters on the Walnut Barn during February.

Recreation

- Adult basketball playoffs are underway and will continue thru March 14.
- Working with United States Tennis Association on a pilot youth tennis program as an after-school opportunity.
- Staff is working on an application for the Department of Education's Physical Education Grant for youth programming.
- Worked with Benton County Health Department on a Health Impact Assessment for South Corvallis.
- Finalized summer program details and schedules.

Senior Center

- The Senior Center is offering a new health promotion program, "Lunch and Learn" lectures. People listen to a speaker and bring their lunch or purchase a box lunch for an additional fee. This first presentation in this series was full, and every participant chose to order a lunch. The topic was "I've lost my keys, have I lost my mind?" and was sponsored by *New Horizons In Home Care,* who provided the speaker.
- The outdoor program continues to get seniors outdoors and active. The snowshoe trip was full, and all participants were very happy with their outing on Mt. Hood.

IX. POLICE

A. Department Highlights

Officers investigated 1,912 incidents this month. Following are the highlights:

- Detectives arrested a man on a charge of Robbery in the Second Degree for the robbery of the Key Bank on NW Ninth Street in August 2011. The man entered the bank wearing a full face motorcycle helmet and black hoodie and demanded money. No weapon was displayed. The suspect, currently in the Marion County Jail on other charges, is also suspected of robbing banks in Albany and Salem. Search warrants had previously been served on the suspect's bank records and phone. His vehicle was seized by Corvallis Police shortly after the robbery. The suspect previously spent approximately 20 years in prison on other bank robbery charges.

- Detectives arrested a man on six counts of Encouraging Child Sex Abuse after investigative tools revealed that he had been trading child pornography from a residence in Corvallis. Linn County investigators were working an undercover operation with Corvallis Police, during which information revealed the suspect was sharing child pornography. During the course of that investigation, it was revealed that the suspect was conducting the same activities in Polk County. The Corvallis Police Forensic Unit is currently examining the computers from the Polk County case.
- Detectives arrested a man on charges of Assault in the Second Degree, Unlawful Use of a Weapon, Unlawful Delivery of Heroin, Criminal Mischief II, and Failure to Perform the Duties of a Driver (from a prior case). The man got into a fight with another man while they were both using Heroin and stabbed him with a knife. The victim sustained non-life threatening injuries; however, Street Crimes Unit Detectives arrested him four days later for an earlier armed robbery at the Country Market & Deli
- The clerk at the Super 8 Motel reported she was robbed at gunpoint. A male suspect was contacted in the area and arrested on a probation violation. He was found to be in possession of exactly the amount of money stolen during the robbery. During a search of the area between where the robbery occurred and where the suspect was located, the backpack and clothing worn during the robbery were found. Detectives assisted with the investigation, and the suspect was charged with the robbery.

9-1-1 Center Calls for Service

- The Corvallis Regional Communications Center dispatched 2,979 calls for police, fire, and medical assistance this month as follows:

POLICE		FIRE AND MEDICAL	
Corvallis Police	1912	Corvallis Fire/Ambulance	501
Benton County Sheriff	405	Other Fire/Medical	74
Philomath Police	87		
TOTAL	2404	**TOTAL**	575

B. Other

- Officer Sapp and K-9 Roxy conducted interagency training in Newport, with Marion County Sheriff's Office, Albany Police Department and Linn County Sheriff's Office.
- The Police Department organized the fourth annual Polar Plunge event for Special Olympics Oregon. More than 375 people participated in the event, raising over $40,000 for Special Olympics.

- Captain Henslee participated in a workgroup at the Department of Public Safety Standards and Training (DPSST) to update and re-structure the DPSST Field Training and Evaluation Program Manual.
- Officers Lawrence and Gilder met with fraternities as part of the Greek Liaison Program.

X. PUBLIC WORKS

A. Department Highlights

Administration Division

- Staff met with key stakeholders on the single-use plastic carry-out bag ordinance to gain feedback on potential revisions that could reduce unintended consequences on small business owners.
- Staff met with Energy-Wise Lighting and Solar to investigate the possibility of installing solar photovoltaic arrays on various City buildings with the use of Oregon Solar Incentive Program funds.

Engineering Division

- A neighborhood meeting was held February 6 to discuss the Street Reconstruction-Arterial/Collector Tenth Street project. Future meetings to provide information on the traffic circle review process with the Bicycle and Pedestrian Advisory Commission and community are scheduled in March.

Transportation Division

- Consultants presented the draft final Airport Master Plan to a joint work session of the City Council and Planning Commission. The Federal Aviation Administration (FAA) recommends that airport owners update their master plans every seven to ten years, and the last update was in 2001. This project was 95 percent funded by a FAA grant and represents over 18 months of work by staff, consultants, and an 18-member Planning Advisory Committee. It is anticipated that the City Council will formally adopt the plan within the next few months.
- To save energy, 46 new inductive street lighting fixtures were installed on SW Technology Loop and SW Research Way. The new 74-watt fixtures replaced 173-watt fixtures and reduce light pollution with full-cut-off lenses. The fixtures will save 19,500 kWh per year, or about $1,600 in electrical expenses. In addition to saving energy, the new lamps are designed to last 20 years before re-lamping, reducing on-going maintenance costs. The project was funded through an American Recovery and Reinvestment Act (ARRA) Energy Efficiency and Conservation Block Grant.
- Completed the GIS Geodatabase Migration project analysis and design stages. This effort defined high-level system architecture requirements for

the server upgrade in the development, production and publishing environments. Implementation of the environments will begin in March.

Utilities Division

- Provided 38 local students with a tour of the watershed and Rock Creek Water Treatment Plant.
- The 2012 Water Quality report has been prepared and will be distributed electronically, reducing printing and mailing expenses.
- Staff met with Siuslaw National Forest engineers on planning this summer's scheduled replacement of the main entry road bridge to the Rock Creek watershed.

XI. MISCELLANEOUS

- Attached is the City Attorney's Office Report to the City Council for February.

James A. Patterson
City Manager

CORVALLIS
ENHANCING COMMUNITY LIVABILITY

CORVALLIS CITY ATTORNEY
456 SW Monroe, #101
Corvallis, OR 97333
Telephone: (541) 766-6906
Fax: (541) 752-7532

CITY ATTORNEY'S OFFICE
REPORT TO CITY COUNCIL: HIGHLIGHTS

February 2013

The following are highlights of the City Attorney's Office activities during February 2013:

1. Assistance to City Manager's office regarding water main break legal issues.

2. Preparation and filing of Response to Motion for Alternative Writ of Injunction regarding the garnishment of funds awarded to the City in *Corvallis v. Crescent Valley Company (*contempt of court - code violations).

3. Meeting with Public Works Engineering Department regarding the Corvallis-Albany Trail railroad crossing application.

4. Participation in conference call with the Oregon Attorney General's office regarding subpoenas of City records as part of antitrust litigation.

5. Assistance to Public Works Transit Department regarding advertising policies on City buses.

6. Meetings with Planning Department regarding group residential standards.

Ongoing/Future Matters:

1. Representation of the City before the Benton County Circuit Court in *Corvallis v. Crescent Valley Company (*contempt of court - code violations); and before the Employment Relations Board regarding CRCCA binding arbitration.

2. Enforcement actions re: code violations (building, rental housing, land development code).

3. Continued work on public records requests.

4. Continued assistance on internal investigations, employee grievances and other employment matters.

5. Assistance in preparing findings for land use decisions.

6. Enforcement of City ordinances and prosecution of offenses in Corvallis Municipal Court.

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COUNCIL REQUESTS

FOLLOW-UP REPORT

MARCH 14, 2013

****

1. Demolition Permit Requirement (Beilstein)

   The attached memorandum from Community Development Director Gibb responds to a suggestion of requiring digital images of structures as part of a demolition permit application.

James A. Patterson
City Manager

MEMORANDUM

DATE: **March 11, 2013**

TO: **Mayor and City Council**

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

RE: **CC request - Demolition Permit Requirement**

As part of Visitor Proposition discussion at the January 22, 2013 Council meeting, B.A. Beierle of PreservationWorks and Mary Gallagher of the Benton County Historical Society and Museum (BCHSM) presented a request (attached) that the City's demolition permit process be amended to require the applicant provide digital images of structures to be demolished. Council requested that Staff follow up on the request.

City staff notes the following:

- Notwithstanding the information provided in the proposal, the City would need to retain the images once the demolition permit is issued even though the BCHSM plans to retain the information in perpetuity. Consistent with Oregon law, this information would need to be retained by the City for a minimum of 2 years.
- Because the suggested directions for the images (e.g. street context, relationship to other structures) are by necessity somewhat general, there is concern about the staff accountability to hold applicants to a specific standard prior to issuing a permit

Development Services staff have determined that the proposed concept could be implemented through an administrative policy and demolition checklist rather than a municipal ordinance amendment.

As part of the due diligence process, the proposal was recently shared with a Stakeholders Advisory Group which provides feedback to Development Services staff on building permit related processes and issues. Meeting notes below reflect the following discussion from the group:

- *Concerns about making applications bigger or more cumbersome thereby impacting already tight timelines*
- *Concerns about mission creep. The proposal may be fine now, but what about the future. Where does it stop?*
- *The records already exist via Google. Why can't the proponents simply go to Google and download the drive-by photos they want to retain and then archive those? Why make another hurdle when the information is already available?*

- *This will result in additional demands on staff impacting the ability to meet other obligations*
- *Might be willing to do this if it was voluntary*
- *Would be ok in the historic district – not outside the districts*
- *Would this be public record that the city has to retain and then provide with a records request?*
- *Have contractors alert the proponents when a demo comes in and the proponents can take the photos*

Attached are two follow-up communications from individual members of the group one of which represents the position of the Willamette Valley Home Builders Association.

Staff requests direction from the Council on whether to implement a requirement for applicants to submit digital images of existing structures as part of a demotion permit application.

Review and Concur:

Jim Patterson, City Manager

Demolition Documentation

On behalf of PreservationWORKS, the Citizens for Livable Corvallis, and the Benton County Historical Society & Museum, we respectfully request Council consider **modifying the Demolition Permit application to require digital images of structures before a demolition permit is issued.**

Our built environment is being lost at an alarming rate – 95 demolitions permits issued in the past five (5) years alone. Image documentation as an addition to the demolition permit process will record the current condition of Corvallis before it changes irrevocably.

