CORVALLIS
CITY COUNCIL AGENDA

April 7, 2014
6:30 pm
[Executive Session immediately follows]
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 Fair Housing Month – April 2014

B. US Highway 20/Pioneer Mountain/Eddyville Project update

C. Medical Marijuana Dispensaries

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.

A. Reading of Minutes
   1. City Council Meeting – March 17, 2014
   2. For Information and Filing (Draft minutes may return if changes are made by the Board or Commission)
      a. Arts and Culture Commission – March 19, 2014
      b. Bicycle and Pedestrian Advisory Commission – March 7, 2014

c. Citizens Advisory Commission on Civic Beautification and Urban Forestry – March 13, 2014
d. Citizens Advisory Commission on Transit – March 11, 2014
e. Downtown Commission – February 12, 2014
f. Economic Development Commission – March 10, 2014
g. Historic Resources Commission – February 25 and March 11, 2014
h. Planning Commission – March 5, 2014
i. Public Art Selection Commission – March 19, 2014
j. Public Participation Task Force – March 20 and March 27, 2014

B. Announcement of vacancy on Corvallis-Benton County Public Library Board (Mackey)

C. Schedule a public hearing for May 5, 2014 to consider the Community Development Block Grant/Home 2014-15 Action Plan

D. Confirmation of an Executive Session following the April 7, 2014 regular meeting under ORS 192.660(2)(d)(status of labor negotiations)

E. Schedule an Executive Session for April 21, 2014 at 6:00 pm under ORS 192.660(2)(d) (status of labor negotiations)

VII. ITEMS REMOVED FROM CONSENT AGENDA

VIII. UNFINISHED BUSINESS

A. Consideration of Findings of Fact and Order – Campus Crest/The Grove

ACTION: *Adoption of Findings of Fact and Order relating to a Comprehensive Plan amendment request and appeal of associated Zone Change, Planned Development, and Subdivision decisions (CPA11-00002, ZDC11-00005, PLD13-00003, and SUB13-00001 – Campus Crest/The Grove)* [direction]

ACTION: *An ordinance relating to a Comprehensive Plan amendment modifying Ordinance 98-53, as amended,* **to be read by the City Attorney** [direction]

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

A. Human Services Committee – None.

B. Urban Services Committee – March 18, 2014
1. Residential Parking Districts [direction]

C. Administrative Services Committee – March 19, 2014
1. Ambulance Rate Review [direction]
2. Second Quarter Operating Report [direction]

3. Council Policy Review and Recommendation: 97-10.01–10.08, "Financial Policies" [direction]

D. Other Related Matters

1. *A resolution authorizing staff to apply for a grant through the State Parks and Recreation 2014 Local Government Grant Program for improvements to Dr. Martin Luther King, Jr. Park and Walnut Barn,* **to be read by the City Attorney** [direction]

X. MAYOR, COUNCIL, AND STAFF REPORTS

A. Mayor's Reports

B. Council Reports

C. Staff Reports

1. Council Request Follow-up Report – April 3, 2014
2. Disadvantaged Business Enterprise Program

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

APRIL 7 - 19, 2014

MONDAY, APRIL 7

- City Council – 6:30 pm – Downtown Fire Station, 400 NW Harrison Boulevard (Executive Session immediately follows)

TUESDAY, APRIL 8

- Citizens Advisory Commission on Transit – 8:20 am – Madison Avenue Meeting Room, 500 SW Madison Avenue
- Human Services Committee – 2:00 pm – Madison Avenue Meeting Room, 500 SW Madison Avenue
- Urban Services Committee – 5:00 pm – Madison Avenue Meeting Room, 500 SW Madison Avenue
- Historic Resources Commission – 6:30 pm – Downtown Fire Station, 400 NW Harrison Boulevard

WEDNESDAY, APRIL 9

- Administrative Services Committee – 3:30 pm – Madison Avenue Meeting Room, 500 SW Madison Avenue
- Downtown Commission – 5:30 pm – Downtown Fire Station, 400 NW Harrison Boulevard

THURSDAY, APRIL 10

- Citizens Advisory Commission on Civic Beautification and Urban Forestry – 8:30 am – Parks and Recreation Conference Room, 1310 SW Avery Park Drive
- Public Participation Task Force – 11:00 am – Madison Avenue Meeting Room, 500 SW Madison Avenue
- Budget Commission – 7:00 pm – Downtown Fire Station, 400 NW Harrison Boulevard

SATURDAY, APRIL 12

- Government Comment Corner (Mayor Julie Manning) – 10:00 am – Library Lobby, 645 NW Monroe Avenue

MONDAY, APRIL 14

- Economic Development Commission – 3:00 pm – Madison Avenue Meeting Room, 500 SW Madison Avenue

WEDNESDAY, APRIL 16

- Housing and Community Development Commission – 12:00 pm – Madison Avenue Meeting Room, 500 SW Madison Avenue
- Public Art Selection Commission – 4:00 pm – Parks and Recreation Conference Room, 1310 SW Avery Park Drive
- 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, APRIL 17

- Public Participation Task Force – 11:00 am – Parks and Recreation Conference Room, 1310 SW Avery Park Drive (work session)
- Budget Commission – 7:00 pm – Downtown Fire Station, 400 NW Harrison Boulevard

SATURDAY, APRIL 19

- No Government Comment Corner

CORVALLIS
ENHANCING COMMUNITY LIVABILITY

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PROCLAMATION

FAIR HOUSING MONTH

APRIL 2014

WHEREAS, April 11, 2014 marks the 46th anniversary of the enactment of Title VIII of the Civil Rights Act of 1968, commonly known as the Federal Fair Housing Act; and

WHEREAS, Equal opportunity for all – regardless of race, color, religion, sex, disability, marital status, familial status, source of income, national origin, sexual orientation or gender identity – is a fundamental goal of our nation and of our state; and

WHEREAS, In Corvallis, equal opportunity protection extends even further to prevent discrimination based on an individual's citizenship status, source or level of income, religious observance, gender expression, or their age if eighteen or older; and

WHEREAS, Housing is a critical component of family and community health and stability; and

WHEREAS, Housing choice impacts our children's access to education, our ability to seek and retain employment, the cultural benefits we enjoy, and the safe conduct of our daily lives; and

WHEREAS, The laws of this nation, our state, and the City of Corvallis seek to ensure fair and equal choice in all housing transactions; and

WHEREAS, Ongoing education, outreach, and monitoring are critical to raising awareness of fair housing principles, practices, rights, and responsibilities; and

WHEREAS, Only through the continued cooperation, commitment, and support of all community members can barriers to fair housing in Corvallis be prevented.

NOW, THEREFORE, I, Julie Jones Manning, Mayor of Corvallis, do hereby proclaim **April 2014** as **Fair Housing Month** in the City of Corvallis and call upon all citizens to share in the responsibility of ensuring fair housing choices for all members of our community.

_____
Julie Jones Manning, Mayor

_____
Date

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CITY OF CORVALLIS
COUNCIL ACTION MINUTES
March 17, 2014

SUMMARY OF DISCUSSION

Agenda Item	Information Only	Held for Further Review	Decisions/Recommendations
Proclamation/Presentation/Recognition 1. OSU Parking Update 2. PPTF Update 3. Recognition of National Services Day Pages 116-118	 Yes Yes		 • Proclaimed
Visitors' Propositions 1. Conflict of Interest Amendment (LWV Marquering) 2. Senate Bill 1531/medical marijuana dispensary moratorium (Dalotto) 3. Medical marijuana dispensaries (Ermer) 4. OSU student parking (Hangartner) 5. Collaboration recommendation 1-1 (Wershow) Pages 118-119	 Yes Yes Yes Yes Yes		
Consent Agenda Pages 119-120			
Unfinished Business 1. OSU Collaboration Recommendations Pages120-124			• 1-1 Residential Re-Zoning Assessment <u>passed 8-0</u> • 2-21 Changes to the Demolition Process for Residential Property <u>passed U</u> • 2-22 HRC develop HPP <u>passed 8-1</u> • 3-7 Remote Parking Lots <u>passed 8-1</u>
USC Meeting of March 4, 2014 1. SDCs Annual Review 2. RPDs Pages 124-125	 Yes		• RESOLUTION 2014-09 <u>passed U</u>
ASC Meetings of February 25 and March 5, 2014 1. NPMC Page 125	 Yes		
Mayor's Reports 1. Mayor's absence April 7 Page126	 Yes		
Council Reports 1. Housing Study (Brown) 2. Homeless behavior concerns (Beilstein) Page 126	 Yes Yes		

Staff Reports 1. TAC re: homeless behavior concerns Page 126	Yes		
Executive Session 1. Labor Negotiations – AFSCME Page 126	Yes		

Glossary of Terms

ASC	Administrative Services Committee
AFSCME	American Federation of State, County and Municipal Employees
HPP	Historic Preservation Plan
HRC	Historic Resources Commission
LWV	League of Women Voters
NPMC	Neighborhood Property Maintenance Code
OSU	Oregon State University
PPTF	Public Participation Task Force
SDCs	Systems Development Charges
RPDs	Residential Parking Districts
TAC	Tactical Action Plan
U	Unanimous
USC	Urban Services Committee

CITY OF CORVALLIS
COUNCIL ACTION MINUTES
March 17, 2014

I. CALL TO ORDER

The regular meeting of the City Council of the City of Corvallis, Oregon was called to order at 6:30 pm on March 17, 2014 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 Brauner, Brown, Beilstein, Hervey (6:37 pm), Hirsch, Hogg, Sorte, Traber, York

Mayor Manning directed Councilors' attention to items at their places, including a presentation handout from Steve Clark concerning parking and transportation (Attachment A), a memo regarding the Collaboration Corvallis Project (Attachment B), a letter from the League of Women Voters (Attachment C), and a memo from Councilor Brown concerning Collaboration Corvallis recommendations (Attachment D).

IV. PROCLAMATION/PRESENTATION/RECOGNITION

A. Proclamation of Mayors' Day for Recognition of National Services – April 2, 2014

Mayor Manning read the proclamation and invited Joy Gilliand, Foster Grandparent Program Coordinator of Linn and Benton Counties, to address the Council. Ms. Gilliland said her organization works to enhance the lives of seniors, serving over 6,500 in Oregon, 295 of which are in Corvallis.

B. Oregon State University (OSU) Parking Plan Update

Steve Clark, OSU's Vice President for University Relations and Marketing, introduced Kavinda Arthenayake, Director of University Conference Services, Transportation Services, Printing & Mailing and Meredith Williams, OSU's Associate Director of Transportation Services. Mr. Clark gave a PowerPoint presentation (Attachment A).

In response to Councilor Beilstein's inquiry, Mr. Clark said he would share survey comments electronically and provide the analysis to Council when it is complete. Mr. Clark agreed with the importance of promoting car-free living in Corvallis and he confirmed that information is provided to students and their parents.

Councilor Sorte said the survey was good and had a high response rate. He noted OSU is proposing a complex solution to the parking issue and suggested the City needed to be just as serious about sophisticated improvements. Councilor Sorte asked Mr. Clark to share results with Council after a few quarters have passed. He mentioned seasonal parking demand and expressed concern about overselling student permits at a rate of 1.5 versus faculty permits at a 1.1 rate.

Councilor Brown said the Campus Master Plan developed ten years ago provided for an annual neighborhood parking survey. Surveys were conducted regularly until it became clear results were stable from year to year. At that time, Council agreed to OSU's request to delay the survey. Councilor Brown said considering pending changes, he believed it would be prudent to conduct the survey next fall and compare it with existing baseline data.

Councilor York said equity concerns were raised at the community forum she attended. Mr. Clark said choices by location and price will be promoted, and his staff will work with OSU's Office of Equity and Inclusion, and the Associated Students of Oregon State University's Cabinet and Officers to explore options. Those bodies bring an important perspective because they broadly serve the needs of students.

Councilor Hogg thanked Mr. Clark for attending the meeting and said it is good to have OSU and Council at the table together. Councilor Hogg said it is important to keep the April timeline to ensure the City and OSU remain on parallel tracks. He asked that Americans with Disabilities permits be hung on rear-view mirrors rather than affixing them to vehicles to provide more flexibility for those with physical challenges.

Councilor Brauner agreed the City had a role to play, he looked forward to recommendations from the Urban Services Committee, and he appreciated the focus on alternative modes of transportation in addition to parking.

Councilor Traber agreed with the need to coordinate with the University and he was interested in future briefings about the matter.

Councilor Hirsch agreed with earlier comments about including alternative transportation and he supported OSU collaborating with the City financially.

C. Public Participation Task Force (PPTF) Update

Kent Daniels and Annette Mills outlined progress to date. Due to the snow event, much of the work to prepare for the April 3 public meeting could not be completed, so an alternate date of April 21 was tentatively planned. As such, Mr. Daniels requested delaying the PPTF's final report to Council until June 2. The final report would include how recommendations connect PPTF's original charge. Ms. Mills said PPTF sub committees have been working on preliminary recommendations, but they had not yet been evaluated by the full PPTF. She encouraged anyone with questions to contact her or Mr. Daniels.

Councilor Traber asked that the final report include specifics about requested support.

Councilor Beilstein agreed with Councilor Traber, noting he is concerned about the financial implications and timing of the City's budget process. He said after reading attachments to the March 6 PPTF minutes he had the impression advisory board and commission chairs had not been consulted on preliminary recommendations. Ms. Mills said the full PPTF had not yet vetted the recommendations and they will talk with those affected before finalizing them.

Councilor Sorte said creation of the Committee for Citizen Involvement (CCI) 15 years ago was a thoughtful process, but based on antidotal information provided by Mr. Daniels, it failed. Councilor Sorte suggested a debriefing was in order to clearly show what improvements would have made CCI successful. He has not seen a decrease in citizen participation over the years, nor has he noticed a change in impact on decisions. He asked PPTF to come back to Council with information about how their recommendations will advance accountability and effectiveness, including how results will be measured.

Councilor Hervey agreed budget process timing is a concern and Council reserves may need to be considered if Council wished to take action on PPTF funding.