Images of Corvallis structures are an important research tool that document architecture, building materials and land use. Sometimes, they also inadvertently provide information on cultural and environmental conditions as well. As it is unknowable who may be applying for demo permits, it is in the community's long-term interest to record how resources existed in time, before they are forever lost.

Number of Images

- Minimum of one image/elevation
- One overall image that depicts the subject structure in relationship to other structures on the site, if any
- One image that depicts the subject structure in relation to the street context

Image Quality

Minimum 1024 image size or better; the higher the resolution the better. We suggest images from grade to the topmost element. Image taken at night without flash, or through tree/plant cover would not be helpful. There is no suggestion that images meet architectural building survey or engineering survey standards.

Trespass

Images recorded by a permit applicant would avoid concerns about potential trespass on private property by volunteer amateur photographers and potential safety concerns. Applicant submitted images address these matters.

Retention/Storage

The Benton County Historical Society & Museum (BCHSM) is a logical repository for images of structures prior to demolition, where they will be retained in perpetuity. If images are attached to an email, a future online application, or on disc, the images could be forwarded to BCHSM as soon as the application was determined to be complete. Images would not need to be retained or stored by the City beyond approval of the demolition permit.

Legal Obligation

If the images are required by permit application, failure to provide images would be the same as if any other permit requirement (e.g., fee) were not provided.

Respectfully submitted,

BA Beierle

Mary Gallagher

Charlyn Ellis

Carolyn Verlinden

Year	Move	Residential	Multifamily	Commercial	Demolition Total
2008		12			12
2009	3	19	1	3	23
2010		9	1	4	14
2011		11	2	2	15
2012	1	29	1	1	31
Totals	4	80	5	10	95

Statistics provided City Developmental Services

Other Issues

B. A. Beierle reviewed written information (Attachment C) regarding modifying the demolition permit application to require digital images of structures before demolition permits were issued. She said staff advised her that Council direction was needed before the permit procedure could be changed. She noted that each digital image would contribute to the community's collective archive. She emphasized that the Benton County Historical Museum was eager to archive and manage the digital images for public access; the process would not involve City staff time or expense.

Councilor Beilstein asked that staff follow through on Ms. Beierle's request. He was relieved that her request would not incur expenses for the City.

From: Rob Wood [mailto:rob@centurybuilds.com]
Sent: Sunday, March 03, 2013 1:49 PM
To: Carlson, Dan
Cc: Rob Wood; Lyle Hutchens (Lyle@devcoengineering.com)
Subject: Pictorial Documentation prior to Demolition

Dan:

Thank you for discussing the proposed additional requirement, for obtaining demolition permits, with our group on Friday. Although I find the desire and mission, of the organizations sponsoring the proposal, to be admirable, I disagree with requiring others to fulfill their project needs.

For the following partial list of reasons, the development groups and construction firms I represent do not support this proposal:

1. Additional requirements are contradicting the goals of affordability in an economic environment where we are trying to reduce costs and burdens, both in the private and public arena.
2. The program applicability would be subjective and difficult to define without including ALL demolition;
    a. What type of structure?
    b. Include interior walls, cosmetic finishes?
    c. Value based?
    d. Historic district or all demolition permits?
    e. What is the scope? Does it include demolition of mechanical systems such as chiller towers, electrical work, septic systems, etc.

    We believe the answers to these questions would differ depending upon the item to be demolished, therefore making the requirements discretionary for each application. This would then lead to a timing delay awaiting the specific desires, turned into requirements, for each project.
3. Once scope, per # 2 was determined, what would be the requirements to fulfill such?
    a. Elevations, what angle and distance from the walls?
    b. How many photos, lighting?
    c. Interior shots? All rooms?
    d. Mechanical systems?
    e. What would the format be, electronic or printed photos? TIFF, JPEG, DWG, PAINT, other? Would this then necessitate the purchased of standardized cameras?

    Again, we believe the answers to these questions would differ depending upon the item to be demolished which would then lead to a timing delay waiting for the specific requirements, for each project.
4. As a permit condition, the documentation would most likely need to be submitted prior to issuance. There would then be a review process, to answer the items in 2 and 3 above, eliminating the goal of increasing the over the counter, or expedited permit issuance time.
5. The above 4 items only address some possible impacts to the applicant and do not consider possible cost impacts to Community Development. This proposal is contradictory to the work the staff and stakeholders advisory group has been accomplishing to reduce costs and time delays within the department.

In the alternative, perhaps the following protocol could help the organizations meet their desires:

With the access ease to information now available, I would suggest the organizations monitor the enhanced Corvallis Permits.com. They could search for submitted demolition permit applications, using the filters to narrow their results. Or, less desirable, a Community Development Department staff member could alert the group as to a received demolition application.

With this information they could proceed with one or more of the following possible options: (voluntary to the applicant)

A. Determine if the need for pictorial documentation is even warranted.
B. Contact the applicant to discuss if they could schedule obtaining access onto the property for this documentation before the demolition occurs.
C. Ask the applicant if he/she could take some photos and email them to the organization.
D. Take photos from an adjacent public property .
E. Use Google street scape and Google satellite data to print off documentation.

I hope this conveys our position on the proposal. Should you have any questions, please contact me at one of the numbers below.

Sincerely, Rob

CENTURY MANAGEMENT LLC
s\Robert Wood
Post Office Box 13969
1838 Lancaster Drive NE
Salem, Oregon 97309
503-589-9797 (O)
503-589-9951 (F)
503-302-4826 (C)

WVHBA

RE: Potential Changes to Demolition Permit Requirements.

To: Members of 2013 Corvallis City Council

Dear Sirs,

Let me introduce myself. I am Brent Jenkins 2013 WVHBA president and member of the DS Stakeholder Advisory Group. I received a copy of the proposed "Demolition Documentation" at our last stakeholders meeting last Friday (March 1st) at city hall. We had a discussion of the proposal at the meeting and I then forwarded the document and notes of the discussion to the board members of our local home ~~builder's~~ association (WVHBA) . Where as the proposal on face value might not look to threatening we have witnessed on many occasions the law of ~~unintended~~ consequences or "Mission Creep" takes over many well intentioned programs over the years.

List of Concerns, Comments & observations:

1. Do we really need another requirement in the already cumbersome and complex permitting process in our City? These requirements can lead to but are not limited to: Extra fees- time and labor (Cost$$$) Potential extra City staff to implement and all of the overhead and legacy costs that go with it every city employee position.
   Extreme possibility of another opportunity for time delays in getting a demolition permit. It is enough of a process at this time.
   Many records already exist and are updated from time to time on Google. Why can't the proponents of these new regulations download those available and augment those additional photos they deem necessary and then archive them.
   Make it voluntary- many including myself would help if we knew it would not and could not be used potentially as an excuse to delay or stop a project using these new requirements if implemented.
   Bring in the requirement only if the project is in a historic district or of extreme historic significance, not a blanket requirement on every demolition permit that is applied for.
2. If implemented would this be public record that the city has to retain and make available upon request. (More time and $$)
3. Would contractors be responsible if someone inadvertently was not notified of all the potential new requirements?
4. This is another potential infringement of individual property rights.
5. This definitely is counter to the city council's earlier in the year stated goal of exploring ways to achieve more affordable housing in our community.

~~In~~ conclusion we have to ask when it comes to new regulations and potential new departments to oversee these proposed regulations, when is enough, enough? The initial request for additional historic information by a group of our citizens on the surface seems fairly simple and from a volunteer basis admirable. Unfortunately when its implementation is left to bureaucrats, history show's us time and time again that the law of unintended consequences can run rampant. In this time of budget shortfalls we ask that the city council permanently table this unaffordable extravagance or at the very least make it permanently a voluntary request. We as a group are very much opposed to adopting these new requirements. Thank You, Brent Jenkins

March 4, 2013

Additional Board & Past WVHBA Endorsements to this letter.
Gene Jennings-
Greg Conser-
Bill Higby-

Many other names will be added to the list after the next board meeting.

CITY OF CORVALLIS – COUNCIL REQUESTS – TRACKING REPORT
PENDING REQUESTS

Council Request Item	Requested By	Date of Request	CM Report Due Date	Assigned to	Response in CM Rpt No.	Comments
Demolition permit requirement	Beilstein	01-22-13	03-12-13	Gibb		digital images

ADMINISTRATIVE SERVICES COMMITTEE
SCHEDULED ITEMS

March 14, 2013

MEETING DATE	AGENDA ITEM
March 20	• Ambulance Rate Review • Council Policy Review and Recommendation: • CP 07-1.10, "Advertising on Corvallis Transit System Buses" • Public Safety Tax
April 3	
April 17	• Municipal Code Chapter 8.14, "Single-Use Plastic Carryout Bags" Update
May 8	
May 22	• Visit Corvallis Third Quarter Report
June 5	• Third Quarter Operating Report
June 19	• Allied Waste Services Annual Report
July 3	
July 17	
August 7	• Council Policy Review and Recommendation: • CP 91-3.02, "City Compensation Policy"
August 21	
September 4	• Visit Corvallis Fourth Quarter Report
September 18	

October 9	• Fourth Quarter Operating Report
	• Council Policy Reviews and Recommendations:
	  • CP 92-1.05, "Miscellaneous Property Ownership"
	  • CP 94-2.09, "Council Orientation"

October 23	• Utility Rate Annual Review
	• Council Policy Reviews and Recommendations:
	  • CP 04-1.09, "Public Access Television"
	  • CP 91-3.04, "Separation Policy"

November 6	
November 20	
December 4	• Visit Corvallis First Quarter Report • Comprehensive Annual Financial Report • First Quarter Operating Report
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

March 14, 2013

MEETING DATE	AGENDA ITEM
March 19	No meeting
April 2	• Heritage Tree Program
April 16	
May 7	• Liquor License Annual Renewals • Majestic Theatre Annual Report
May 21	

June 4	• Social Services Allocations – Fiscal Year 2013-2014
	• Boards and Commissions Sunset Reviews:
	  • Corvallis-Benton County Public Library Board
	  • Commission for Martin Luther King, Jr.

June 18	
July 2	• Corvallis Farmers' Market Annual Report

July 16	• Council Policy Reviews and Recommendations:
	  • CP 98-4.12, "Guidelines for Public Art Selection"
	  • CP 07-4.15, "Use of Computer Lab Equipment and Public Internet Access at Senior Center"

August 6	• Parks and Recreation Annual Fee Review
August 20	• Social Services Semi-Annual Report
September 3	
September 17	• Rental Housing Program Annual Report
October 8	• Council Policy Reviews and Recommendations: • CP 92-4.05, "Library Meeting Rooms Policy"
October 22	
November 5	
November 19	

December 3	• 2013-2014 Social Services Allocation Process and Calendar
	• Council Policy Reviews and Recommendations:
	  • CP 07-4.16, "Code of Conduct for Patrons at Parks and Recreation Facilities, Events, and Programs"
	  • CP 92-5.04, "Hate/Bias Violence"

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

March 14, 2013

MEETING DATE	AGENDA ITEM
March 19	• Total Maximum Daily Load (TMDL) Requirement Compliance
April 2	• NW Tenth Street/NW Grant Avenue Traffic Circle Update
April 16	• Council Policy Reviews and Recommendations: • CP 91-9.05, "Street Naming and Addressing Policies and Procedures" • CP 13-9.08, "Public Right-of-Way"
May 7	• Municipal Code Review: Chapter 6.10, "General Traffic Code" (Weight Restrictions)
May 21	
June 4	• Board and Commission Sunset Review: • Capital Improvement Program Commission
June 18	
July 2	
July 16	
August 6	
August 20	
September 3	No meeting
September 17	
October 8	• Council Policy Reviews and Recommendations: • CP 04-1.08, "Organizational Sustainability" • CP 91-7.07, "Sanitary Sewers; Responsibility for" • CP 05-7.17, "Utility/Transportation Facility Extensions Through Public Areas" • CP 91-9.03, "Parking Permit Fees"
October 22	
November 5	
November 19	
December 3	
December 17	

USC PENDING ITEMS

- 49th Street Annexation Explanatory Statement and Display Advertisement — Community Development
- Airport Master Plan — Public Works
- 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 - JUNE 2013
(Updated March 14, 2013)

MARCH 2013

Date	Time	Group	Location	Subject/Note
~~16~~	~~10:00 am~~	~~Government Comment Corner~~	~~Library Lobby - TBD~~	
18	2:30 pm - 5:00 pm	OSU/City Collaboration Project Steering Committee	Downtown Fire Station	
18	**6:00 pm**	**City Council**	**Downtown Fire Station**	
19		*No* Human Services Committee		
19	5:00 pm	Urban Services Committee	Madison Avenue Mtg Rm	
19	*5:00 pm*	*Cmsn for Martin Luther King, Jr.*	*Library Board Room*	
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	OSU/City Collaboration Project Neighborhood Planning Work Grp	Madison Avenue Mtg Rm	
21	6:30 pm	Parks, Natural Areas, and Rec Brd	Downtown Fire Station	
23	10:00 am	Government Comment Corner	Library Lobby - Biff Traber	
25	5:30 pm	OSU/City Collaboration Project Parking and Traffic Work Group	Library Main Mtg Rm	
26	*7:30 am*	*City Legislative Committee*	*City Hall Meeting Room A*	*tentative*
~~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	OSU/City Collaboration Project Neighborhood Livability Work Group	Madison Avenue Mtg Rm	
30	10:00 am	Government Comment Corner	Library Lobby - Mike Beilstein	

APRIL 2013

Date	Time	Group	Location	Subject/Note
1	**6:00 pm**	**City Council**	**Downtown Fire Station**	
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	OSU/City Collaboration Project Neighborhood Planning Work Grp	Osborn Aquatic Center Conference Room	
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	City Legislative Committee	City Hall Meeting Room A	
9	5:30 pm	OSU/City Collaboration Project Neighborhood Livability Work Group	Madison Avenue Mtg Rm	
9	6:00 pm	Historic Resources Commission	Downtown Fire Station	
9	7:00 pm	Ward1 meeting (York)	Stoneybrook Clubhouse	City sponsored
~~10~~	~~7:30 am~~	~~City Legislative Committee~~	~~City Hall Meeting Room A~~	

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	OSU/City Collaboration Project Parking and Traffic Work Group	Madison Avenue Mtg Rm	
13	10:00 am	Government Comment Corner	Library Lobby - TBD	
15	**6:00 pm**	**City Council**	**Downtown Fire Station**	
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	OSU/City Collaboration Project Neighborhood Planning Work Grp	Osborn Aquatic Center Conference Room	
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	*7:30 am*	*City Legislative Committee*	*City Hall Meeting Room A*	*tentative*
23	5:00 pm	Cmsn for Martin Luther King, Jr.	Madison Avenue Mtg Rm	
23	5:30 pm	OSU/City Collaboration Project Neighborhood Livability Work Group	Osborn Aquatic Center Conference Room	
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	OSU/City Collaboration Project Parking and Traffic Work Group	Osborn Aquatic Center Activity Room	
27	10:00 am	Government Comment Corner	Library Lobby – TBD	
30	5:30 pm	OSU/City Collaboration Project Neighborhood Planning Work Grp	Madison Avenue Mtg Rm	
30	7:00 pm	Budget Commission	Downtown Fire Station	

MAY 2013

Date	Time	Group	Location	Subject/Note
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 Adv Cmsn	Madison Avenue Mtg Rm	
4	10:00 am	Government Comment Corner	Library Lobby - Julie Manning	
6	**6:00 pm**	**City Council**	**Downtown Fire Station**	
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	
~~8~~	~~7:30 am~~	~~City Legislative Committee~~	~~City Hall Meeting Room A~~	
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	Investment Council	Madison Avenue Mtg Rm	
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	City Legislative Committee	City Hall Meeting Room A	
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	
20	**6:00 pm**	**City Council**	**Downtown Fire Station**	
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	

JUNE 2013

Date	Time	Group	Location	Subject/Note
1	*10:00 am*	*Government Comment Corner*	*Library Lobby - Bruce Sorte*	
3	***6:00 pm***	***City Council***	***Downtown Fire Station***	
4	*7:00 am*	*Airport Commission*	*Madison Avenue Mtg Rm*	
4	*2:00 pm*	*Human Services Committee*	*Madison Avenue Mtg Rm*	
4	*4:00 pm*	*Downtown Parking Committee*	*Downtown Fire Station*	
4	*5:00 pm*	*Urban Services Committee*	*Madison Avenue Mtg Rm*	
5	*3:30 pm*	*Administrative Services Committee*	*Madison Avenue Mtg Rm*	
5	*7:00 pm*	*Planning Commission*	*Downtown Fire Station*	
5	*7:30 pm*	*Library Board*	*Library Board Room*	
7	*7:00 am*	*Bicycle and Pedestrian Adv Cmsn*	*Madison Avenue Mtg Rm*	
8	*10:00 am*	*Government Comment Corner*	*Library Lobby - Biff Traber*	
10	*3:00 pm*	*Economic Development Cmsn*	*Madison Avenue Mtg Rm*	
10	*7:00 pm*	*Mayor/City Council/City Manager Quarterly Work Session*	*Madison Avenue Mtg Rm*	*tentative*
11	*7:30 am*	*City Legislative Committee*	*City Hall Meeting Room A*	
11	*5:00 pm*	*City Council Work Session*	*Madison Avenue Mtg Rm*	*HRC/PC interviews -- tentative*
11	*6:00 pm*	*Historic Resources Commission*	*Downtown Fire Station*	
12	*8:20 am*	*Citizens Advisory Cmsn on Transit*	*Madison Avenue Mtg Rm*	
12	*5:30 pm*	*Downtown Commission*	*Madison Avenue Mtg Rm*	
13	*8:30 am*	*Citizens Advisory Cmsn on Civic Beautification and Urban Forestry*	*Parks and Rec Conf Room*	
11	*5:00 pm*	*City Council Work Session*	*Madison Avenue Mtg Rm*	*HRC/PC interviews -- tentative*
15	*10:00 am*	*Government Comment Corner*	*Library Lobby - TBD*	
17	***6:00 pm***	***City Council***	***Downtown Fire Station***	
18	*2:00 pm*	*Human Services Committee*	*Madison Avenue Mtg Rm*	
18	*5:00 pm*	*Urban Services Committee*	*Madison Avenue Mtg Rm*	
19	*12:00 pm*	*Housing and Comm Dev Cmsn*	*Madison Avenue Mtg Rm*	
19	*3:30 pm*	*Administrative Services Committee*	*Madison Avenue Mtg Rm*	
19	*5:30 pm*	*Arts and Culture Commission*	*Parks and Rec Conf Room*	
19	*7:00 pm*	*Planning Commission*	*Downtown Fire Station*	
20	*6:30 pm*	*Parks, Natural Areas, and Rec Brd*	*Downtown Fire Station*	
22	*10:00 am*	*Government Comment Corner*	*Library Lobby - TBD*	
25	*5:00 pm*	*Cmsn for Martin Luther King, Jr.*	*Madison Avenue Mtg Rm*	
26	*5:00 pm*	*Watershed Management Adv Cmsn*	*Madison Avenue Mtg Rm*	

29	*10:00 am*	*Government Comment Corner*	*Library Lobby - Penny York*	

JULY 2013

Date	Time	Group	Location	Subject/Note
1	***6:00 pm***	***City Council***	***Downtown Fire Station***	
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*	
3	*3:30 pm*	*Administrative Services Committee*	*Madison Avenue Mtg Rm*	
3	*7:30 pm*	*Library Board*	*Library Board Room*	
4		*City Holiday – all offices closed*		
5	*7:00 am*	*Bicycle and Pedestrian Adv Cmsn*	*Madison Avenue Mtg Rm*	
6	*10:00 am*	*Government Comment Corner*	*Library Lobby - TBD*	
10	*8:20 am*	*Citizens Advisory Cmsn on Transit*	*Madison Avenue Mtg Rm*	
11	*8:30 am*	*Citizens Advisory Cmsn on Civic Beautification and Urban Forestry*	*Parks and Rec Conf Room*	
13	*10:00 am*	*Government Comment Corner*	*Library Lobby - TBD*	
15	***6:00 pm***	***City Council***	***Downtown Fire Station***	
16	*2:00 pm*	*Human Services Committee*	*Madison Avenue Mtg Rm*	
16	*5:00 pm*	*Urban Services Committee*	*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*	
18	*6:30 pm*	*Parks, Natural Areas, and Rec Brd*	*Downtown Fire Station*	
20	*10:00 am*	*Government Comment Corner*	*Library Lobby - Biff Traber*	
23	*5:00 pm*	*Cmsn for Martin Luther King, Jr.*	*Madison Avenue Mtg Rm*	
24	*5:00 pm*	*Watershed Management Adv Cmsn*	*Madison Avenue Mtg Rm*	
27	*10:00 am*	*Government Comment Corner*	*Library Lobby -*	