Councilor Brown referenced earlier Councilor comments regarding the budget, the Council goal related to efficiency, and said he was expecting a positive outcome on the City budget. Councilor Brown said restructuring seemed to be occurring to impact existing City policies rather than to streamline processes. He referred to the Council goal regarding effectiveness and he asked how the City will be more effective through the restructuring of boards and commissions. Councilor Brown recommended reviewing why empowerment grants were deleted from City programs.

Councilor Traber referred to subcommittee reports attached to PPTF minutes, noting that based on comments thus far, it appeared there would be additional opportunities for comments and changes. He said the Tiny Task Forces' description of the need for inclusiveness did not acknowledge what the City already does in that area. He asked PPTF to build on those successes and to be clear what improvements are being recommended. Councilor Traber observed that April 21 was also a Budget Commission meeting, so Councilors could not attend the PPTF public meeting on that date. Mr. Daniels said re-scheduling the meeting had proved difficult and he confirmed the Library main meeting room had been reserved.

Mr. Daniels said PPTF would like boards and commissions to have goals and objectives that can be tied to Council goals and progress toward meeting goals should be reported to Council.

Mayor Manning agreed that the City is doing good work and many residents are engaged in the community. The goal should be to focus on where the City can improve and do more.

V. VISITORS' PROPOSITIONS

Louise Marquering, speaking on behalf of the League of Women Voters (LWV), read Attachment C. City Manager Patterson said staff is aware of the LWV's request to update the Land Development Code (LDC) and it will be included in staff's review.

Todd Dalotto from CAN! Research Education and Consulting referenced Senate Bill 1531 which permits cities to place a one year moratorium on medical marijuana dispensaries. He discouraged Council from banning dispensaries in Corvallis, noting a significant investment is required to open a dispensary and those who planned to open them are responsible people who are focused on helping seriously ill patients. The alternative is for patients to seek out drug dealers instead of obtaining their medication from a safe, regulated business. In response to Councilor Traber's inquiry, Mr. Dalotto

said online applications were accepted starting March 3, final approval would be provided by the Oregon Health Authority, and a license must be in-hand before a dispensary can open its doors. Mr. Dalotto agreed to provide an update at a future Council meeting.

Phil Ermer said he believes medical marijuana should be dispensed through a pharmacy rather than a storefront and he asked the City to adopt an ordinance directing such. Mr. Ermer opined that providing it through a storefront dispensary sends the message that marijuana isn't really a medicine. He noted Corvallis had been a national leader in limiting the harmful effects of tobacco and he said marijuana is harmful and should not be sold in the midst of the city.

Jeff Hess said if the plan to increase parking on campus and decrease commuter parking in neighborhoods is successful, the demand for property within walking distance of campus will increase. He said on campus housing makes the most sense. Mr. Hess said the LDC rounding amendment is not proposed to change and in his neighborhood, the City would still allow 16 units per acre in areas designated at a maximum of 12 units per acre. In response to Councilor Traber's inquiry, Mr. Hess said he would like to see the Collaboration consider both on campus and high density housing near campus, noting housing with a shared kitchen model such as The Gem is a good approach. Councilor Sorte said other dynamics were in play, noting the tuition plateau was going away, online costs could decrease, and the vacancy rate could go up.

Rick Hangartner noted there are many part-time students working their way through school and OSU should make parking on campus less expensive to draw students away from parking in neighborhoods.

Stewart Wershow spoke about Collaboration recommendation 1-1. He said a Collaboration work group completed an exercise to see if they could match up-zoning and down-zoning, but in the process they up-zoned part of the Garfield Park Neighborhood Association area, which negatively affects them. He asked that neighborhood associations be considered when staff reviews the Comprehensive Plan (CP).

VI. CONSENT AGENDA

Councilor Sorte noted the Commission for Martin Luther King, Jr. minutes for February 25 will be amended to reflect his attendance at that meeting.

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

A. Reading of Minutes
   1. City Council Meeting – March 3, 2014
   2. Local Contract Review Board – March 3, 2014
   3. For Information and Filing (Draft minutes may return if changes are made by the Board or Commission)
      a. Arts and Culture Commission – February 19, 2014
      b. Citizens Advisory Commission on Civic Beautification and Urban Forestry – February 13, 2014
      c. Commission for Martin Luther King, Jr. – February 25, 2014

d. Corvallis-Benton County Public Library – February 5, 2014
e. Economic Development Commission – February 10, 2014
f. Housing and Community Development Commission – February 18 and 19, 2014
g. Parks, Natural Areas, and Recreation Board – February 20, 2014
h. Public Participation Task Force – March 6, 2014

B. Clarification language for Council Policy 4.16, "Code of Conduct for Patrons at Parks and Recreation Facilities, Events and Programs"

C. Confirmation of an Executive Session following the March 17, 2014 regular meeting under ORS 192.660(2) (d) (status of labor negotiations)

D. Schedule an Executive Session following the April 7, 2014 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

A. November 2013 OSU Collaboration Steering Committee Recommendations and update on City-related implementation actions

Community Development Director Gibb noted Neighborhood Planning Work Group Chair Trish Daniels and Parking and Traffic Work Group Chair Steve Clark, were available to answer questions.

Neighborhood Planning Work Group Recommendations:

Item 1-1 Residential Re-Zoning Assessment

Councilor York said Council approved a process to receive the recommendations and she only saw one that followed that process. Mr. Gibb said prioritization of work items are presented to the Planning Commission, which evaluates them and makes recommendations to Council. Mayor Manning noted the intent of the recommendation is whether Council wishes to keep the item in play.

In response to Councilor Traber's inquiry, Mr. Gibb said the packet contains information about the long-range planning work program and updating the CP is tentatively planned for 2015-16. Ms. Daniels noted the information is contained in Exhibit B, pages B1 and B2. In response to Councilor Traber's inquiry, Ms. Daniels said it was assumed the recommendation could not be undertaken without a public process; Mr. Gibb agreed. Councilor Traber said the strategy is good, but he did not want to attach any priority to the recommendation tonight.

Councilor Beilstein said he was not enthusiastic about the item so he believes delaying the matter to 2015-16 was appropriate. If a public process began now, down-zoning would receive support. However, if it was linked to up-zoning, support is not likely. The question was whether it was possible to down-zone some areas without up-zoning others.

Councilor Brauner said he saw the matter as timing for a future review. It would be placed with all the other items on the work list for consideration and all priorities would be presented; Mr. Gibb agreed.

Councilor Brown said he supports a comprehensive approach to dealing with the issues facing the City, he agrees with sending the recommendation to the Planning Commission, and he supports prioritization of the work.

Councilor Hervey noted the potential for adding area refinement plans will intensify and perhaps the effort could be part of the 2020 Vision update. He added that modifying underlying zones, such as RS-9 in the College Hill area and near downtown, might alleviate some of the impacts.

Councilor Sorte said he thought the issues raised by Mr. Hess were going to be addressed now and he was concerned about the immediate damage to neighborhoods. Councilor Sorte supported dealing with the matter now through the Planning Commission.

Ms. Daniels noted Mr. Hess' concerns would be discussed at the next Planning Commission meeting and those minutes would come to Council.

Mr. Gibb said there are two packages on the horizon for Council consideration. The first, which will be presented at the next Planning Commission meeting and then forwarded to Council, relates to setbacks and many other measures. A second package is scheduled to come to the Planning Commission and Council later this year which will include design standards for infill development. Mr. Gibb said the discussion tonight related to major changes to the CP that will require more detailed work and public review.

Mayor Manning recessed the meeting from 8:30 to 8:35 pm.

Councilors Hervey and Hirsch, respectively, moved and seconded to approve Item 1-1 for consideration in a future Comprehensive Plan update with timing of this effort to be determined through the future review and prioritization of the City's planning work program.

The motion passed eight to zero.

Councilor Sorte returned to the meeting at 8:37 pm.

Item 2-21 Changes to the Demolition Process for Residential Property

Mr. Gibb said the work group meetings included public comment opportunities and the recommendation involved a Municipal Code (MC) change. Mayor Manning noted the item would go to Urban Services Committee (USC) if Council approved it.

Councilor Brown said as he understands it, the recommendation is based on historical significance and he believed LDC 2.9.110 was applicable. Mr. Gibb said the intent of the recommendation is to go beyond historic properties by expanding demolition provisions for older structures that are not designated historic. Those properties do not go through the LDC Chapter 2.9 process. Councilor Brown opined the matter goes beyond the MC,

to create a denser city some older structures would have to be eliminated, and further study is needed.

Councilor Beilstein said if there are aspects that can't be addressed by the MC, USC could send them to the Planning Commission and Historic Resources Commission (HRC) for further input. Councilor Brown agreed.

Councilor Traber supported sending the item to USC for refinement to ensure structures are historically significant and not just old.

Councilors Traber and Hirsch, respectively, moved and seconded to approve Item 2-21 for consideration by a Council Standing Committee and a recommendation to the City Council.

In response to Councilor York's inquiry, Ms. Daniels agreed there was some unintentional ambiguity. When the work group heard from City staff about what is involved in the demolition process and they considered other public testimony, they decided to look at the entire process. The work group considered the overarching Council goal of sustainability and the current process did not have provisions to keep materials out of the landfill.

The motion passed unanimously.

Item 2-22 Recommendation that the Historic Preservation Commission develop a Historic Preservation Plan

Mr. Gibb said the work group recommends developing a historic preservation plan through the Historic Resources Commission. Ms. Daniels added this item was already in the HRC's work plan. Now that a full inventory of historic properties is complete, the task is less onerous.

Councilor Brown said it was important to communicate to the HRC that funding for such a plan must be considered in light of other City budget issues. Ms. Daniels said another consideration is having a pool of qualified volunteers. Their contributions have played a key role thus far and they are still available to help.

Councilors Sorte and Brown, respectively, moved and seconded to approve Item 2-22 and refer it to the Historic Resources Commission for inclusion on an updated work program. That consideration should include identification of required resources and potential funding sources.

The motion passed unanimously.

Item 3-7: OSU to Conduct an Assessment (with relevant support from the City) of the Feasibility of Remote Parking Lots

Mr. Gibb said staff recommends Council accept the recommendation with the understanding it may come back for assignment to a Standing Committee. The intent is to consider the item for possible future action as a shared responsibility between the City and OSU, with OSU taking the lead.

Councilor Brown said the idea of remote parking is not new and the Campus Master Plan (CMP) does not specify City support. He was fine with Council accepting the item for consideration, but he does not necessarily endorse the concept.

Councilor York said she also reviewed the CMP and she does not see the need to take action. She wondered how the recommendation from the work group was different than what was recommended by staff, and how it differed from what was already in the CMP. Mr. Clark said there have been several new developments since the CMP was created nearly eight years ago. The work group realized if OSU was working on the evaluation, it might be useful to invite the City to participate. Mr. Clark said the City's participation did not change OSU's responsibility in the matter. Mr. Gibb said the answers to Councilor York's questions are summarized in the staff report in Exhibits A9 and A10.

Councilor Brauner said he hoped the City would be involved and he supports staff's recommendation. While a remote lot could ease campus parking, those who live in surrounding neighborhoods may also benefit.

Councilor Brown said it may be good to involve Benton County.

Councilor Hirsch supported the City's involvement due to parking problems that exist throughout the community.

Councilor Hervey agreed with comments made by Councilors Brauner and Brown.

Councilors Beilstein and Brauner respectively, moved and seconded to approve Item 3-11 on a preliminary basis with the understanding that City staff work with OSU to develop a scope and funding strategy and report back to a designated Council Standing Committee prior to implementing the project.

The motion passed eight to one, with Councilor York voting no.

Item 3-11: Neighborhood Traffic Volume Assessments

Mayor Manning noted it made sense to assign the item to USC if Council approved the recommendation.

In response to Councilor Beilstein's inquiry, Mr. Gibb said the City and OSU would share the cost, some funds were available through the Collaboration project, and the expense would have to be funded within existing resources.

Councilor Sorte supported obtaining baseline data, noting there are 1,500 fewer students in the spring compared to fall.

Councilors Sorte and Hirsch, respectively, moved and seconded to approve Item 3-11 on a preliminary basis with the understanding that City staff work with OSU to develop a scope and funding strategy and report back to a designated Council Standing Committee prior to implementing this project.

In response to Councilor Traber's inquiry, Mr. Gibb said USC could review the item in April, Council could discuss the item in May, and the work could be done at the end of May.

Councilor Brown said he would like to know how the related CMP requirements have been met and he hoped some baseline data already exists. He agreed with Councilor Sorte's observation there are fewer students in the spring.

Councilor Hervey noted USC had not reached a recommendation about the parking plan, but whatever is ultimately decided, some flexibility for adjustments would be needed. He was not sure how the data gathered from the traffic assessment would feed into the mix. Mr. Clark said enrollment changes between terms may correlate with changes in traffic.

Councilors Traber and Sorte, respectively moved and seconded, to amend the motion to include bringing the item to the April 8 Urban Services Committee meeting and the April 21 Council meeting.

Councilor Beilstein said Council could approve the traffic study now and he did not see a need to send the item to USC.

Councilors Traber and Sorte withdrew the amended motion.

The main motion passed eight to one, with Councilor Brown voting no.

Mayor Manning said the next Collaboration Steering Committee will be held on March 19 at 2 pm in the Council Chambers.

Per Councilor Hervey's request, Mr. Clark agreed to address how data can be extrapolated between spring and fall terms.

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

A. Human Services Committee – None

B. Urban Services Committee – March 4, 2014

1. Systems Development Charge Annual Review

City Attorney Fewel read a resolution establishing Systems Development Charge rates, per Municipal Code Chapter 2.08, "Systems Development Charge," as amended, stating an effective date.

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

RESOLUTION 2014-09 passed unanimously.

2. Residential Parking Districts

Councilor Hogg said the Committee reviewed three hybrid proposals provided by staff and at the next USC meeting, the Committee is committed to selecting a preferred proposal for recommendation at the April 7 Council meeting.

Councilor Hogg noted whatever is recommended, it would be with the understanding the plan can be adjusted as needed after implementation.

Councilor Brown said he hoped the Committee would make progress toward a recommendation. Due to the large amount of public testimony and other factors, the Committee had not had the opportunity to deliberate.

Councilor Beilstein supported adding parking meters wherever possible. He said Franklin Park neighbors are concerned they will be affected, so he asked that the district boundary be extended to the north end of Franklin Park or to Buchanan. Councilor Beilstein said in the past, parking districts were implemented without resident support or approval and he believed their approval on the final district configurations was needed.

Councilor Sorte agreed with Councilor Beilstein about the need for a neighborhood approval process and said he would prefer to implement the red parking zone immediately.

Councilor Hirsch agreed with Councilor Beilstein regarding parking meters and said City meters should accept credit cards.

Councilor Traber said individuals in neighborhoods are paying for economic vitality in Corvallis so to be fair, he suggested providing the first one or two parking permits without charge.

Councilor Hogg agreed with Councilor Beilstein about getting input from residents living in the area. He added that $20 per year was the rate proposed to cover administrative costs.

Councilor Traber said his earlier comment related to the high non-resident rates for the core area north of campus.

The item is for information only.

C. Administrative Services Committee – February 25 and March 5, 2014

1. Neighborhood/Property Maintenance Code

Councilor Traber said the February 25 meeting focused on public input. Public testimony was also accepted at the March 5 meeting, but the bulk of the time at that meeting involved a continuing education of the Committee by staff regarding the property management code and laying groundwork for future discussions.

Councilor York said after the February 25 meeting, some who testified told her they felt some push back for speaking openly. She hoped everyone would be sensitive to that and reinforce the idea that Corvallis supported citizens speaking their minds.

X. MAYOR, COUNCIL, AND STAFF REPORTS

A. Mayor's Reports

Mayor Manning reported she will be absent at the April 7, 2014 Council meeting and Council President Hervey will serve as Acting Mayor.

B. Council Reports

Councilor Brown said the Housing Study Committee is scheduled to meet with the contractor on March 18 and the project is on track.

Councilor Beilstein noted recent concerns by downtown merchants about criminal behavior by some homeless people. Mr. Patterson said Chief Sassaman was prepared to provide an update during Staff Reports.

Council agreed to have Police Chief Sassaman come back with an update on the provisions of Senate Bill 1531 and to provide a report on the current medical marijuana dispensary situation. The presentation would be noticed on the agenda, so citizens could comment during visitors' propositions.

C. Staff Reports

Chief Sassaman said a tactical action plan was created to address concerns raised by downtown merchants about violent and criminal behavior by some homeless individuals. Police staff worked with business owners, Downtown Corvallis Association, Central Park Neighborhood Association, Homeless Coalition, and the Community Policing Forum. Warnings and education will be used before offending individuals are arrested and taken into custody.

XI. NEW BUSINESS – None.

XII. PUBLIC HEARINGS – None.

Council entered executive session at 9:41 pm.

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

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

XIII. ADJOURNMENT

The meeting adjourned at 9:46 pm.

APPROVED:

_____
MAYOR

ATTEST:

_____
CITY RECORDER

Improving On-Campus Parking and Transit at OSU

A Look at the Current System

- Parking on campus is frustrating and uncertain.
- Commuters are forced to "hunt" for parking.
- Unlimited number of parking permits are sold.
- Parking lots in the core of campus are 90-100% utilized.
- 25% (approx. 1,775) of campus parking spots are available for parking each day.
- OSU Shuttle is neither well known or well used.
- Community complaints: neighborhoods are crowded with cars.
- NEW Parking spaces are costly to build and maintain.
  - Parking operation on campus is self funded

It's Time for Transportation Solutions

Task Force created to develop short-, mid-, and long term solutions for campus Parking & Transportation:

- Task Force made up of Oregon State students, professional and teaching faculty, and staff and technical advisors.
- Supported by two national transportation experts.
- Supported by technical advisers from OSU and City of Corvallis.
- Informed by Collaboration Corvallis recommendations.
- Informed by:
  - Focus groups with students, faculty and staff.
  - On-line survey of more than 9,000 faculty, staff and students.
  - More than 20 campus and community outreach meetings.
  - Financial modeling.

March 11, 2014

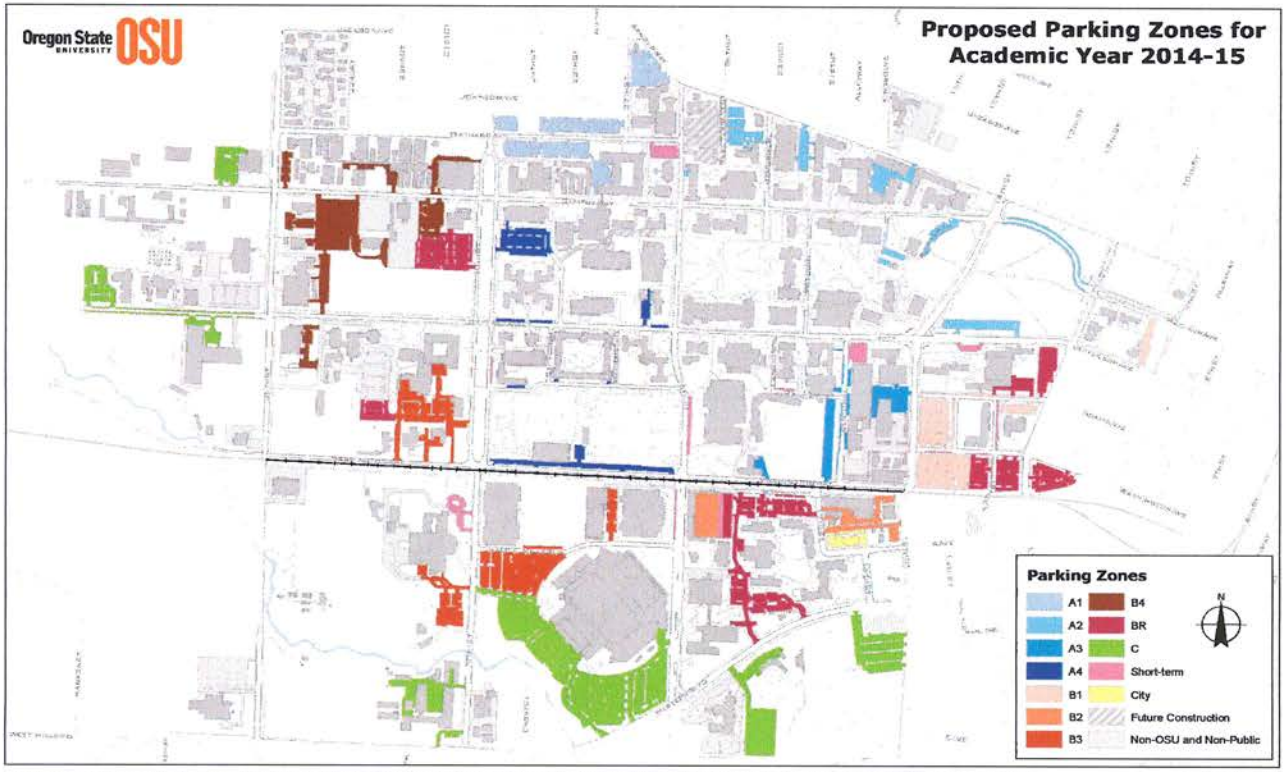
Oregon State UNIVERSITY

Transportation Solutions Task Force Goals:

- Increased probability of finding parking on campus without sacrificing safety and accessibility.
- Support for a 10-minute campus.
- Financial accountability and transparency and cost sensitivity for faculty, staff and students.
- Expanded carpool and other commute options.
- Advance the University District Plan *(Campus Master Plan),* Strategic Plan, and Climate Plan goals to reduce SOV trips and OSU's carbon footprint.
- Reduced OSU commuter parking impacts in neighborhoods.
- Accessibility in campus parking, transit and pathway systems.

Proposed Zonal Parking System

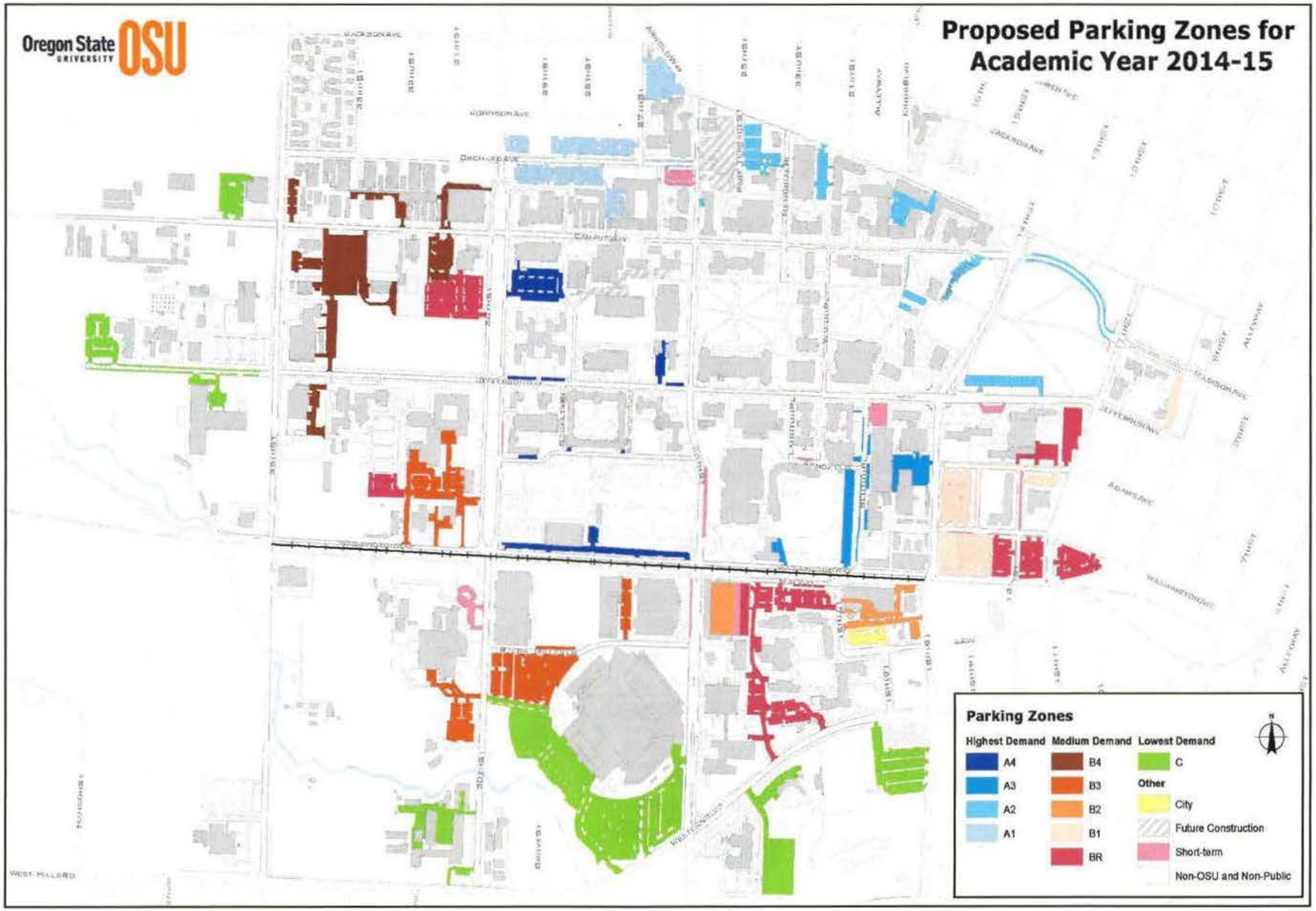
- **10 Parking Zones, 3 price levels:**
  - Faculty/staff and students together: 85%-15% split per zone.
  - Limited parking permit oversell to address supply and demand.
  - Carpool, visitor and other short-term parking needs accommodated.



*Accessible parking is provided in every parking type. An individual with a disabled person parking permit (DMV) and OSU permit can park in any accessible parking space on campus.

Date: 2/20/2014

Oregon State UNIVERSITY



*Accessible parking is provided in every parking type. An individual with a disabled person parking permit (DMV) and OSU permit can park in any accessible parking space on campus.

Date: 2/27/2014

Zonal Parking Permit Options

	A1	A2	A3	A4	B1	B2	B3	B4	BR	C
A1										
A2										
A3										
A4										
B1										
B2										
B3										
B4										
BR										
C										

Changes being considered: variable pricing options

- Zonal pricing options allow consumer choice.
- Range of costs being considered:
  - $100 - $550 annually
  - Or $11 - $61 per month (9 month payroll deduction)
  - (Currently: $267 for faculty and staff and $195 for students)
  - ADA spaces at the $100 rate
- How these ranges compare to peer universities:
  - UC Davis: $156 - $612 (ADA spaces - $276)
  - Michigan State: $284 - $474
  - Washington State, Pullman: $121 - $634
  - Ohio State: $693 - $756

Changes Being Considered: Zonal Parking System

Permit Sales:

- Beginning September 15, 2014
- Faculty & Staff – Four groups ordered by years of service
- Students – Ordered by Graduate students first, Undergraduate students by class
- Waitlists – First come first serve in each zone

Benefits of a zonal parking system:

- Improved probability of finding parking for time savings and reduced frustration.
- Expanded consumer location and financial choices.
- Increased utilization of campus parking facilities.
- Parking better distributed throughout campus.
- Convenience to come and go as needed.

Changes Being Considered: Improved Transit Services

- More frequent OSU Shuttle service.
- Transport riders from remote lots to campus core.
- More recognizable OSU Shuttle.
- Improved shuttle tracking app and website.
- Expanded promotion, support and coordination of local transit and paratransit.
- Promote "Dial-A-Ride" paratransit services.
- Mid-term and long-term steps:
  - Invest in rider amenities such as bus shelters.
  - Additional shuttle routes.
  - Evaluate creation of on-campus regional transit center.