Bold type – involves the Council

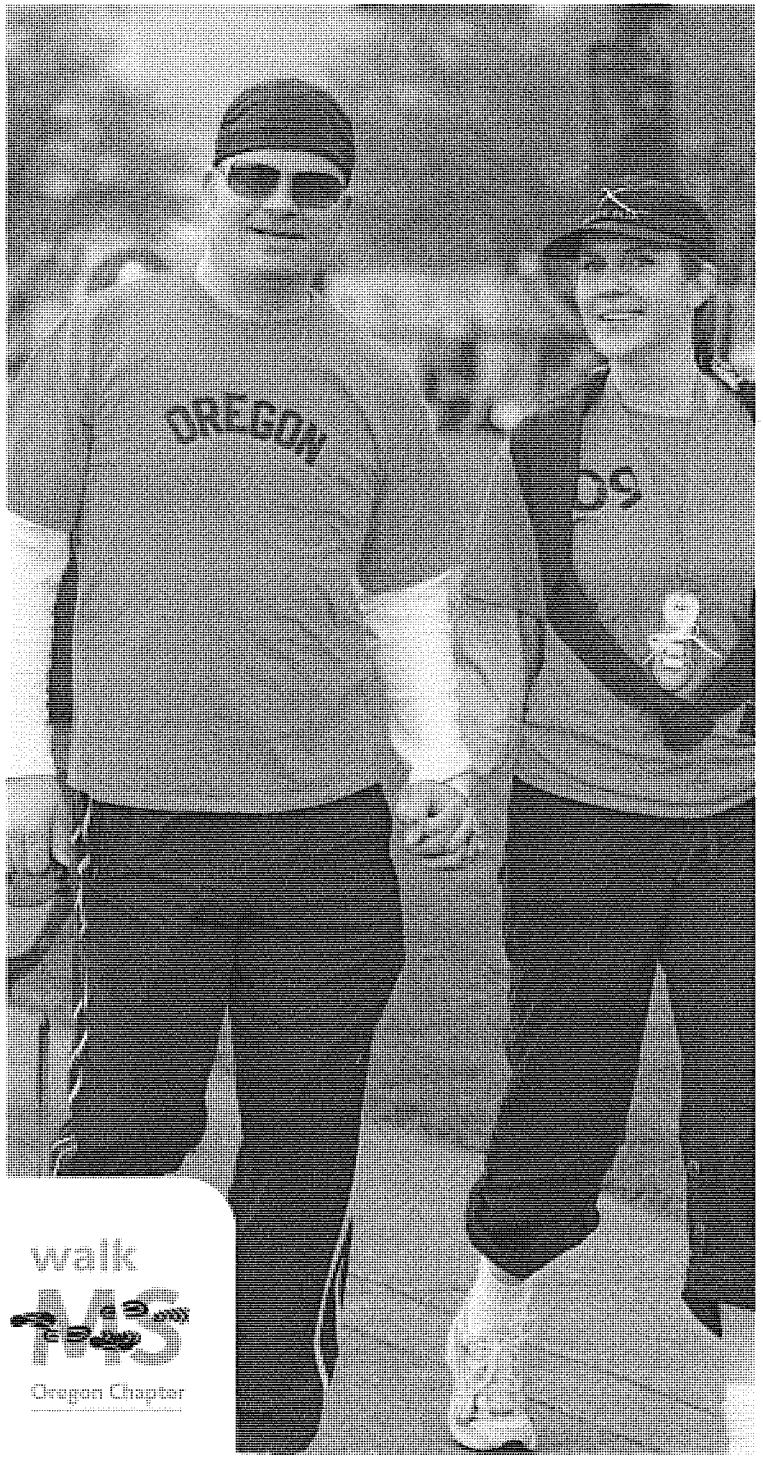
~~Strikeout~~ type – meeting canceled

Italics type – new meeting

TBD – To be Determined

PC – Planning Commission

HRC –Historic Resources Commission



WALK MS 2013

WALK TO CREATE A WORLD FREE OF MULTIPLE SCLEROSIS

Saturday, April 13 + Saturday, April 20, 2013

Come to an inspiring event that brings more than 5,000 people together to rally for a good cause and raise critical funds that benefit nearly 7,500+ living with MS in Oregon and SW Washington.

When + Where

Saturday, April 13 // 10 AM Portland – Pioneer Courthouse Square
Saturday, April 20 // 10 AM
Bend – Riverbend Park
Central Point – Twin Creeks Park
Corvallis – Helen M. Berg Plaza (formerly Jackson Plaza)
Eugene – Alton Baker Park
Heppner – All Saints Episcopal Church
Merrill – Merrill Presbyterian // **9 AM**
Salem – Riverfront Park
Vancouver, WA – Esther Short Park

Amenities

Snacks, coffee, music, entertainment, prizes, and much more.

Why

- Deliver nearly $57,000 in client services for fiscal year 2012 to provide information and referral resources, scholarships for college students, and direct financial assistance for housing, utilities, exercise therapy and mobility devices.
- Provide more than $72,000 in client programs to support advocacy, client education through teleconferences, self-help groups, in-person trainings, and health professional education events.
- Fund more than $3M in current, local scientific research studies to find a cure for MS.

MS Facts

- The Pacific Northwest has twice the incidence rate of the rest of the United States.
- Every hour someone new is told they have Multiple Sclerosis.
- MS interrupts the flow of information from the brain to the body and stops people from moving. You probably know someone who lives with the disease.
- MS is the #1 disabling disease among young adults–friends, colleagues or family members.
- Women are diagnosed with MS more than twice as often as men.

What is the fundraising commitment?

There is no fundraising minimum but we ask everyone to invite four friends and family members to contribute $25 each.

How do I sign up and learn more?

Visit **www.WALKMSOregon.com** or call **503.445.8358**

Volunteer with us!

Email **volunteerMSOregon@nmss.org** or call **503.445.8356**

Memorandum

Date: March 18, 2013

To: Mayor and City Council

From: Ken Gibb, Community Development Director

Re: TGM Pre-Applications

Councilor Brown requested that Staff provide copies of the pre-applications submitted to the Transportation and Growth Management (TGM) program. Staff notes the following:

- Pre-application notification is not mandatory but encouraged. Therefore, proposals can be fine tuned as part of the application process.
- Two pre-apps were submitted by the Community Development Department. One is under the code assistance category in anticipation of a recommendation coming from the Collaboration project this spring that would propose the development of neighborhood oriented design standards.
- The other pre-application is intended to support the proposed housing goal by helping fund a study of current supply and demand. The terminology (e.g. jobs/housing imbalance) is intended to fit under the umbrella of the TGM program which addresses transportation and land use projects.
- Based on consultation with TGM staff, a Buildable Lands Inventory (BLI) and associated work was not included in the above proposal as it does not have a clear linkage to the TGM program goals.
- However, over the past couple of months, Staff has been exploring with Department of Land Conservation and Development (DLCD) representatives the potential of assistance for long range planning projects such as a BLI.
- TGM program timing is such that should the City receive approval for one or more of the grant proposals, final grant awards would not be made until late 2013 or early 2014.

PRE-APPLICATION

2012 TGM Program Services

Please submit a separate pre-application for each project idea.

Pre-Applicant Information

Contact Kevin Young, Planning Division Manager

Jurisdiction City of Corvallis

Mailing Address PO Box 1083, Corvallis, OR 97339-1083

Phone/Fax (541) 766-6572

E-mail kevin.young@corvallisoregon.gov

City/Zip Corvallis, OR 97339-1083

Type of Request

Grant Project

- ☐ Transportation System Planning
- ☐ Integrated Land Use and Transportation Planning

Direct Community Assistance

- ☑ Code Assistance
- ☐ Quick Response
- ☐ TSP Assessment
- Outreach Workshop
  - ☐ *School Siting/ Safe Routes to School*
  - ☐ *Smart Development*
  - ☐ *Main Street Road Show*

Project Title: Development of Neighborhood-Oriented Design Standards

Description of Issue:

As part of the Corvallis/OSU Collaboration effort, which began in response to rapid growth in enrollment at Oregon State University, the Neighborhood Planning Work Group is expected to recommend the development of neighborhood-oriented design standards as a way to ensure more compatible infill development in the neighborhoods near OSU, which are planned for medium and high densities. If satisfactory solutions are not found to facilitate compatible infill, it is likely that support would grow for shifting density further from the University, resulting in worsening transportation system impacts for the city and region, and likely a reduction in the usage of alternative modes of transportation to and from campus.

Project Objectives/Expected Outcomes:

Working with a representative group of engaged citizens and other stakeholders, we are looking for a consultant, or team of consultants, with design expertise and group facilitation skills, to develop clear and objective design standards for new development and redevelopment in the neighborhoods near the University, to be incorporated into the city's Land Development Code. The results of a recent photo survey of these neighborhoods (which was assisted by SHPO staff and completed by citizen volunteers) may be used to inform the development of compatible design standards. The project would result in a recommended package of code amendments to be adopted by the City Council, ideally by the end of calendar year 2013.

Estimated Budget $ 50,000

Submit

PRE-APPLICATION

2012 TGM Program Services

Please submit a separate pre-application for each project idea.

Pre-Applicant Information

Contact Kevin Young, Planning Division Manager

Jurisdiction City of Corvallis

Mailing Address PO Box 1083, Corvallis, OR 97339-1083

Phone/Fax (541) 766-6572

E-mail kevin.young@corvallisoregon.gov

City/Zip Corvallis, OR 97339-1083

Type of Request

Grant Project

- ☐ Transportation System Planning
- ☑ Integrated Land Use and Transportation Planning

Direct Community Assistance

- ☐ Code Assistance
- ☐ Quick Response
- ☐ TSP Assessment
- Outreach Workshop
  - ☐ *School Siting/ Safe Routes to School*
  - ☐ *Smart Development*
  - ☐ *Main Street Road Show*

Project Title: Study of Measures to Correct Jobs/Housing Imbalance

Description of Issue:

Corvallis has a higher number of jobs in the community than housing units, which directly contributes to the congestion of our transportation system, as employees living in other communities, such as Philomath, Albany, and Lebanon, commute into and out of the city on a daily basis. The cost of housing continues to be higher in Corvallis than in surrounding communities, which prices many people who would like to live here out of the local housing market, and skews the local housing market to serve those who can afford to live here.

Project Objectives/Expected Outcomes:

By the end of 2013, complete a comprehensive and objective study of the factors that contribute to the jobs/ housing imbalance in Corvallis, including a detailed analysis of the current supply and demand for housing and the causes of the current housing mix. The study would focus on the causal factors for why the current housing market is not providing the desired mix of housing types and prices. Based on the causal factors identified in the study, work with community members, city staff, and elected officials to develop strategies, policies, and regulations to meet the housing needs of those who currently live in Corvallis, or who wish to live in Corvallis, to be implemented in 2014.

Estimated Budget $ $75,000

Submit

Date: March 8, 2013

To: Corvallis City Council

Subj: Creation of "Direct Owner Access " parking designation

Reason for request: Present parking designations do not address operational needs of a small number of established downtown businesses, in particular this one located at 445 SW Second Ave: Bob's Mirror & Glass.

Background

1) Bob's Mirror & Glass has existed at this location for over 50 years.

2) There are now operating overhead garage doors on the south side of this building for the whole time this business and its predecessors have used this structure. Estimated at 100 years +/-.

3) These doors and the spaces directly in front of them have provided access to this building and parking for the business's vehicles continuously since the beginning.

4) One service of the business is to replace glass in vehicles and has larger than standard vehicles used for servicing residential and commercial glass installation services. (Attachment A)

5) The inside building work area only has room for two vehicles and material staging for the other business activities.

6) When windshields are installed in today's vehicles, they are required to be parked on an almost completely level surface for several hours while the waterproofing materials take their initial set.

7) Due to the access requirements this business has, the spaces in front of the overhead doors are not usable for the public's general parking, so they were striped as "loading zones" to keep them accessible to the business. This took place over ten years ago when the street was improved.

8) Prior to the street improvements and for ten years since then, Bob's Mirror & Glass has used these "loading zones" to park their work rigs and their customer vehicles when they were being serviced. This arrangement has worked well with everyone concerned -- until recently.

9) It appears that in the not-too-distant past, our parking enforcement people discovered that under the strict letter of interpretation, our city loading zone designation does not allow these spaces to continue to be used the way they have been historically.

10) With the disallowed use in effect for the last several months, the following facts have come to light:

   a) Bob's Mirror & Glass has been forced to use open public parking spaces (generally in front of the neighbor's businesses - see Attachment A) to park their work vehicles. This has created security problems with these vehicles and considerable use of business staff hours. Most people would find it inconvenient to have to walk one half to two blocks every time they needed their car. This is magnified greatly when having to pay wages for employees and do this several times a day.

b) Two Bob's Mirror & Glass vehicles have been driven into by people due to their extended length. One suffered very significant damage.

c) The spaces in front of their doors now go almost totally unused in an area where parking is at a premium during operating business hours.

d) The only positive thing to come out of this situation so far is that it can now be said that the parking regulations are being enforced uniformly in the areas designated as loading zones.

What has been attempted to remedy the situation:

1) David and Lisa Alsip, owners of Bob's Mirror & Glass, have contacted the following people who have indicated there is nothing they can do under the current rules.

a) Jim Patterson, City Manager
b) Jon Sassamen, Police Chief
c) Lisa Scherf, Traffic Engineer
d) Kathleen Begin, Parking Enforcement

2) I (Bob Alexander) have had meetings with:

a) Lisa Scherf, Transportation Supervisor, with the following result:

She has stated that after discussions with the various city departments associated with parking and the city attorney, her hands are tied due to the present rules relating to loading zones and the lack of any rules dealing with this particular problem.

b) Tom Nelson, Economic Development Manager, whose office is in the same building as the City Manager and our planning department, with the following result:

He also believes that their hands are tied due to the existing rule structure.

I would like to add that in my initial discussion with both these people, they indicated that they saw this situation as one that should be able to be solved by applying a little understanding and a no-nonsense approach to what obviously has a very small and straightforward solution. However, when their research was completed, they were both strongly of the opinion that there was no simple solution.

Further research has revealed the following:

1) The basic law designation that everyone keeps coming back to is ORS 811.550 and its adoption by the City of Corvallis. It is apparently this law that forms the basis for CMC 6.10.040.060 -- Corvallis's definition of the use of loading zones and driveways.

2) Taking some time to talk with Mr. Doug Bish, State of Oregon traffic engineer, brought the following to light:

a) First and foremost, ORS 811.550 and its associated ORS 810.160, 811.575, 811.560, and 801.54, were formulated for use on state highways, their accesses, and adjacent zones, not city or private roads unassociated with highways.

b) While these ORS do a good job acting as a base template, they are not necessarily applicable to all circumstances related to traffic and parking. He also stated that he knew of no paragraph

or section that dealt with this particular problem in their "design manual."

c) Mr. Bish also brought up the fact that under ORS 810.160, each "Road Authority", in this case the City of Corvallis, has the right to designate its own parking, stopping, and traffic control on its own roads that are not state highways.

Conclusions gained from assembly of above information:

1) As far as state highways go, any interaction with these comes under the jurisdiction of the State Traffic Engineer, his rules and staff.

2) The City of Corvallis is pretty much free to enact additional or modified traffic rules on their own streets not in direct attachment to a state highway.

3) Presently city staff has researched from their end and concluded that they feel their hands are tied with respect to developing a solution in this case that would return these spaces to their historical use.

4) There appears to be no entity capable of giving resolution to this problem other than city council.

Requested actions:

1) We would like to request an additional parking control designation of "Direct Owner Access" whereby in situations where a business owner who has direct vehicle access to a street out of a functioning vehicle door and has had such access prior to formal street improvement shall be allowed to use the access to this space for their exclusive business use under the following stipulations:

   a) This area must be outside of the normal flow of traffic on the street.

   b) Should the access door be removed so as to prevent vehicle traffic through it, the space in front of it could then be changed to whatever the City of Corvallis deems appropriate.

   c) The business owner would not use this space for employee private vehicles unless they were in the active use of loading or unloading goods/materials intended for business use.

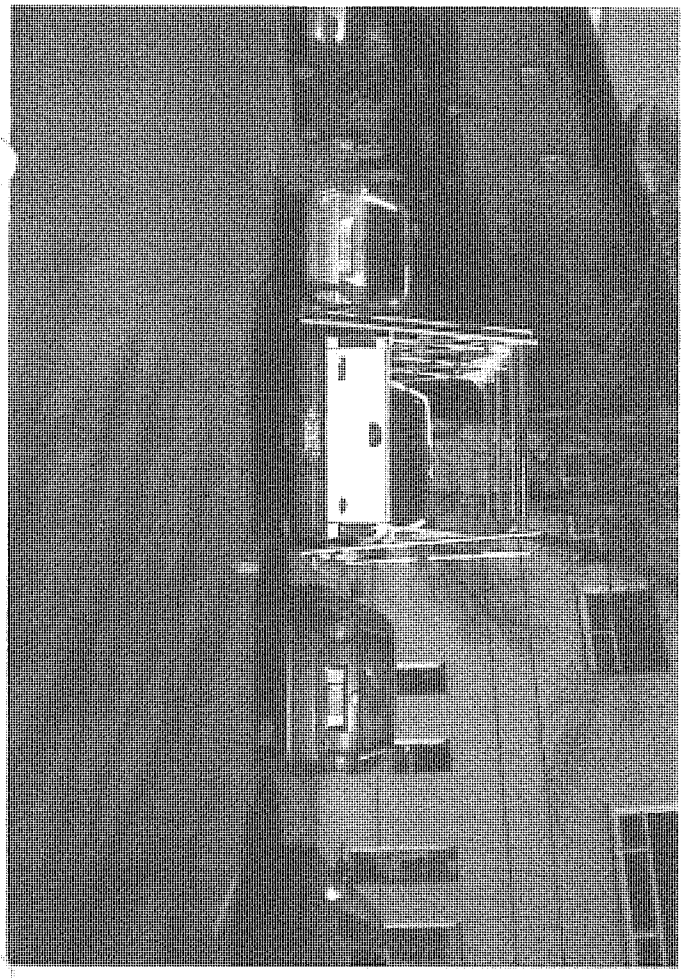
   d) With the understanding that this designation is essentially a privilege being extended by the City of Corvallis, it is expected that the owner would use these spaces first for their business use, thereby leaving as many of the neighboring public spaces free for use by the adjacent businesses.

Closing:

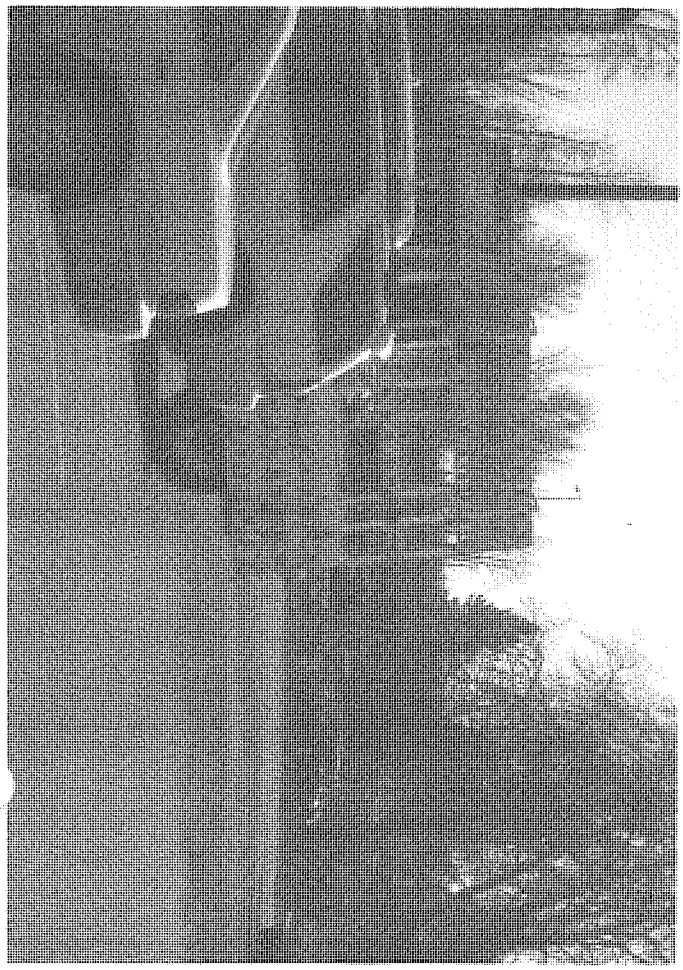
We ask that when considering this proposal, everyone concerned remember that Bob's Mirror & Glass is a small business that has been at this location for over 50 years and is not requesting so much a "new" privilege, but merely asking for the ability to be able to operate as they have historically.