Changes Being Considered: Commute Options and Access

- On-going investment in commuting options:
  - Bicycle infrastructure and program support.
  - Enhanced Corvallis Transit System (CTS) support.
  - Investments in carpool, vanpool and other transportation options.
  - Promote transportation options: "Drive Less and Save More."
- Carpool priority spaces.
- Pathway and lighting evaluation and improvements.
- Mid- and long term steps:
  - Explore remote parking options.
  - Plan for additional transportation options and parking requirements.
  - Contribute to University District Plan (Campus Master Plan) update.
  - Pathway and lighting improvements

Outreach and Decision-Making Schedules

- March 13 - Finish first outreach phase.
- March 20 - Task Force makes final recommendations.
- March 20 - University announces plans for parking system.
- March 31 to April 9 – Second outreach phase.
- April 14 - University announces final decisions.
- April - City of Corvallis parking district decision.
- Late June - Modifications to OAR.
- September 15 – Permit sales and implementation begin.
- Throughout the 2014-15 Academic Year:
  - On-going evaluations and fine-tuning.
  - Additional parking permit sales as capacity allows.
  - Continued work through Collaboration Corvallis.

Goals to be Achieved: Are They Being Addressed?

Short-, mid-, and long term solutions:

- Increased probability of finding parking on campus.
- Support for a 10-minute campus.
- Improved safety and sustainability.
- Financial accountability and transparency and cost sensitivity for faculty, staff and students.
- Expanded carpool and other commute options.
- Reduced OSU commuter parking impacts in neighborhoods.
- Accessibility in campus parking, transit and pathway systems
- Advance campus goals to reduce SOV trips and carbon footprint.

Questions, Advice and Comments?

Q&A

Oregon State UNIVERSITY

MEMORANDUM

TO: **Collaboration Corvallis Steering Committee**

FROM: **Eric Adams, Project Manager**

DATE: **March 14, 2014**

SUBJECT: Status of Completed Actions and Ongoing Efforts to Implement Recommendations

Provided below is a summary of completed actions and ongoing efforts by the City of Corvallis and Oregon State University (OSU) to implement each of the 68 work group recommendations accepted by the Steering Committee. Attachments 'A' and 'B' provide additional detail regarding the status of recommendations that are specific to OSU and the City of Corvallis, respectively. An updated version of Attachment 'A' that contains priority assessments will be provided to the Steering Committee at the March 19, 2014, meeting.

These actions are also being tracked on the Recommendation Disposition Matrix that has been previously distributed to the Steering Committee. Given the increasing volume of information it contains, project staff decided the following summary may be easier for the Steering Committee and public to use.

NEIGHBORHOOD LIVABILITY

Completed Actions:

- With assistance from the City of Corvallis, OSU has produced and distributed an "Off-campus Living Guide".
- Improved communication between Corvallis Police Department, OSU Office of Public Safety and Office of Student Conduct and Community Standards.
- City has increased consistent enforcement of "Special Response Notice" law.
- Additional staff have been hired for OSU Office of Student Conduct and Community Standards, Office of Greek Life, and Dean of Students Office.
- City has implemented increased fines for providing alcohol to minors.
- Funding was secured through Public Safety Levy to hire three additional Corvallis Police Department officers.
- City of Corvallis and OSU became members of the International Town & Gown Association, and attended the 2013 annual conference.
- City of Corvallis and OSU staff participated in a training with Dr. Robert Saltz.
- City has modified existing alcohol-related ordinances to mirror intent of a Social Host Ordinance.

- OSU hosted its first off-campus housing fair in March to inform students about off campus housing opportunities and responsibilities. Approximately 1,000 students attended.

Ongoing Efforts:

- City is monitoring effectiveness of Special Response Notice and increased enforcement of other "nuisance behavior" laws; a livability survey will be completed by fall 2014.
- City is proceeding with implementation of an expanded residential Neighborhood/Property Maintenance Code program.
- City will be hiring additional Code Enforcement and Neighborhood Relations staff using funding from the November 2013 Levy.
- Development of "OSU Welcome Week" and other community relations programs.
- City is proceeding with amendments to the Corvallis Municipal Code regarding refuse collection.
- City is finalizing an electronic notification system endorsed by rental property owners that will inform them of police response to their properties.

PARKING AND TRAFFIC

Completed Actions:

- City and OSU have increased marketing for transit and alternate modes of transportation.
- OSU has expanded its bike share program.
- City and OSU have increased service frequency for primary transit routes serving the OSU campus. For Fiscal Year 2013/2014, OSU is funding this effort with a $22,000 investment.
- Additional funding to support the Linn-Benton Loop has been committed by OSU and the City of Corvallis.
- OSU and the City have each implemented GPS-based route status systems for CTS and OSU Shuttle buses.
- OSU has increased funding for transportation safety education in conjunction with support from City staff.
- OSU conducted transportation assessment of intersections in and around campus and for the first time evaluated some for bicycle and pedestrian safety.
- OSU has expanded the on-campus transit shuttle system by adding another shuttle.

Ongoing Efforts:

- City is proceeding with implementation of an expanded residential parking district program, with the goal of initiating the new districts by September 2014.
- By April 14, OSU will announce a restructuring of its on-campus parking permit system, likely to be a zonal system based on parking lot location and demand, and transit system commute options.
- Strategic assessment of OSU's transit shuttle system's role in supporting use of on-campus parking facilities and travel to and within the campus.
- Assessment of campus lighting to enhance bike and pedestrian safety.

- OSU is exploring options to expand its existing Transportation Demand Management programs.
- Assessment of a new campus transit hub is being conducted with the Corvallis Area Metropolitan Planning Organization.
- OSU is evaluating traffic volumes on Jackson Avenue between Arnold Way and 30th Street and developing mitigation strategies.
- Revisions to the OSU Campus Master Plan's transportation and parking plans
- Increased funding for additional on-campus bicycle parking facilities.
- OSU and the City are developing an expanded marketing plan for transit, parking districts, and campus economy lot options for fall 2014. The university is funding this effort with a $16,000 investment.

NEIGHBORHOOD PLANNING

Completed Actions:

- City amended the Land Development Code parking requirements to address four- and five-bedroom dwellings as of December 2012.
- City Council authorized staff to prepare two additional Land Development Code (LDC) amendment packages that will address various residential infill development issues. The Planning Commission will review the first package in March 2014.
- City Council authorized staff to engage the Infill Task Force to assist with preparation of Residential Design Guidelines. A draft document was presented to the Planning Commission at its March 5, 2014 meeting.
- OSU implemented a new requirement for freshmen to live on campus as of fall 2013.

Ongoing Efforts:

- OSU is constructing a new 324-bed residence hall on campus that will open this fall. With the return of Finley Hall to a full-service dormitory, OSU on-campus housing in fall of 2014 will increase to 4,753 beds.
- The university will launch a request for proposals for public-private partnerships related to student housing by September 2014.
- The second package of Land Development Code amendments authorized by the City Council is currently being prepared for review by fall 2014.
- City Council direction regarding potential modifications to the demolition permit process and preparation of a Historic Preservation Plan.
- Update of the OSU Campus Master Plan – adoption by 2016
- City Council has authorized staff to include development of a "Historic Preservation Lite" program as part of a future Planning Commission Work Program.

Collaboration Corvallis Work Group Recommendations
OSU Actions and Ongoing Efforts

LIVABILITY RECOMMENDATIONS

RECOMMENDATION	STATUS	NEXT STEPS	RESPONSIBILITY	PRIORITY
Off-Campus Livability Guide	Print edition completed Web edition on-line	Update annually Create mobile app	Community Relations URM	
Amend Student Code of Conduct	Enforce code on and off circumstances	Under way	Office of Student Conduct	
Increase Student Conduct staffing	1.5 staff hired 1-1-13	?	Director Student Conduct	
Join and participate In International Town & Gown Association With city of Corvallis	Membership complete 4-1-13	Participate; Prioritize & implement best practices	Community. Relations	
Consult with national Underage drinking Expert; hold speaker series; Identify next steps; work With Benton County, city	Speaker visited in April 2013	Evaluate hiring substance abuse consultant to review OSU policies and stakeholders	Student Health Services	
Monitor effectiveness of SRN's. Share SRN, citation, And incident reports with OSU	Under way	Monitor effectiveness of off-campus code of conduct activities and enforcement	Office of Student Conduct	

LIVABILITY RECOMMENDATIONS (continued)

RECOMMENDATION	STATUS	NEXT STEPS	RESPONSIBILITY	PRIORITY
Off-campus living Orientation program	Off-Campus Living Expo held at OSU 3-6-14		Community Relations Dean of Students Office	
Expand "welcome week" Programming into community	Annual programs held	Evaluate next steps	New Student Programs Community relations URM	
Launch "neighbor-to-neighbor" Mediation service	No activity	Determine existing services within Corvallis		
Launch Community Relations Advisory Committee	No activity	Determine partners to include; host joint meeting with city, other partners	Community Relations URM VP Dean of Students Others ?	

OTHER LIVABILITY ACTIVITIES BY OREGON STATE

ACTIVITY	STATUS	NEXT STEPS	RESPONSIBILITY	PRIORITY
Expand staffing in Greek Life	Interim assistant director hired July 2103	Evaluate programming results and on-going staffing	Office of Greek Life Dean of Students	
Expand staffing in Community relations	Community relations director to be hired By May 1, 2014	Complete search Set program priorities	Dean of Students URM VP	

NEIGHBORHOOD PLANNING RECOMMENDATIONS

RECOMMENDATION	STATUS	NEXT STEPS	RESPONSIBILITY	PRIORITY
Increase on-campus Housing percentage Of undergraduates to 28-30 percent by 2019	Housing percentage is now at 21.1 percent	Complete OSU Campus Master Plan update (12-31-15)	University	
	Bed totals: 2012: 4,194 beds 2013: 4,651 beds 2014: 4,753 beds	Evaluate and set priorities and conduct search for public-private partnership housing proposals;	UHDS director F&A VP	
	Construct 342-bed residence hall; to open September 2014		UDHS director F&A VP	
Expand housing content To OSU Campus Master Plan	under way	Complete OSU Campus Master Plan update *(12-31-15)*	University	
Evaluate public-private Partnerships for expanded Student housing	Public-private partnership request for information completed in spring 2013	Prioritize needs, goals of public-private partnership programs	UDHS director F&A VP	
		Create RFP; release RFP by 8-1-14	UHDS director F&A VP	
		Conduct consumer & economic analysis of housing needs, impact	UDHS director F&A VP URM VP	

Collaboration Corvallis Work Group Recommendations
OSU Actions and Ongoing Efforts

PARKING AND TRAFFIC RECOMMENDATIONS

RECOMMENDATION	STATUS	NEXT STEPS	RESPONSIBILITY	PRIORITY
Increase TDM programs And TDM marketing	On-going	Expand within Parking, Transit TDM strategy (4-14-14)	Transportation Solutions URM Designate others	
		Approve funding 7-1-14	Trans. Solutions Asst. Dir. VP F&A VP URM	
Fund on-campus bike Sharing program	URM funded purchase of ( ) bikes in 2102, 2013	Expand within Parking, Transit TDM strategy (4-14-14)	Transportation Solutions URM Designate others	
Expand way-finding signage To Oregon State campus From state highways, community	No activity	None identified		
On-Campus Variable parking permit System	Underway Task Force launched in fall 2013; recommendation due March 20; decide and Announce strategies by March 31	Launch system on 9-15-14	OSU Administration Task Force Trans. Solutions Asst. Direct. URM (marketing)	

PARKING AND TRAFFIC RECOMMENDATIONS (continued)

RECOMMENDATION	STATUS	NEXT STEPS	RESPONSIBILITY	PRIORITY
Bike and pedestrian Corridor Safety Assessment	Annual "Be Bright Be Seen" Safety Campaign conducted	Continue	URM Transportation Solutions DSP, OSP City of Corvallis	
	Lighting, Blue light system, Walkway map updated; Lighting assessment Completed,	Foliage assessment? Video cameras on "Blue Lights" Improve deficient Lighting; maintain Foliage for safety Promote personal Safety tips	OSU Facility Services ? URM, DSP, OSP	
Remote Parking Lot Assessment		Launch zonal parking system, measure results, consider next steps	Transportation Solutions Trans. Sol. Task Force	
Expand OSU on-campus bike Parking facilities	Status of 2013-14 investments?	Expand within Parking, Transit TDM strategy (4-14-14)	Transportation Solutions URM Designate others	
		Fund strategy	Transportation Solutions F&A VP	

PARKING AND TRAFFIC RECOMMENDATIONS (continued)

RECOMMENDATION	STATUS	NEXT STEPS	RESPONSIBILITY	PRIORITY
Expand OSU car-pool Programs	Status as of 2013-14	Expand within Parking, Transit TDM strategy (4-14-14)	Transportation Solutions URM Designate others	
		Fund strategy	Transportation Solutions F&A VP	
Neighborhood traffic Volume analysis on Jackson Avenue	Underway	Report results Evaluate and report results to City, OSU	OSU Campus Operations College of Engineering	
OSU Funding for CTS	OSU has provided $30,000 additionally in 2012, to expand two CTS routes and enhance CTS marketing	Evaluate results Decide next steps	Trans. Solutions. Asst. Direct. URM VP F&A VP	
		Evaluate long-term funding CTS strategy by OSU	OSU administration	
OSU Funding for Linn-Benton Loop	OSU provides $102,000 annually Along with LBCC, Benton And Linn counties' regional Government organizations	Evaluate results Decide next steps Increase loop promotion	Trans. Solutions. Asst. Direct. URM VP F&A VP	

PARKING AND TRAFFIC RECOMMENDATIONS (continued)

RECOMMENDATION	STATUS	NEXT STEPS	RESPONSIBILITY	PRIORITY
Improve OSU-CTS transit Coordination	On-going conversations	Discussions with CTS, OSU to better align schedules	CTS OSU Transportation Solutions	
Expand OSU Shuttle Service to Campus fringe	On-going	Expand within Parking, Transit TDM strategy (4-14-14)	Transportation Solutions URM (promotion) Designate others	
		Approve funding 7-1-14	Trans. Solutions Asst. Dir. VP F&A VP URM	
Implement OSU Shuttle Information & mobile apps Systems	Nearly Completed	Expand within Parking, Transit TDM strategy (4-14-14)	Transportation Solutions URM (promotion) Designate *others*	
		Approve funding 7-1-14	Trans. Solutions Asst. Dir. VP F&A VP URM	
Evaluate on-campus transit hub	Study under way	Connect with CAMPO Discuss study goals, Timeline, assist in study	CAMPO	

PARKING AND TRAFFIC RECOMMENDATIONS (continued)

Marketing to promote Alternate modes of Travel	Annual "Be Bright Be Seen" safety Campaign conducted	Continue	URM Transportation Solutions DSP, OSP City of Corvallis
		Expand within Parking, Transit TDM strategy (4-14-14)	Transportation Solutions URM (promotion) Designate *others*

LWV Corvallis
PO Box 1679, Corvallis, OR 97339-1679
541-754-1172 • http://www.lwv.corvallis.or.us

March 17, 2014

Dear Mayor Manning and Members of the City Council:

Corvallis Land Development Code (LDC) Section 1.1.60 - CONFLICT OF INTEREST needs to be amended to codify the interpretation the City Council passed on November 18, 2013.