Please review Attachment B showing neighbor support for this request, and Attachment C as an example of historical parking.

David & Lisa Alsip



ATTACHMENT 4



Mar 11 13 02:59p Bob's Mirror & Glass Inc. 5417543544 p.1

You Parked
So Close to my
Car I Could not get
in

P.S I only weigh 130lbs

A NOTE PLACED ON
ONE OF THE TRUCKS

ATTACHMENT B - NEIGHBORING BUSINESS' SUPPORTING OWNERS

ALLAN BROTHERS THE BEANERY _____

COMMUNITY SERVICE CONSORTIUM _____

TROUBADOUR Mr. Kent Burgess, Owner

~~VUE~~ Soft Star Shoes Tesler Cross

EPIC DAY SPA _____

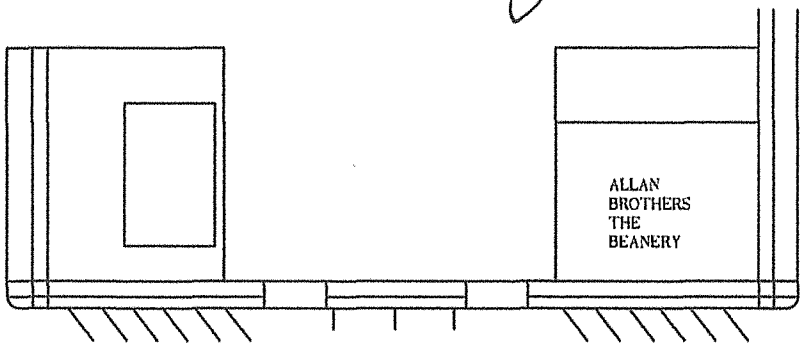
THE TOY FACTORY _____

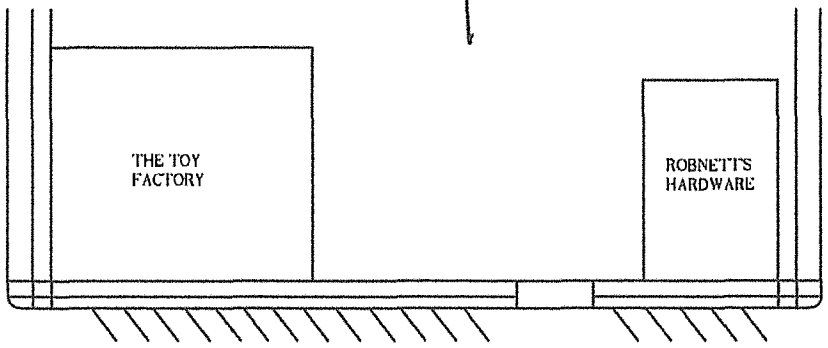
RIVERSIDE WINDOWS _____

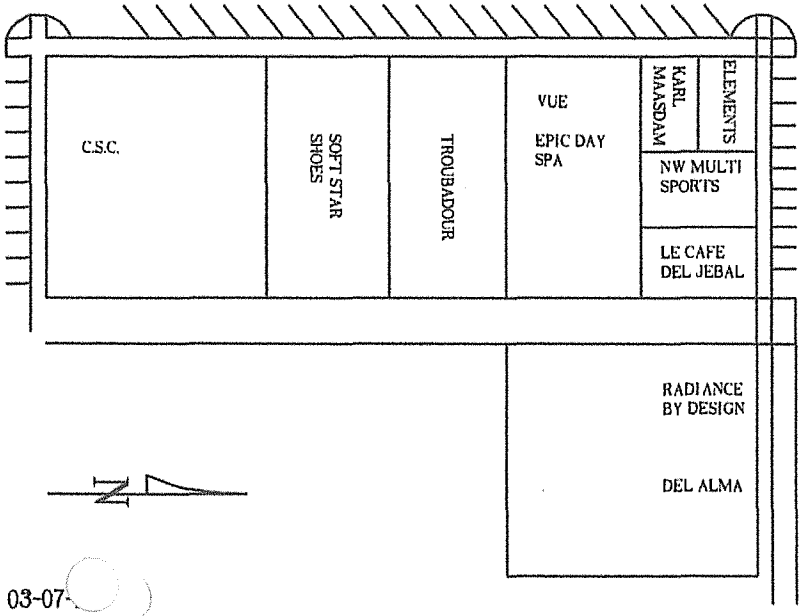
ROBNETT'S HARDWARE _____

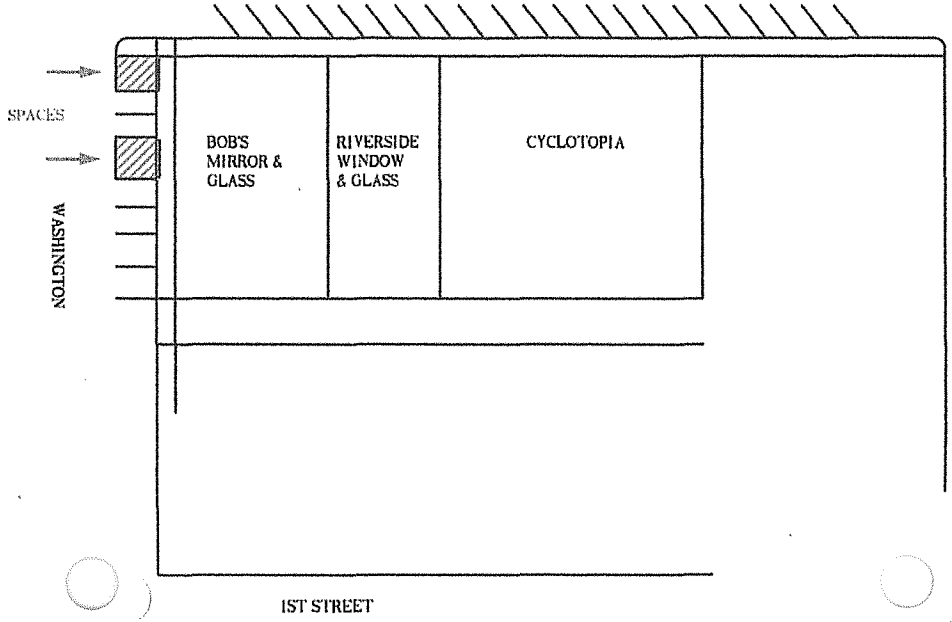
CYCLOTOPIA Neil Oysterhut

ELEMENTS _____









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ATTACHMENT C

Rec'd 3/18/13 from Councilor Lyne /ka

Council goal: Public Process and Participation - or - Board and Commission Review

By December 2013 the Corvallis City Council will have completed a comprehensive review of its board and commission system and redesigned it for improved effectiveness and efficiency. By December 2014 all changes will be implemented.

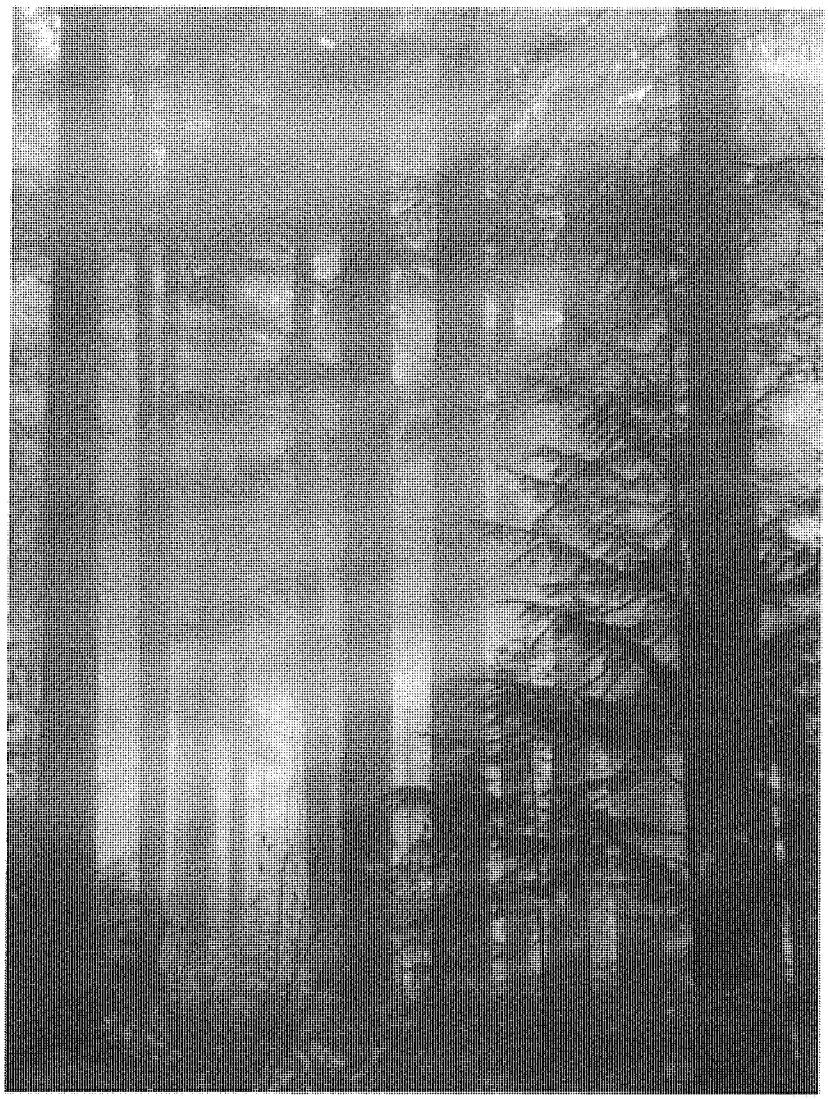
- The scope of a "comprehensive review" will include a review and analysis by the City Council of:
  - all boards and commissions that are authorized by the Council, appointed by the Mayor and confirmed by the Council,
  - other advisory models,
  - relationships with independent bodies that currently have or could have council liaisons, and
  - issues such as group and individual appointee roles and responsibilities, staff and council liaison roles and responsibilities, group charges and purposes, number of members and requirements, methods of communications, recruitment and selection processes, sunset and review methods, and other related policies or informal practices.
- "Redesign" and "changes" may include consolidation of some related boards and commissions and advisory bodies, creation of new or dissolution of existing boards or commissions or advisory bodies, and revision of related policies or practices.
- "Effectiveness" means improved communication between residents and appointees with the council and staff in ways that result in better, more informed decision making.
- "Efficiency" means purposeful and limited use of city resources including staff time, volunteer time, and other direct costs.