Last fall, you may recall, there was some confusion about what constituted a conflict of interest in land use decisions as the language in the LDC Section 1.1.60 is ambiguous. As a result, Deputy City Attorney Jim Brewer proposed that Council adopt the following interpretation of the current text in a November 14th memorandum.

A member of a hearing authority shall not participate in any proceedings or action in which the member has ***an actual conflict of interest as defined in State law****. Any actual or potential conflict of interest shall be disclosed at the meeting of the hearing authority where the action is being taken. Examples of potential* ***and actual*** *conflicts of interest include:*

a. *Member owns property within the area entitled to receive notice of the public hearing;*
b. *Member has a direct private interest in the proposal; or,*
c. *For any other valid reason, the member has determined that participation in the hearing and decision cannot be impartial.*

This adopted interpretation provides legal guidance for the current Council, but according to Attorney Brewer, a citizen or maybe a future councilor or planning commissioner reading the code would not know this unless this new interpretation is put into the LDC. As the League supports measures to insure effective, impartial, prudent, and lawful enforcement of the implementation of the Comprehensive Plan, we strongly suggest that Council direct the staff to include this change in the package of proposed LDC amendments currently being prepared to come before the Planning Commission and City Council this spring.

Sincerely,

Ann Brodie, President

To: City Council **March 17, 2014**
From: Dan Brown

SUBJECT: Collaboration Recommendations

The Collaboration Steering Committee and the work groups have provided the City Council with valuable brainstorming about dealing with localized problems surrounding the University. These groups may or may not have been aware of the City's budget realities, staffing constraints, Land Development Code, history of planning for zoning, historic preservation program, parking plans, traffic plans, etc. The Council should make final decisions in these contexts.

Item 1-1 - Rezoning

I agree with the staff recommendation about Item 1-1. We need to prioritize this recommendation into the continuing list of about 100 Community Development issues before the City.

Item 2-21 - Demolition Process

Demolition of residential structures is commonplace. Demolitions is sometime a bad thing, but it is sometimes a good thing. For example, the City recently required the demolition of a nuisance property in Ward 2. It appeared to be a "historic" structure.

Item 2-21 brings up the issue of "historical significance." We must be careful in using this term. In Corvallis, "historic significance" has a specific and narrow meaning under the *Land Development Code*. A structure must be at least 50 years old (e.g. built before 1964) but that is not enough.

Not all old houses are "significant." To be "historically significant" requires an official determination that a structure is worth preserving because of historic value. The LDC provides a list of fairly rigorous criteria which are applied, and the *Corvallis Register of Historic Landmarks and Districts* is a good place to find out if a house has been determined to be historically significant. These properties are already protected by the *Historic Preservation Provisions* (**Chapter 2.9**) of the Corvallis *Land Development Code*.

Our *Comprehensive Plan* envisions a future Corallis which is more densely populated than it was more than fifty years ago. One can infer that some historic uses of residential property will prove to be outmoded. The role of demolition in the context of historic preservation is clearly spelled out in **LDC 2.9.110**.

In my opinion, the Council needs to study this issue carefully through the usual process of forwarding it to the appropriate standing committee

Item 2-22 - Historic Preservation Plan

Funding for a Historic Preservation Plan must be considered in light of City budget realities. At present, the City has little data to indicate that a HPP is considered higher priority by the majority of Corvallis citizens than other existing and potential activities.

Item 3-7 - Remote Parking Lots

The idea of remote parking for OSU has been around for decades. In fact, the very first policy in the Parking Chapter of the *OSU Campus Master Plan* (which was adopted by the City Council in 2005) states that OSU's policy is to:

> **7.2.1** *Provide parking facilities to meet the needs of the campus community. Where possible, provide adequate parking convenient to the area or site it serves or develop satellite or remote parking with adequate shuttle service.*

There is no qualification in this policy about "support from the City." In contrast, consider the following CMP policy in the agreement:

> **7.2.11** *Manage parking impacts in the neighborhoods surrounding the university through a neighborhood parking program administered by the city of Corvallis with possible funding assistance from OSU.*

The City should acknowledge that OSU is working on a plan to take care of problems created by commuters, on-campus residents, the OSU fleet, etc. The Council will surely be glad to see the results.

However, I do not see a need for our overextended City staff to provide support for this exercise. Further, I do not see that we need to suggest any endorsement about future OSU proposals which are not part of the current or soon-to-be updated CMP.

Item 3-11 - Neighborhood Traffic Volume Assessments

Monitoring and baselines with regard to traffic counts are great ideas. Ten years ago recurrent (mostly annual) monitoring and reporting to the City was anticipated in **Section 3.36.90** of the Corvallis *Land Development Code*, entitled ***Campus Master Plan Monitoring***. This is appended to this document. One can infer from the LDC that OSU will pay for providing the required information.

I would like to see how these requirements have been met. Perhaps we already have baseline traffic data for some important locations. At the last City Council meeting I made a Council request for an update on **LDC 3.36.90** but have not seen the results yet.

Of course baseline data should be gathered before the implementation of City or OSU program changes. The current timing options are problematic. In the CMP, the cyclic nature of OSU is sometimes recognized, i.e. fall term enrollments are higher than other terms; this translates into reduced class and teaching requirements. Parking needs and traffic flows are also affected. Unfortunately, at this date, we do not have the option of making a fall term measurement before fall 2014. The choice is between no data and biased data.

I think we should accept the recommendation and study the data we have available before we move ahead.

LDC Section 3.36.90 - Campus Master Plan Monitoring

a. As a means of monitoring the implementation of the Campus Master Plan, the University shall provide the following information to the City on a yearly basis.

1. Updated tabulations of development and open space for the planning area, including -
a) Gross square footage of development by type that occurred in each Sector over the previous 12 month period;
b) Remaining available Development Allocation for each Sector; and
c) Remaining open space areas and percentages for each Sector.
2. Updated parking utilization reports, including -
a) Identification of new parking space creation and the total number of spaces provided within the CMP boundary and a breakdown by Sector and parking lot type - student, staff, visitor, free, etc.;
b) Percentage of parking space utilization campus-wide; and
c) Identification of available parking spaces using City standard parking configurations, and usage within each residential parking district bordering OSU and of the number of residential permits funded by the University. In addition, provide details of other efforts undertaken by the University to address neighborhood parking issues;
3. TDM Report - The TDM Report that identifies efforts and the effectiveness of those efforts undertaken by the University over the previous 12 months to reduce reliance on the single-occupant vehicle. Such efforts shall include, but not be limited to:
a) Shuttle routes and usage;
b) Other efforts in support of transit, car-pool, or van-pool usage;
c) Tabulation of the number of single-occupancy vehicles reduced;
d) Location and number of bicycle parking spaces, including the number of covered spaces and any additions to the inventory; and
e) Identification of campus pedestrian routes and system improvements.

4. Base Transportation Model (BTM) update that includes the following components over the previous 12 month period -
a) Traffic counts to be updated on a five-year cycle;
b) New development, and if known, future development square footage and Use Type, based on the existing model's categories, to be included in the model assumptions on a per Sector basis;
c) New parking areas or roadways that may have an effect on traffic volumes or patterns; and
d) Within one year of adoption of the CMP, and on a recurrent two-year schedule, OSU shall complete in coordination with City Staff a baseline traffic count for Jackson Avenue between Arnold Way and 35th Street. City staff shall provide OSU and the neighborhood association with the most recent baseline traffic volume measurements made within the last five years.
b. Additional monitoring efforts include:
1. Within one year of adoption of the CMP, OSU should work with the City to perform a baseline traffic count of local streets identified by neighborhood associations as problems in the areas bordering Sectors A, B, and C, and south of Harrison Boulevard; and
2. OSU shall participate as a full partner in a task force initiated by the City with City, University, neighborhood association and neighborhood business representation, to review and evaluate existing baseline traffic measurements, parking studies, and other relevant information and develop strategies to mitigate problem areas.

[Chapter 3.36 amended by Ordinance 2014-01, effective February 28, 2014]

DRAFT

CITY OF CORVALLIS
MINUTES OF THE CORVALLIS ARTS AND CULTURE COMMISSION
MARCH 19, 2014

Attendance
Brenda VanDevelder, Chair
Karyle Butcher
Patricia Daniels
Shelley Moon
Elizabeth Westland
Wayne Wiegand

Absent/Excused
Rebecca Badger, Vice Chair
Charles Creighton
Joel Hirsch, City Council Liaison

Staff
Karen Emery, Parks and Recreation Director

Visitors (12!!!)
Alicia Bublitz, Calyx Press
Hester Coucke, The Arts Center
Dee Curwen, CMLC
Glenda Frisk, Children's Farm Home
Gale Hazel, Corvallis Repertory Singers
Cathy Jederlinich, Local Artist and Educator
Rebecca Landis, Corvallis-Albany Farmer's Market
Jeanne Lusignan, CMLC
Chris Rochester, Corvallis-OSU Symphony
Robert Verhoogen, Chamber Music Corvallis Chair
Barbara Weber, Art in the Valley
Elizabeth White

I. CALL TO ORDER. Chair Brenda VanDevelder called the meeting to order at 5:31 p.m.

II. INTRODUCTIONS. ACC members introduced themselves to visitors, and visitors introduced themselves to the Commission.

III. REVIEW OF FEBRUARY 19, 2014 MINUTES. With the correction of a minor typo (changing "Chai" to "Chair," the minutes from February 19, 2014 were approved following motion proposed by Butcher and seconded by Westland.

IV. REVIEW OF 2014-15 GOALS. The goals document was discussed and was given time for comments and questions. VanDevelder noted that three things were needed in terms of outcomes of a comprehensive plan that could be presented to the City Council, in terms of things ACC will actively be doing within the next 12 months. Butcher noted that the City Commission was not convinced regarding the positive economic aspects of the arts, and so this needs to be addressed. Additionally, ACC needs to consider what Corvallis needs in place to be thought of as a center for the arts, and also needs to work toward a comprehensive calendar that links with local arts-related organizations and events. Daniels mentioned that in the section labeled "Targeted Completion Date," more specifics should be added to those sections currently marked simply as "ongoing."

VanDevelder plans to keep the most updated version of the document as a part of future meeting materials packets, while the contents continue undergoing revision.

V. VISITOR PROPOSITIONS. None.

VI. DISCUSSION WITH GUESTS FROM ALBANY ARTS AND CULTURE COMMISSION. Butcher queried guests to briefly give their individual views on the following two questions. 1) What can ACC do to raise the level of Arts and Culture in Corvallis? 2) What should ACC be asking its consultant to focus on, and how might ACC be able to demonstrate art's importance to City Council?

Pertaining to raising the level of arts and culture, guests offered a range of ideas including the following: 1) more space/s for artistic collaborations, 2) more marketing dollars, 3) a comprehensive resource for people to access arts-related information, 4) directly stating the costs of events on flyers and promotional materials, so as to help appeal to lower-income community members, 5) the City itself needs a “branding” or identity to help guide its arts scene and to make it more accessible, 6) more ways for individual artists, galleries, and organizations to be known, showcased, and promoted, 7) increased involvement of lesser-represented groups, 8) additional emphasis on art therapy, including resources to publicize.

In terms of focuses for the consultant, guest suggestions included: 1) ways to quantify the arts' entirety of economic impact and yield, 2) how can we grow economic impact and increase visibility? 3) how much of a draw would a new performing arts center be, if created? 4) if looking for more venues, would it be more viable to repair or augment an existing structure rather than building a new one from the ground up? 5) if more venues are a part of the plan, how can we work to ensure that artistic folks are not being priced out by businesses and seminars (such as is occurring at La Sells), 6) how many people are being served? 7) is there something comparable to wordpress that could be utilized? 8) how can we foster the thoughts that involvement itself is a contribution to the arts community, to broaden the local thought on what “art” is, and that “arts” need not apply only to more traditionally-recognized forms, 9) how might we minimize PR costs and maximize efforts via channeling?

Daniels discussed the CAFA Program as it relates to lower-income accessibility. Guests recommended a smaller version of the CAFA flyer (either half-sheet or poster card sized).

Emery offered that current numbers could be sought from tax reports by such entities as Fall Festival, da Vinci Days, Rhapsody in the Vineyard, etc., to help quantify the financial contributions of the arts in Corvallis, as well as to help appeal to the City in terms of arts-related events' draw in terms of tourism.

Guests mentioned that Hilo, Hawaii was in many ways a comparable arts community, which could be consulted in terms of their successes and knowledge in many of the areas ACC is discussing.

VII. SUBCOMMITTEE REPORTS.

ECONOMIC INTEREST SUBCOMMITTEE

Emery distributed a copy of the RFP which is presently with the City Attorney for review. Once approved, the RFP will be distributed – this includes local parties, McKinzie Group, and Steve Doe. It was emphasized that respondents will be offering line-item costs per element.

MARKETING AND OUTREACH SUBCOMMITTEE

Daniels discussed the wide and ongoing interest in a calendar for posting and blogging (which would welcome photos, press releases, etc.) A sub-group will begin meeting again in early April and will be discussing such via email in the interim.

VIII. STAFF/COUNCIL LIAISON UPDATES. None.

IX. NEW BUSINESS. Emery stated that The Arts Center is recruiting for board members as well as for a new Executive Director, and stated they are especially looking for candidates with marketing and development experience.