3/16/2013py

City of Corvallis

Corvallis Forest

2012 Forest Activities Report



Corvallis Forest

Prepared by:
City of Corvallis
Public Works Department
Utilities Division
January 2013

City of Corvallis
Corvallis Forest
2012 Forest Activities Report
January 2012

Executive Summary

This is a Forest Activities Report for Fiscal Year 2011-2012 (FY 11-12) for the Corvallis Forest which is part of the Rock Creek Watershed. This report highlights accomplishments and future planned activities on the Corvallis Forest. Items include: Habitat Enhancement, Resource Protection and Maintenance, Monitoring, Forest Policy, and Education and Public Tours. It was developed by City of Corvallis Public Works Department staff and Trout Mountain Forestry (consulting foresters).

The overall goal of the City for the Rock Creek property is to provide a reliable source of high quality drinking water that surpasses all state and federal drinking water requirements. The Corvallis Forest property includes the Rock Creek water treatment plant, which produced approximately 30 percent of the City's annual water need, or about 1,040 million gallons of water in FY11/12. Water quality for domestic use is the first priority for all management practices within the watershed on City land. The Corvallis Forest property also provides an opportunity to manage natural resources by restoring forest lands and terrestrial and aquatic habitats to future desired conditions and processes.

Watershed Management Advisory Commission (WMAC) members:
Charlie Bruce, Chair
Jacque Schreck, Vice Chair
Creed Eckert
Jessica McDonald
Racquel Rancier
Sheryl Stuart
David Zahler
Richard Hervey, City Council Liaison

City of Corvallis Staff:
Tom Penpraze, Utilities Division Manager
Jennifer Ward/Amber Reese, Watershed Program Specialist

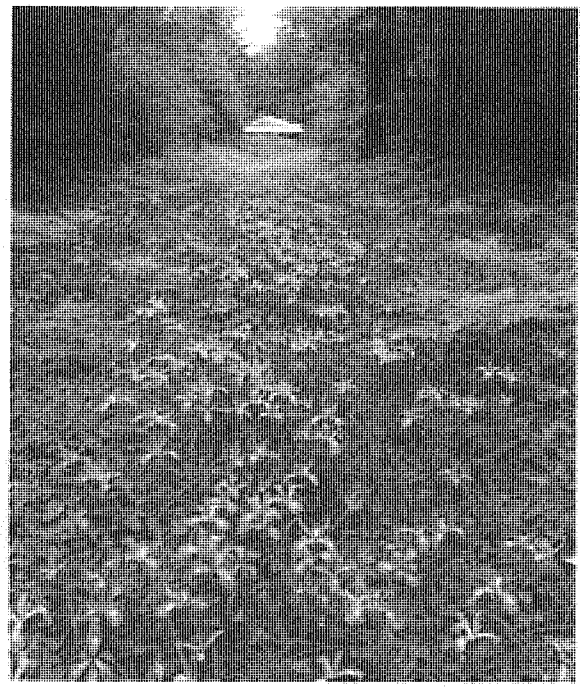
Trout Mountain Forestry Staff:
Mark Miller
Scott Ferguson
Matt Fehrenbacher

City of Corvallis

Corvallis Forest
2012 Forest Activities Report
November, 2012

Introduction

Welcome to the fourth annual Forest Activities Report for the Corvallis Forest. This report describes activities undertaken over the past year (FY 11-12) to implement the Corvallis Forest Stewardship Plan, actions planned for the 2012-2013 fiscal year and a "snap shot" of conditions and trends on the City's 2,350-acre Rock Creek Watershed property. The overall goal of the City for the Rock Creek property is to provide a reliable source of high quality drinking water that surpasses all state and federal drinking water requirements. The Corvallis Forest property includes the Rock Creek water treatment plant, which produced approximately 30 percent of the City's annual water need, or about 1,040 million gallons of water in FY11/12. Water quality is the first priority for all management practices within the watershed on City land. The Corvallis Forest property also provides an opportunity to manage natural resources by restoring forest lands and terrestrial and aquatic habitats.



Water supply pipeline with Oregon Iris

Stewardship Planning

Management of the forest is guided by the policies detailed in the Corvallis Forest Stewardship Plan (CFSP), which was adopted by the City Council in December 2006. The plan describes the property's history and current resources conditions, details the vision and principles that guide management, describes desired future conditions, and outlines guidance policies in such areas as forest reserves, invasive species control, and resource monitoring. Opportunities and recommended actions are offered in each of seven different resource and land use areas. A copy of the plan is available for viewing at www.corvallisoregon.gov/[1] and at the Corvallis Public Library reference section.

[1] The direct link to the CFSP page is: http://www.corvallisoregon.gov/index.aspx?page=126

The Watershed Management Advisory Commission (WMAC) advises the City Council on policies and activities on the Corvallis Forest. This seven-member panel of citizen volunteers is appointed by the Mayor and generally meets monthly. All Commission meetings are open to the public. The WMAC works with city staff, resource specialists and consultants to implement the CFSP policies.

Members of the Watershed Management Advisory Commission (January 2013). Standing, from left to right: Jacque Schreck (Vice –Chair), Jessica McDonald, David Zahler, Sheryl Stuart, Creed Eckert, Richard Hervey (City Council Liaison). Kneeling: Charlie Bruce (Chair).

Accomplishments for 2011-2012[2]

The following actions were initiated or completed in FY 2011-12:

Habitat Enhancement:

- Wildlife habitat – Brush and hardwoods along 3,000 lineal feet of Rock Creek riparian area were removed and planted to conifers for improved stream shading and riparian habitat. This is the third phase of a multi-year project funded through a Coast Range Stewardship Fund Grant.

- Forest thinning for diversity – In early 2012, 50 acres of the Corvallis Forest were thinned to improve wildlife habitat, increase tree species diversity, and enhance forest stand structure. In a 55-year old plantation, trees were thinned using a variable retention strategy designed to establish a

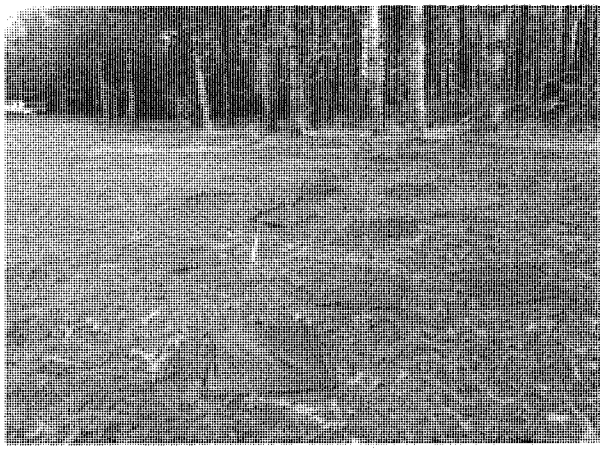
Seedling protection for Riparian Restoration Project

[2] Accomplishments for 2011 can be viewed in the prior State of the Forest report, which can be found at: http://www.corvallisoregon.gov/index.aspx?page=143

multi-aged stand and develop conditions favored by a wider variety of plant and animal species including old-forest species, over time. In a 45 year-old plantation a variable density thinning approach was used to expand tree crowns, encourage understory development, and improve growth rates. Openings were created in areas affected by root rot, which were replanted with disease-resistant cedar seedlings. In total, approximately 608,000 board feet of timber was harvested by B&G Logging of Philomath and milled by three different mills in western Oregon revenue from the sale put back into management of the watershed and to fund other Corvallis Forest projects.

Log processing in FY 2011/12 thinning

- Meadow restoration – A 2010 grant funded expansion of a historic meadow along Old Peak Road, removing encroaching trees and seeding native grasses and forbs. A 2011 grant from the Coast Range Stewardship Fund funded additional shrub planting at meadow edges and maintenance mowing to further enhance this uncommon habitat by increasing the structural complexity of the edge and increasing wildlife habitat within the meadow. Watering of the new plantings over the summer was provided by volunteers from the Mid-Willamette Chapter of the Oregon Hunters Association.



Meadow restoration shrub planting

Resource Protection and Maintenance:

- Invasive weed inventory and control – Following comprehensive roadside and riparian weed control projects 2009-11, follow-up monitoring and spot control in spring 2012 vastly reduced weed populations. This phase of the project was funded by a Coast Range Stewardship Fund grant. To monitor invasive weed populations all project sites are routinely pre-screened for invasive weeds, as well as rare plants and animals. Weeds of concern on the forest include False-brome, Himalayan blackberry, Scotch broom, and Reed Canary grass. Weed control strategies include pre-washing equipment, restricting equipment to designated trails, and quickly reseeding disturbed soils with native species.