VanDevelder stated that prior to ACC's April meeting, an updated goals document would be distributed and included in the packet of meeting materials.

IX. ADJOURNMENT: The meeting was adjourned at 6:37 p.m.

BICYCLE AND PEDESTRIAN ADVISORY COMMISSION
MINUTES
March 7, 2014

DRAFT

Present
Brad Upton, Chair
Susan Christie
Meghan Karas
Jeanne Holmes, Vice Chair
Brian Bovee
Thomas Bahde
Sayard Schultz
Mike Beilstein, City Council

Absent

Staff
Greg Wilson, Public Works
Lisa Scherf, Public Works
Josh Bjornstedt, Public Works
Som Sartnurak, Public Works

Visitors
Nancy Wike
Nancy Baumeister
Laura Duncan Allen
John Roullier
Dave Rabinowitz

SUMMARY OF DISCUSSION

Agenda Item	Information Only	Held for Further Review	Recommendations
I. Call Meeting to Order/Introductions	X		
II. Review of January 3, 2014 Minutes			Approved
III. Visitor Comments • Expansion of No Skate/No Bike Zone in Central Business District • Addition of Edge Stripe to Philomath Multiuse Path		X	Staff will explore options
IV. Old Business • None			n/a
V. New Business • Reconstruction of 15th Street from Western Boulevard to Washington Way • Relocation of Bicycle Racks • Bicycle Fee	X		Recommended relocating the bicycle rack. Recommended against pursuing bicycle fees.
VI. Information Sharing	X		
VII. Commission Requests and Reports	N/A		
VIII. Pending Items	X		

CONTENT OF DISCUSSION

I. Call Meeting to Order/Introductions

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

II. Review of Minutes

Commissioner Christie moved to approve the January 3 minutes. Commissioner Karas seconded the motion and the minutes were approved unanimously.

III. Visitor Comments

Expansion of No Skate/No Bike Zone in Central Business District

Visitor Nancy Wike, owner of a number of buildings on 2nd Street across from the Post Office, presented a request to expand the No Skate/No Bicycle Zone in the Central Business District (CBD). She noted that bicyclists riding on the sidewalk cause a hazard for pedestrians entering and exiting businesses. She also asked to have the exclusion area made more visible, perhaps through use of posted signs rather than pavement markings. Chair Upton noted that an expansion of the zone would require an ordinance change approved by the City Council. He stated that he is in favor of expanding the restricted zone, but opined that pavement markings were preferable to signage and that any expansion should be more inclusive than just one block−staff should look at other areas to determine need. Commissioners Schultz and Christie agreed to do a visual survey of bicycle usage of the sidewalks in the area in question and report back to the Commission at the next meeting. The Commission will then decide whether or not to ask staff to pursue expansion.

Addition of Edge Stripe to Philomath Multiuse Path

Visitor Nancy Baumeister presented a request for the addition of an edge stripe to the multiuse path along Philomath Boulevard between 15th and 35th Streets. She stated that headlights from oncoming vehicles on Philomath Boulevard make it difficult for bicyclists to see the edge of the multiuse path. She believes that adding white striping to the edge of the path would increase visibility. Commissioner Christie opined that this is a good idea. Ms. Scherf noted that this multiuse path is ODOT's responsibility, although the City does some minor maintenance on it. Mr. Wilson stated that he will explore the costs and options with City street maintenance staff and ODOT's local Maintenance Division.

IV. Old Business

None.

V. New Business

Reconstruction of 15th Street from Western Boulevard to Washington Way

Josh Bjornstedt, from the City of Corvallis Public Works Engineering Division, provided details of the City and OSU's project to realign and signalize 15th Street. The bicycle lanes in this section will be widened to five feet and will be six feet wide near the intersection of 15th Street and Washington Way. He described the planned connection between the existing multiuse path and the sidewalk.

Som Sartnurak, also from the City of Corvallis Public Works Engineering Division, provided information about the project on 35th Street to improve the railroad crossing adjacent to Washington Way. The improvements will include the installation of a bicycle lane on the west side of 35th Street in this section.

Relocation of Bicycle Racks

Mr. Wilson provided details of this project, which would relocate two bicycle racks from the parking lot at the south end of 2nd Street to the intersections of Jackson Avenue and 1st Street and Monroe Avenue and 1st Street. The Commission agreed that this is a good idea and recommended moving forward.

Bicycle Fee

Chair Upton provided background on the potential for a bicycle corral pilot project, which the Downtown Parking Committee is interested in pursuing. He stated that he spoke with Public Works Director Mary Steckel, who expressed concern with the cost involved in installing and maintaining bicycle corrals, primarily as an equity issue (perhaps some businesses are better able to afford a corral installation than others) and a maintenance longevity issue if businesses change ownership over time. Chair Upton stated that staff had developed standards, application materials and a maintenance agreement. Director Steckel requested feedback from BPAC on two potential options for getting bicyclists to pay for this type of infrastructure:1) requiring bicycles to be licensed; or 2) collecting a fee on the purchase of new bicycles. Chair Upton noted that these kinds of fees have been discussed at the State level but haven't advanced and that studies show adding bicycle infrastructure reduces maintenance fees by encouraging citizens to leave their cars at home.

Councilor Beilstein noted that several years ago the City implemented a set of fees on the City's Services bill that have worked well. He stated that a fee to fund bicycle-related projects had been proposed with the others, but was not ultimately included in those adopted by Council. He opined that if there were definite infrastructure investments, that would be a good justification for adding the fee, though there may be serious opposition. Commissioner Bahde asked if these fees could be made voluntary, which would be a less onerous option. Commissioner Christie noted that Corvallis has arrived at a place where the City should reward people who bicycle and make driving more difficult, without punishing drivers. Chair Upton noted that a fee on bicycle sales could drive customers to other towns to buy their bicycles, and licensing would be difficult to enforce. Visitor Dave Rabinowitz stated that Washington, D.C. uses funds generated from plastic bag fees to fund bicycle infrastructure, and that it has been effective.

The Commission agreed that they are opposed to charging fees for bicycle sales or licensing bicyclists. They will discuss funding mechanisms for bicycle infrastructure at a future meeting and asked to have this added as a pending item on the agenda. Chair Upton suggested providing an official recommendation to staff and the Council to move forward with a pilot bicycle corral facility. He stated that he will also speak to the Downtown Parking Committee to get a similar recommendation from that group. **Chair Upton made a motion to recommend that the City move forward with installing an on-street bicycle parking corral as a pilot demonstration facility in the Downtown area, noting that businesses have requested these facilities, space has already been identified, and that studies in other communities have shown an economic benefit to adjacent businesses. The motion further recommends that the City not implement any type of bicycle fee or licensure requirement. Commissioner Holmes seconded the motion, which passed unanimously. Commissioner Holmes made a second motion asking Chair Upton to draft a letter to present this request to the City Council. Commissioner Karas seconded the motion, which passed unanimously.** Chair Upton noted that he is going to wait until April to present this to Council, so he can present it to the Downtown Parking Committee with the intent of getting a similar letter from them.

VI. Information Sharing

Chair Upton stated that he has been chair of BPAC for a long time and, while he is not sure if he is going to step down, he invited other Commissioners to consider running for Chair in July.

VII. Commission Requests and Reports

None.

VIII. Pending Items

Chair Upton noted that the subcommittee for improvements at Circle Boulevard and 9th Street and Circle Boulevard and Highway 99W have some good suggestions at a draft level, but wants to get some more feedback from ODOT and the City's Engineering Division before bringing it to the Commission.

The subcommittee that is looking at the intersection of Kings Boulevard and Garfield Avenue has not met and wishes to leave the item as pending.

The meeting was adjourned at 8:55 a.m.

NEXT MEETING: April 4, 2014, 7:00 a.m., Madison Avenue Meeting Room

DRAFT

CITY OF CORVALLIS
MINUTES OF THE CIVIC BEAUTIFICATION & URBAN FORESTRY ADVISORY COMMISSION
MARCH 13, 2014

Attendance
Matt Sanchez, Chair
Owen Dell, Vice Chair
Angelica Rehkugler
Brian Kreft
Becky Goslow
Ross Parkerson
Larry Passmore
Joel Hirsch, City Council Liaison

Absent/Excused
Tim Brewer
Ruby Moon
Norm Brown, OSU Liaison

Staff
Jude Geist, Parks Supervisor
John Hinkle, Urban Forester AIC
Mark Lindgren, Recorder

Guests
Ed Epley

SUMMARY OF DISCUSSION

	Agenda Item	Summary of Recommendations
III.	Vegetation Presentation	Information only.
IV.	Approval of February 13, 2014 Meeting Minutes	Approved as presented.
V.	Visitors' Propositions	Ed Epley suggested replacement tree species and urged the commission to advocate for burying Harrison Blvd. power lines via boring.
VI.	Staff Reports- If Questions	Information only.
VII.	City Council / OSU Liaison Reports	Information only.
VIII.	Education Outreach Discussion	Information only.
IX.	Discuss Mission/Vision/Tasks/Goals for 2014-2015	Information only.
X.	Report on Subcommittees	Information only.
XI.	Adjournment	The next meeting will be held April 10, 2014 at 8:30 a.m., at the Avery Park Admin building conference room.

CONTENT OF DISCUSSION

I. CALL TO ORDER

Chair Matt Sanchez called the meeting of the Civic Beautification and Urban Forestry Advisory Commission to order at 8:34 a.m.

II. INTRODUCTIONS.

III. VEGETATION PRESENTATION.

Sanchez highlighted a large Mexican mimosa seedpod.

IV. APPROVAL OF FEBRUARY 13, 2014 MEETING MINUTES

Angelica Rehkugler moved to approve the February 13, 2014 minutes as presented; Owen Dell seconded; motion passed.

V. VISITORS' PROPOSITIONS.

Ed Epley highlighted replacement of existing trees, proposed that the city should not use small stature "designer" trees He said he had a handful of Sweetgum trees, and a couple of plane trees. He said the property owner adjacent to him on Harrison Boulevard replaced several large existing trees with a small dogwood; he proposed the City plant two Ginkos or Plane trees on the planting strip on the north of Harrison between 30th and 31st St, at 3005 NW Harrison; and agreed to water them for the first two years.

He proposed pushing the power company to bury power lines via boring on Harrison Boulevard, saying that the required 20' clearance there often makes trees look grotesque. Comcast easily buried its lines there, with little disruption. Parkerson said the trees on 29th and 32nd on Harrison were Heritage trees. Hinkle said Plane trees were a fine choice in the Heritage Plane tree grove.

Goslow asked how power lines got buried; Hinkle answered that it is generally done via boring, though he speculated that the power company will say it's cheaper to run lines overhead. Rehkugler said it's been a long time since the power company liaison gave a presentation. Hinkle will arrange for a liaison presentation; Goslow asked that the liaison to give a rough estimate of the cost of burying power lines. Rehkugler said that if that is a direction CBUF wants to go, we need to research how it has worked in other communities; Geist concurred, adding that it would be important to learn what the drivers of the process were in those communities. Brian Kreft said it would require reworking the power company's entire infrastructure. Owen Dell related that when power lines were buried in Santa Barbara, it took millions of dollars and about a year, but the result completely changed the landscape. Kreft added that power lines were buried at OSU.

VI. STAFF REPORTS – IF QUESTIONS

Parks Supervisor Jude Geist explained that staff expected to simply answer any questions that commissioners had from the written report.

AIC Urban Forester John Hinkle highlighted two Sweetgums on Adams near 6th Street and the Ball Photo Studio, saying he discussed them with Public Works. The Sweetgums have a history, as is common, of disturbing sidewalks, and one is near a utility box which must be moved. He inspected them and found they were both in good health. However, to move the box, he agreed to allow removal of the tree near the utility box and staff will pull the sidewalk panel near the other and see how root pruning goes. The adjacent property owner requested the second tree be removed and was offering to pay for its removal. He said that its removal was not consistent with past practice, and sought comment from the commission.

Geist felt staff should tell the homeowner that the City cannot approve the request, but he may present his case to CBUF. Goslow suggested the City allow removal, said the first removal may impact the health and street visuals; the gap will fill in eventually. Hinkle said the tree is healthy and root pruning may well work, and removal sets a bad precedent. The commission agreed with staff's suggestion that the property owner come before CBUF.

Hinkle said the City would pay for removal and replacement of the first tree, and will pay for root pruning the second. Sweetgums are tolerant of root pruning, but their roots are aggressive.

Dell stated that offering to pay for removal of a tree doesn't convey special privileges; they should at a minimum have to pay for replacing it. Liaison Hirsch emphasized explaining to the property owner in advance of the CBUF meeting the protocol and policy. Rehkugler added that property owners no longer have to pay for sidewalk repair, so that is no longer a reason for tree removal. She suggested the commission review tree policy, since there were many relatively new members.

Hinkle added that Sweetgums are no longer planted in right-of-ways; many were planted in the 1970's. Over time, as the roughly 1,000 trees matured (about 13% of the City's tree inventory) the limitations of the tree became clear. Ross Parkerson said a counter-balance was the wonderful impact the trees had visually on streets and providing shade.

Hinkle reported that thirty trees were planted on Hayes Avenue between Kings Boulevard and 29th Street with assistance from student volunteers, completing the project. The students were enthusiastic and want to do it every year. Many more trees were planted than were removed. A few homeowners decided to retain their cherry trees. Parkerson suggested taking photos early on.

Goslow asked about the Garfield project. Hinkle said he consulted on tree selection. Goslow said it looks good.

Geist highlighted the CBUF calendar for the year, and suggested CBUF review it briefly during each meeting, and have it included in the agenda packet. Commissioners concurred.

Geist said Arbor Week is during April, with Corvallis receiving a Tree City USA award, but not a Growth Award this year. The mayor will proclaim Arbor Week at the April 21 Council meeting. Geist said in the past, many CBUF members have attended, with the Director making a few comments and staffers setting up a display. Rehkugler said that typically commissioners wear their T-shirts, and that helps make a big visual splash. She noted it was too late to order them for the Arbor Day meeting, but suggested discussing ordering shirts for new members (previously they were $25). The previous producers may still have the stitch design on file. She said it will be important as CBUF members participate in more public outreach events in the future. She said usually CBUF makes small gifts to Councilors, along with a recent brochure, and highlight recent accomplishments. Dell suggested handing out sample tree tags. Goslow suggested using parts of the Footwise display to the Council in April (it will be there from March 18-31), as well as other upcoming displays at events.

Goslow said April is when Councilors and the public are notified about the Beautification Award nominations coming up in May. She highlighted the nomination form; the forms are mailed back to Parks and Recreation. CBUF members quickly look at nominated properties; most are awarded. Award recipients are informed in September and signs placed in their yards, unless they object; volunteers pick up the signs in October.

Dell highlighted the Corvallis Sustainability Coalition's third Edible Front Yard Garden Tour in August. There will be a walking and biking tour of the gardens, and a coaching program to help homeowners manage the gardens. There has been a tremendous community response along with volunteers to coach. Goslow added that one Beautification Award winner last year was an edible garden.

Rehkugler related she'd evaluated the website. Overall, she felt the site depicted CBUF well, though it was outdated, and CBUF needs to nail several issues down. For example, CBUF no longer makes four beautification awards in each ward, and it no longer makes awards to businesses; once we formally make that decision, we can change that at the website. Goslow noted the commission typically makes about thirty awards each year, but there is no maximum number of awards. We have a goal of making awards in each ward. Rehkugler said the commission has sought to grant awards widely around the community. She will email her website notes to commissioners.

VII. CITY COUNCIL / OSU LIAISON REPORTS. None.

VIII. EDUCATION OUTREACH DISCUSSION

Sanchez said there has been discussion regarding who is on the committee; Brian Kreft, Ruby Moon, and Tim Brewer are the only ones officially on the committee at this point. Goslow said that apart from the Hayes Project, now completed, the Urban Forestry Committee had largely been inactive. Larry Passmore said his understanding is that the committee was going to choose another similar street, such as the streets near Fred Meyer lined with declining plum trees, for a similar replacement and replanting project. He said

there had been discussion of identifying several streets that need replanting, and then picking the easiest project among them.

Geist suggested placing Subcommittee meetings more clearly on the agenda, if commissioners wish. Sanchez said committee members are tending to meet outside regular meetings times, and sometimes combining committee work. Geist said that staff supports subcommittees, but it is easier for them to do so right after regular meetings. Sanchez asked if commissioners wanted to formalize creation of an Education Committee; Rehkugler said we first need to decide on the level of activity of the other two committees, due to the time commitment.

Goslow highlighted the twice a year downtown cleanup with the Doxology Church. The committee could meet for twenty minutes each month after meetings. Dell noted that a twenty-minute monthly committee check-in is helpful, but sometimes they must be longer during projects.

Goslow suggested having Education Committee meetings outside regular meeting times, thereby avoiding attendance conflicts with the other two committees. Rehkugler said it would be helpful to know ahead of time whether a committee is meeting. She added it would be helpful to know how long agenda items are intended to be; knowing that would help chairs better facilitate meetings. Geist replied he would include proposed times for agenda items, and whether committees were planned to meet or not. Goslow suggested committee members come prepared with ideas.

Dell related that he and Ruby Moon met with graphic artist Bekki Levine on the tree-tagging project. She still needs more direction on shapes and sizes of various tags.

On the afternoon of March 18, Goslow will pick up supplies from Hinkle for the Footwise window display. She and Moon will regularly water the small tree in the display. Dell will arrange with Bekki Levine to ensure her materials are available to Hinkle for the display. Sanchez emphasized the importance of keeping the display simple, and not cramming in too much.

Education Committee members are Dell, Sanchez, Moon, Goslow, Hinkle, Parkerson, and Rehkugler. Geist will add the Education and Outreach Committee to the agenda, but that committee meeting won't be part of committee meetings after the regular meeting.

IX. CBUF ENDOWMENT UPDATE.

Geist said the commissioners had previously been questioned regarding the endowment, and distributed information on the history of the endowment. Commissioners can take action, if desired, at a future meeting. A 2005 resolution re-worked the previous endowment. The endowment in 2004 had a balance of $68,940.95. At that time, the commission agreed to only expend up to half of the interest and use the other half of the interest to continue building up the endowment principal until it reaches $100,000. At that point, the commission may spend 100% of interest. In 2014, the interest was $260, so $130 is available to spend.

Rehkugler said the endowment sprang from a utility bill appeal from the Corvallis Garden Club, with Helen Ellis. Geist explained there were three types of reserves, with various types of restrictions. This one was set up by the Council; any changes must be brought to the Council, which must approve any changes and how money is spent.

Geist said in fiscal years 02-03, 03-04, and 04-05, grant awards were double than what was coming in, resulting in spending down the principal. In 2005, the resolution set the standard on spending only half the interest on Civic Beautification awards. Any unexpended funds go back into the principal. He outlined how endowment funds were awarded over the years, noting that the amount of interest dramatically declined.

Geist displayed Civic Beautification Grant Award application forms, to be submitted in May, reviewed and approved or not approved in June by CBUF, and projects were to be completed by the July of the following year. Annually staff would provide a memo to City Council to detail that year's program. He outlined sample applications from the past. He said the commission eventually felt the amount of interest funds available was too small to use to award to civic beautification projects.

The balance is currently about $87,450. Geist noted there was a discrepancy; since the interest was so small, some income may have came from other sources. The interest from last year was $266. Liaison Hirsch said the commission could approach the Council if there was a project it really wanted to do with the funds. Geist added that there would have to be a formal process to do so, and CBUF would need to establish a procedure to do so. The commission could discuss it at a future meeting, though it is a little late this year to start up a full grant program. Rehkugler said the website still states CBUF was making grants.

Rehkugler add that the commission had talked about how to proceed on fundraising to increase the endowment. Geist agreed that there was a mechanism to add money other than just interest. He added that CBUF fundraising didn't have to go to the endowment; also, Friends of Parks and Recreation could help in fundraising.

Geist said in 2004, annual interest generated around $2,500 to $4,000. He surmised that the commission's intent at the time was to achieve a healthy enough principal to generate enough interest to hand out for projects. Goslow suggested getting the history of the endowment from Helen Ellis, and asked for future discussion. Liaison Hirsch said staff's provided background information was comprehensive and very helpful.

X. REPORT ON SUBCOMMITTEES.

XI. ADJOURNMENT: The meeting was adjourned at 10:30 a.m.

Draft
Subject to review &
CACOT approval

CORVALLIS CITIZENS ADVISORY COMMISSION ON TRANSIT
MINUTES
March 11, 2014

Present
Stephan Friedt, Chair
Steve Harder, Vice Chair
Eric Cornelius
John Oliver

Absent
Steven Black
Cassie Huber
Kriste York
Brandon Trelstad
Bruce Sorte, Council Liaison

Staff
Tim Bates, Public Works
Brie Caffey, Public Works

Visitors
Lee Lazaro, Special Transportation Coordinator of Benton County

SUMMARY OF DISCUSSION

Agenda Item	Information Only	Held for Further Review	Recommendations
I. Introductions	X		
II. Approval of Feb 11, 2014 Minutes			Approved
III. CACOT/Visitor Comments	X		
IV. Old Business			N/A
V. New Business			N/A
VI. Information Sharing	X		
VII. Commission Requests and Reports	X		
VIII. Pending Items			N/A
IX. Adjournment			Adjourned at 9:16 am

CONTENT OF DISCUSSION

I. Introductions

The meeting was called to order at 8:20 am by Chair Freidt. Introductions were made of Commission members, staff and visitor.

II. Approval of Minutes

Vice-Chair Harder and Commissioner Cornelius, respectively, moved and seconded to approve the February 11, 2014 minutes. The motion passed unanimously.

III. CACOT/Visitor Comments

Lee Lazaro introduced himself as the new Special Transportation Coordinator for Benton County. Lee said he is busy learning about the duties of his position and about Dail-A-Bus being the contractor for both the County's STF program and the City's ADA program.

IV. Old Business

None.

V. New Business

None.

VI. Information Sharing

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

Mr. Bates reported that, in addition to the two new buses that recently were put into service, CTS has one more grant in hand for a new bus that is scheduled to be delivered in FY 14/15. Mr. Bates reminded the Commission that grants for bus purchases will no longer occur via earmarks so CTS will need to set aside some of its 5307 grant money to fund future bus purchases. He said the last bus cost $360,000, however CTS was responsible for only 10% of that cost. Moving forward, CTS will be responsible for the full purchase price if other grant funding is not identified.

Mr. Bates mentioned that Philomath City Manager Randy Kuglar will be retiring on Friday and the new Philomath City Manager will start on Monday.

Mrs. Caffey reported reported that staff attended the March 6th OSU Off-Campus Housing Expo. She reported that a surprising number of students did not know that CTS is fareless.

Mr. Bates reported that staff is meeting with the Madison Avenue Collective, as part of the City/OSU marketing campaign, to design a new CTS logo and branding materials. The new brand will be used for, among other uses, a marketing campaign aimed at increasing ridership of OSU's students, faculty and staff.

Commissioner Cornelius asked if staff had researched the idea of a satellite park and ride for OSU and Mr. Bates said that the idea has been discussed at previous CACOT meetings but that no viable park and rides have been identified.

Mr. Bates reported that all modules of the VIS have been installed. He asked Commissioners to think about the sort of data they would like to see collected and send

him their suggestions. General ridership numbers and on-time performance are two statistics requests that he has recorded thus far. Chair Freidt said he'd like to see a report on boardings per stop.

Mr. Bates reported that staff aligned the City's two divergent no smoking policies, captured in both the City's Municipal Code and CTS's Code of Conduct, so that smoking in either a shelter or at the DTC will result in a fine.

VII. Commission Requests and Reports

Commissioner Cornelius noted that the Parking Commission had ninety-five pages of community comments regarding the parking districts. He said that one question raised included ways for the bus system to improve and/or incorporate a park and ride. Commissioner Cornelius wondered if a park and ride could be a revenue source for the city since the OSU changes are expected to be unpopular.

Mr. Bates said that the Public Participation Task Force has considered that CACOT, the Downtown Commission Parking Committee, and the Bicycle & Pedestrian Advisory Commission be melded into one commission. Chair Freidt agreed that some issues overlap and he believes that, minimally, the Commissions should have liaisons who attend each other's meetings. Commissioner Cornelius said it would make sense that the Parking Commission and CACOT looking at complementary solutions.

VIII. Pending Items

None.

IX. Adjournment

Vice-Chair Harder and Commissioner Oliver, respectively, moved and seconded that the meeting be adjourned. The motion passed unanimously.

The meeting was adjourned at 9:16 am.

NEXT MEETING: April 8, 2014, 8:20 am, Madison Avenue Meeting Room

Approved as submitted, March 12, 2014

CITY OF CORVALLIS
DOWNTOWN COMMISSION MINUTES
FEBRUARY 12, 2014

Present
Heidi Henry, Chair
Liz White, Vice Chair
Kirk Bailey
Brigetta Olson
Mary Gallagher
Dee Mooney
Alan Wells
Dan Brown, Council Liaison

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

Guests

Excused
Elizabeth Foster
Ken Pastega
Mike Wiener

SUMMARY OF DISCUSSION

	Agenda Item	Summary of Recommendations
I.	Call to Order	
II.	Approval of January 8, 2014 minutes.	Minutes approved as presented.
III.	Public Comment	None.
IV.	Discussion- Downtown Mixed Use Project at 1st and Jefferson.	Presentation postponed.
V.	Discussion- Residential Parking Districts; Parking Committee Considerations; and Commission Discussion and Recommendation to Urban Services Committee	Motion passed to recommend to remove and not have any part of 6th Street in any parking district. Motion passed that that the commission supported the Parking Committee's recommendation to install ten-hour meters along 6th Street as a primary strategy, with the acknowledgement to accommodate existing parking meters and business and residential uses, and that additional fine-tuning for existing uses may be required. Motion passed that there would primarily be ten-hour meters; accommodating existing meter zones and existing uses along 6th Street; and retaining short-term parking options for Central Park and library users.
VI.	Committee Reports and Other Commissioner Updates	None.
VII.	Updates- Community Development Update Parking Committee Liaisons DCA Liaison Report	No reports.
VIII.	Other Business	None.
IX.	Adjournment.	Meeting adjourned at 6:21 p.m. The next regular meeting will be March 12, 2014 at the Madison Avenue Meeting room.

CONTENT OF DISCUSSION

I. CALL TO ORDER.

Chair Heidi Henry called the Corvallis Downtown Commission to order at 5:30 p.m. in the Madison Avenue Meeting Room. She noted that Tom Gerding, who had been scheduled to make a presentation, could not attend, so the presentation was postponed.

II. APPROVAL OF JANUARY 8, 2014 MEETING MINUTES.

Brigetta Olson moved and Liz White seconded to approve the January 8, 2014 minutes as presented.

III. PUBLIC COMMENT.

Commissioners Henry and Kirk praised the City's response during the recent snowstorm. Commissioner Henry suggested installing a downtown road cam to let drivers know when roads are passable during uncertain driving conditions.

IV. DISCUSSION – DOWNTOWN MIXED USE PROJECT AT 1ST AND JACKSON.

Postponed to the March meeting. Commissioner Mooney noted that the project had been listed incorrectly in the agenda; it is actually at 1st and Jackson, not Jefferson.

V. DISCUSSION – RESIDENTIAL PARKING DISTRICTS; PARKING COMMITTEE CONSIDERATION; AND COMMISSION DISCUSSION AND RECOMMENDATION TO URBAN SERVICES COMMITTEE.

Director Ken Gibb highlighted the discussion in the memo in the packet. There was a public comment opportunity during the Urban Services Committee (USC) meeting last week. The commission could choose to forward its recommendations to the USC; Liaison Dan Brown suggested the commission do so.

Liz White said the Parking Committee focused on 6th Street, saying that the committee felt strongly that no part of 6th Street should be in the parking district, since it is heavily used for employee parking, and if it became permit parking, it would be expensive and displace a lot of downtown employee parking. That said, ten-hour meters on both sides would be OK. The committee also felt that Central Park should have three-hour parking so families could enjoy the park.