- Rare plant restoration plans – Interim management guidelines for Peacock Larkspur (a threatened Oregon prairie species) were developed and adopted by the WMAC in 2008. A small population of Peacock Larkspur is found on City property. Work was begun in 2011 to restore habitat for this plant, including field mowing and blackberry removal, in accordance with Peacock Larkspur management guidelines and the Benton County Habitat Conservation Plan (HCP) for prairie species. The HCP describes how the County

will avoid, minimize, or mitigate impacts to threatened, endangered, and critically rare prairie species.

- Road maintenance – The City cooperates with the US Forest Service to maintain roads. Together, the City and USFS replaced ten timber runners on the main entry bridge over Rock Creek (FS Road 3405) and into the watershed. In addition, the Griffith Creek Intake road was graded and graveled, and all other watershed roads were graded to protect water quality and provide safe travel surfaces.

- Property Boundary Survey – A previously unmarked section of the Corvallis Forest was surveyed, and property corners and boundary lines were monumented.

Monitoring:

- Fish habitat monitoring – A three-year in-stream fish survey was developed to determine the numbers and distribution of cutthroat trout following 2008 fish passage barrier removal projects. Post-project surveys demonstrate that cutthroat are now using habitats previously blocked by impassable culverts and inadequate fish ladders, and overall fish density has increased slightly. Reports can be viewed at: http://www.corvallisoregon.gov/index.aspx?page=148

South Fork water intake with fish ladder

- Stream temperature – Temperature monitoring of Rock Creek and several tributaries is being done to assess the long-term effectiveness of large wood placement and planned riparian planting projects on summer stream temperatures. Cold water from Rock Creek helps keep waters downstream from exceeding the temperature threshold that would render them inhospitable for fish rearing. This project is conducted in cooperation with the Siuslaw National Forest. Data and results can be found at: http://www.corvallisoregon.gov/index.aspx?page=148

- Songbird populations – The Siuslaw National Forest has conducted songbird population monitoring in connection with planned meadow restoration activities. Because of the similarity and proximity of the Corvallis Forest's Old Peak Road meadow, songbird population monitoring was also conducted there between June 6 and July 5, 2012. This was a two-year monitoring study and the Old Peak Road meadow was also surveyed for songbirds between June 2 and June 23 in 2011. Recommendations from the study include maintaining a range of native forbs within the meadow, creating habitat complexity within the meadow and at its edges, and maintaining or creating large-diameter snags. These recommendations may form the basis for partnerships with the Siuslaw National Forest in the future. Data and results can be found at: http://www.corvallisoregon.gov/index.aspx?page=148

Forest Policy:

- CFSP S&G – Revised Standards and Guidelines (S&G) were drafted and approved by the WMAC during Spring 2011 to clarify and expand provisions of the original stewardship plan. The Commission will incorporate the S&G into an update of the CFSP that will be presented to the City Council in 2013.

- CFSP Public Meeting – A public meeting held in November 2011 provided citizens the opportunity to review and comment on proposed CFSP Standards & Guidelines, new forest findings, and work of the Commission, staff, and consultants over the past 5 years.

Education and Public Use:

The Corvallis Forest is gated to prevent unauthorized access and to protect the City's water supply, however educational use is encouraged and organized tours are provided. Recent education offerings included the following:

- Public tour– Annual public tours are widely advertised and have proven to be popular. The 2012 tour held on May 24th attracted nearly 60 people. Attendees visited the reservoir and the water treatment plant, as well as two thinned units. They also viewed the log placement and riparian plantings along Rock Creek. Approximately 70% of tour attendees who were surveyed indicated a desire to attend another tour and almost all indicated an adequate or good understanding of the goals of the Corvallis Forest.

- Educational tours – School and group tour use included the Girl Scouts of America, City of Corvallis Department of Parks and Recreation, Marys Peak Stewardship Group, Marys River Watershed Council, and Oregon State University as well as a walking tour on the newly proposed Corvallis-to-the–Sea trail.

- Trainings – The Aquatic and Riparian Effectiveness Monitoring Program (AREMP) conducted field stream training for US Forest Service and Bureau of Land Management employees.
- Stickworks – Environmental artist Patrick Dougherty was commissioned to create a new installation for the Oregon State University campus. In September 2011, his piece entitled "Pomp and Circumstance" used maple saplings from the Corvallis Forest along with other local woods to create a whimsical, windblown sculpture, sited west of Gilkey Hall on the corner of SW Memorial Place and Campus Way.
- Website improvements – An update of the City of Corvallis website brought expanded content on WMAC meetings and Corvallis Forest documents, and a more accessible user-interface.

Stickworks sculpture installation on OSU campus

- Press coverage – Stories about the Corvallis Forest occurred in the Corvallis Gazette-Times, *The City* newsletter, the City of Corvallis website, and local radio stations.

Economic context

The lingering economic downturn has had limited effects on restoration efforts on the Corvallis Forest. The slow recovery of the softwood lumber market has led to slowly but steadily improving prices for both finished lumber and raw sawlogs. Strengthening log demand should bring increased profitability to thinning in younger plantation stands. As landowners increase their logging in response to recovering prices, loggers and truckers will be in greater demand. Steady rises in lumber sales and prices are forecast through 2013-14 as housing demand increases.

Grant funding for restoration continues, though in a more competitive environment. For many agencies the availability of grant funds continues to diminish, with fewer funds available and more competition for those funds. To be successful projects must be high quality, involve partners, and demonstrate a solid track record - areas in which Corvallis has excelled.

Weather and climate

The past year was one of extremes with both one of the wettest and coolest springs, and warmest and driest summers in recorded history. In spite of that, weather events on the Corvallis Forest were in sum moderate. Overall mild temperatures and modest winds created an "average" year that resulted in no major storm impacts to the forest. Seedlings planted in early winter in the 2012 harvest areas saw good survival and growth. Wind damage was minimal in previously harvested areas.

Activities Planned for 2012-2013

The following projects are planned for fiscal year 2012-2013 (July 1, 2012 – through June 30, 2013):

- Invasive weed monitoring – Monitoring will continue as a part of other routine operations to determine where and when next treatments are needed.

- Forest thinning for diversity – Thinning of 100 acres of 65-year old trees is scheduled as a 2-year contract offering. Ground-based thinning began in October 2012 and will break for the winter, resuming in late spring 2013. The thinning is designed to benefit wildlife by expanding tree crowns, increase tree vigor, promote tree age and species diversity, and improve shrub and ground cover vegetation. The thinning is expected to yield approximately 1,100,000 board feet of timber over two years.

- Threatened species recovery – Ongoing forest restoration practices are improving habitat for Northern spotted owl and Marbled

Northern spotted owl

murrelets, both federally listed as threatened species. The WMAC will continue discussions with Oregon Department of Forestry and US Fish and Wildlife Service on their voluntary Safe Harbor Agreement programs designed for properties like the Corvallis Forest where management exceeds regulatory minimums.

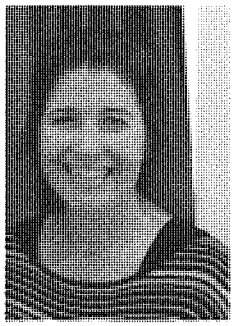
- Rare plant restoration plans – Habitat for Peacock larkspur will continue to be protected and enhanced in accordance with Peacock larkspur management guidelines and the Benton County Habitat Conservation Plan (HCP) for prairie species. Mowing and blackberry removal will occur in the fall and Peacock larkspur population surveys will take place in the spring.

- Updated Corvallis Forest Stewardship Plan – New forest inventory findings and work over the past 5 years by the WMAC, staff, and Trout Mountain Forestry (City's consultant) have identified several areas where the CFSP should be revised, including: new forest community designations, new restoration practices for some older stands, reserve area policy adoption, and updating maps with corrected road and stream locations. The CFSP revision will be available for public review and eventual City Council adoption this winter or spring. The purpose of this framework is to provide City officials and staff with guidance for the integrated management of the City forest's resources. This document provides a framework for guiding future forest management.

- Rock Creek Bridge Replacement and Channel Restoration - The bridge on Rock Creek Road which serves as the main entrance into the Forest is in need of replacement. The replacement will take place in summer in cooperation with Siuslaw National Forest with funding from the Coast Range Stewardship Fund, Legacy Road dollars, and appropriated funds already dedicated to this project.

Staffing

Responsibility for the Corvallis Forest rests with the City of Corvallis Public Works Department, directed by Mary Steckel. Tom Penpraze, Utilities Division Manager, oversees watershed management and conservation programs for the City. Jennifer Ward, part-time watershed program specialist, assists with WMAC meetings, project implementation, and coordination with project partners and consultants.



Jennifer Ward,
Watershed Program Specialist

A variety of contractors were retained in FY 11/12 to assist staff in implementing the CFSP:

- Trout Mountain Forestry was the lead contractor to the City for forestry services, including resource inventory, project planning, permitting, bid preparation and solicitation, contracting, and supervision of projects. They assisted staff with WMAC meetings and public tours, annual plan development, and grant writing.
- Bio-Surveys of Alsea monitored fish population trends.
- Jim Peterson Surveying of Corvallis conducted the property boundary survey.
- B&G Logging of Philomath conducted the diversity forest thinning and hauled the timber to the mills.

- Nick's Timber Services of Sheridan was the subcontractor for brush and tree planting for the Rock Creek wildlife enhancement project.
- Strata Forestry of Springfield was the subcontractor for invasive weed control and tree planting.

Partner Institutions

The work of implementing the CFSP to date would not be possible without the assistance and expertise of a large number of partner groups and institutions including:

- Watershed Management Advisory Commission
- Adjacent Landowners
- Institute for Applied Ecology
- Marys Peak Stewardship Group
- Marys River Watershed Council
- Oregon Department of Fish and Wildlife
- Oregon Department of Forestry
- Oregon Hunters Association, Mid-Willamette Chapter
- USDA Forest Service, Siuslaw National Forest
- US Fish and Wildlife Service

Conclusion

Since the CSFP was adopted in 2006, restoration and habitat enhancement projects have occurred on over 350 acres of forest, and steam improvements have increased fish access and habitat on more than 8 miles of streams. Invasive weed control and road maintenance have taken place throughout the forest. Funds from thinning harvests have allowed the City to leverage grant and cost-share funds totaling more than $850,000.

More detailed information on the vision, guiding principles, desired future condition, resource policies and recommended actions can be found in the Corvallis Forest Stewardship Plan at http://www.corvallisoregon.gov/index.aspx?page=126.