Commissioner Olson supported the committee's proposal, saying she couldn't imagine closing off that street to employee parking, saying that would impact businesses and the park. Kirk Bailey reported his neighborhood was split on parking. He said various spots could be designated two-hour visitor parking, which could help mitigate concerns about impacts in his neighborhood. He said he polled neighbors door to door, and related that many like the current system, but not the cars. He said some favored visitor two-hour parking *without* meters.

Commissioner Wells asked whether park users parked along 6th Street; Commissioner Mooney noted that parking on it usually isn't available after about 8 a.m. Commissioner White added that others park near the Arts Center, or along Monroe Avenue by the library. Liaison Brown said there is a mixture of residential and non-residential two-hour parking. He said the plan wasn't finalized; the focus so far has tended to be on district residents.

Commissioner Mooney asked about City employee parking; Director Gibb replied that it was being inventoried. He related that one person commented that employees should take busses; he noted that some employees come to work from outside the city. He said there is less County employee demand now in the area. Liaison Brown said the Benton County Health Department on NW 27th Street, with 100 employees, was a parking challenge.

Commissioner Bailey said the OSU/City Collaboration group could look at a shuttle from parking at Gill Stadium. Commissioner Wells suggested that permits could be issued to downtown employees so they could park in any of the districts that surround the downtown area; that would keep students from parking there. Liaison Brown said that permits were being considered for employees that work in the zones. Commissioner Bailey said many OSU employees were parking in neighborhoods surrounding campus; by giving them permits, you wouldn't be accomplishing the goal.

Liaison Brown said that what was currently being proposed was a tiered system, with residents getting first choice, followed by employees, customers, and contractors; with pure commuters, using a neighborhood as a parking lot, getting the last shot at the permits. He said that approach involved hundreds of thousands of dollars worth of signs. Director Gibb said that ten-hour meters were an alternative to de-facto employee permit parking; Commissioner Wells added that that was easier to monitor. Director Gibb said permits and meters were easier to monitor than two-hour zones; the cost of enforcement was a major issue, and that's why the direction was for permits rather than the current system.

Commissioner Bailey related that in his neighborhood there had been discussion of assigned parking parking spots; that would avoid driving around looking for a spot. If someone else was parked in one's spot, there could be a complaint response; it could reduce the cost of enforcement. Commissioner Gallagher liked the idea for residents. Liaison Brown noted that getting a permit does not guarantee a place to park in the current code. Director Gibb added that reserving a spot is an issue on a public street; Commissioner Bailey said that this would be a financial lease, like any other lease on an annual basis.

Liaison Brown cited the need for a boundary. He believed there was enough capacity in Zone F without 6th Street. Commissioner Olson noted that there was two-hour parking now around the park. Commissioner White said the Parking Committee didn't want 6th Street to be within the parking district; a secondary possibility was for ten-hour meters on 6th Street, which would allow for use by downtown employees.

Liaison Brown said his own measurements in Zone F led him to believe that there was enough capacity for residents without 6th Street. Commissioner Gallagher asked if residents of houses fronting 6th Street would have to get a residential permit, but still have ten-hour meters in front of their houses. Liaison Brown replied that in the northern area of 6th Street, there are often houses with both parking meters as well as spaces with no parking meters. There are houses containing businesses in some and residences in others; the businesses want meters.

Chair Henry polled the committee, summing that it sounded like the committee agreed with keeping 6th Street out of the parking district; Liaison Brown added the other Councilors agreed. Commissioner Bailey said it is easier to expand than shrink; it's better to expand in increments.

Planner Johnson related that Zone F ran north from Western to Monroe Avenue; she suggested clarifying how far south and how far north the commission wanted to apply its opinion. Commissioner Bailey suggested not including any of 6th Street in Zone F parking. Commissioner White said perhaps meters didn't have to run all the way to the south. Commissioner Bailey said

meters could be added or subtracted. Director Gibb said that there were alternatives to the north. Commissioner White suggested moving it to the west side of 6th Street; Liaison Brown said 6th Street would be then left out of the description of the parking district, and the east-west intersecting streets would go to 6th Street. Chair Henry said she was hearing leaving 6th Street out of all parking districts.

Commissioner White moved to recommend to remove and not have any part of 6th Street in any parking district; Commissioner Bailey seconded. As a rationale, Commissioner White cited employee parking. Commissioner Henry said it was important for employee and customer parking. Commissioner Olson said it would be helpful to paint designated spots in 6th Street to eliminate the current wastage. Liaison Brown cautioned there was only a slim paint budget, and painting was expensive. Commissioner Bailey said going slow on the process was desirable, since the City will get valuable feedback from people. **Motion passed unanimously.**

Director Gibb asked whether the Parking Committee should be asked to meet to come up with 6th Street solutions. Commissioner White said the committee had proposed ten-hour meters, but said it could look at it again. Director Gibb suggested confirming the general recommendation for ten-hour meters in some areas, recognizing existing businesses and meters that are currently in place, and that additional fine-tuning may be necessary for individual circumstances, primarily around commercial uses. Commissioner White said the committee can consider it block by block.

Commissioner Bailey moved and Commissioner Olson seconded that the commission supported the Parking Committee's recommendation to install ten-hour meters along 6th Street as a primary strategy, with the acknowledgement to accommodate existing parking meters and business and residential uses, and that additional fine-tuning for existing uses may be required. Motion passed.

Commissioner Olson cited her concern to ensure there was parking for Central Park and library users. Commissioner Bailey asked if it were possible to have meters in selected areas, such as Central Park, within the parking district; Liaison Brown replied that that was possible, and had been implemented in Parking District B. Commissioner White said the committee liked limited parking but not metered at Central Park. Commissioner Bailey suggested providing non-metered, limited-duration parking near civic areas such as Central Park and the library. Commissioner White said the committee had discussed leaving existing regulations there in place, so that existing timed parking remained there; it would be in the district but would be an exception. Liaison Brown related that around Central Park there was some two-hour, non-resident permit parking. Chair Henry summed up that the commission would be confirming that current parking applications in place around Central Park and the library should be maintained.

Commissioner Bailey moved and Commissioner Olson seconded that there would primarily be ten-hour meters; accommodating existing meter zones and existing uses along 6th Street; and retaining short-term parking options for Central Park and library users; motion passed unanimously.

Commissioner Bailey asked about the strategy of fine-tuning over time; Liaison Brown replied that the process hadn't gotten that far yet. He said it was recognized that it may not fit some areas and may need to be refined. The signs will go in over summer, then people will buy permits in anticipation of September 1, 2014 enforcement.

Liaison Brown said the USC next meets March 4. He said regarding the north side, the Council got testimony about a shortage of customer parking near a car dealership. Commissioner Olson said that that will be a problem for all businesses, as restrictions push free parking out of the zone.

VI. COMMITTEE REPORTS AND OTHER COMMISSIONER UPDATES. None.

VII. UPDATES.

Community Development Update. None.

Parking Committee Liaisons. No report.

DCA Liaison Report. None.

VIII. OTHER BUSINESS. None.

IX. ADJOURNMENT: The meeting was adjourned at 6:21 p.m.

CITY OF CORVALLIS
ECONOMIC DEVELOPMENT COMMISSION
Minutes – March 10, 2014

Present
Elizabeth French, Chair
Pat Lampton
Jason Bradford
Nick Fowler
Ann Malosh
Jay Dixon
Skip Rung
Biff Traber, Council Liaison

Excused Absence
Tim Weber
Rick Spinrad

Staff
Tom Nelson, Economic Development Manager
Amy Jauron, Economic Development Officer
Ken Gibb, Community Development Director
Claire Pate, Recorder

Visitors
Marc Manley, *LBCC - SBDC*
Joe Raia, *Corvallis TidBits*
Jim Day, *Corvallis Gazette-Times*
Kevin Joo, Project KIFC
Business Oregon Staff:
- Sean Stevens (Business Development Officer)
- Jill Miles (Business Recruitment Officer)
- Karen Goddin (Deputy Director)
- Colin Sears (Business Recruitment Officer)

SUMMARY OF DISCUSSION

	Agenda Item	Summary of Recommendations/Actions
I.	Call to Order/Introductions	
II.	Approval of Minutes: • February 10, 2014	Approved, as drafted.
III	Visitor Comments	None
IV	Business Oregon Presentation (Karen Goddin, Jill Miles, Colin Sears, Sean Stevens)	Presentation
V	Community Development Update (Ken Gibb)	Presentation
VI	Strategy/Business Activity Update	Discussion
VII	Marketing Strategy Development Report	Postponed
VIII	Other Business	
IX	Next Meeting /Agenda Planning	Next meeting TBA; April; OSU campus
X	Adjournment	Adjourned at 5:20 pm

CONTENT OF DISCUSSION

I. CALL TO ORDER.
Chair French called the meeting to order at 3 pm.

II. APPROVAL OF MINUTES – February 10, 2014.
Commissioner Dixon **moved** to approve the minutes as drafted; Commissioner seconded the motion which **passed** unanimously.

III. VISITOR COMMENTS. None

IV. BUSINESS OREGON PRESENTATION (Karen Goddin, Jill Miles, Colin Sears, Sean Stevens).
Deputy Director Karen Goddin introduced the other staff members and used a visual presentation (Attachment A) to provide an overview of the state agency's structure, mission and directions for 2013-2015. The directions included: an emphasis on job creation from within regions; leveraging financial partnerships and capital incentive investments; enhancing industrial land programs and tools; strengthening workforce and economic development agency partnerships; growing Oregon's export initiatives; marketing and promotion of Oregon; strengthening Oregon's manufacturing economy; and investing in the state's innovation ecosystem. Additionally, the Oregon Manufacturing Extension Partnership (OMEP) Network helps to make businesses more competitive, and helps with business succession planning.

Business Recruitment Officers Colin Sears and Jill Miles each spoke about their areas of expertise. Ms. Miles said her focus was recruitment of food processing businesses, although she was on point as well for distribution and logistics, for which they recently completed an analysis. She recently attended the Natural Products Expo West trade show in Anaheim, California, that included exhibits from 72 Oregon companies - six of which were from the Corvallis area. She complimented Amy Jauron's work on logistics for getting the businesses to the Expo, and hoped that next year there would be funds available for her attendance at the event which was extremely successful in showcasing Oregon products. She also mentioned that she worked closely with site selector consultants as another means of recruiting businesses since they often represented multiple clients.

Mr. Sears explained his background with business retention and expansion work, but noted that his current area of expertise and responsibility was recruitment of Clean Technology, Green Building, Computer & Electronics, Bioscience, Outdoor Gear & Apparel, and Aviation/UAV Manufacturing businesses. The high tech/semiconductor/clean technology sector is the area of most activity. He introduced Kevin Joo, Project KIFC, and said he was in the process of showing Mr. Joo several potential sites for locating his business, some of which were in Corvallis.

The presenters responded to questions from the commissioners. The following are Commissioner questions (Q) and Business Oregon staff responses (R), along with Commissioner comments (C).

Q. Along with business recruitment, creation and expansion, there is a growing need for a transportation strategy for those businesses to have access to markets. Who has responsibility for putting that strategy together?

A. There are various agencies which include ODOT and Port of Portland. Business Oregon plays a more ad hoc piece by providing some financial assistance to the Port of Portland, as well as assisting to secure air cargo services. However, a comprehensive long-term transportation strategy is lacking.

C. A statewide strategy will be necessary to keep high growth businesses. The state should be working on a strategic initiative around this need.

Q. Where do most leads come from?

A. 85% of leads come through the state's business portal website through which a business can access information and inquiry forms. These leads are made available to economic development partners throughout the state, who can determine if they meet the criteria. Proposals are collected and sent back to the client as one package. The Oregon Prospector Web-process tool will be useful for this.

Q. What are some of the typical siting factors for a business?

A. Workforce skill and availability are the primary factors. Secondly, prospects are often looking for existing buildings, especially for food processing. Other major considerations include availability of land with infrastructure; and access to transportation corridors, as well as an international airport. Depending on the industry, utilities can also be a major consideration. Quality of life/lifestyle is also a concern for certain business sectors, along with connection to a university.

Q. What percentage of communities have an economic development agency or go-to person?

A. Most communities have a dedicated person, even in smaller communities such as Lakeview or Burns. There are also good regional organizations, such as SOREDI which located in the Medford area. Union County has a full-time staff person as does the City of La Grande.

Q. Regarding workforce needs, do prospective businesses want an already trained workforce or a community capacity for training that workforce?

A. Generally, a currently trained workforce is of utmost importance. However, to meet build-out needs they would desire on-going training capabilities as well.

Q. How do they access workforce special databases?

A. There are many databases that can be purchased, such as Census Pure Data. Oregon Employment Department has labor market analysts that can access an internal database. Some businesses will do their own data analysis. Typically, a 25-30 minute commute workshed is used as a guideline.

Q. Clearly, succession planning could be an important part of family business retention. Do you work with the Austin Family Business program, which has already developed a succession-planning program?

A. We serve as a resource for those existing programs. We are not developing our own program. The Austin Family Business program focuses on the farming and agricultural sectors, whereas OMEP also offers succession-planning assistance with a focus on the manufacturing and industrial sectors. We support programs with outreach and coordination of workshops.

Q. Given what you know about the types of leads that are coming in, how do you assess Corvallis' strengths and weaknesses, and how can we better position this community for new business?

A. Corvallis is an untapped jewel. The EDO team has done a great job with the Web-site, which is one of the best in Oregon. Additionally, having the EDC and the excellent EDO team was a good move to take advantage of opportunities and get Corvallis on the map. Corvallis is one of only five Metropolitan Statistical Areas (MSAs) in Oregon, and is sandwiched in between two other MSAs. This gives Corvallis three times the bang in terms of data, labor force, and population than other communities in Oregon. It is

important to take advantage of both this and the fact that there are two universities in the region. RAIN has been and will be a good force for this. For the 20-100 person technology company, Corvallis is very suitable. The weakness is that there are not many "build-to-suit," ready-to-go spaces. Access to transportation corridors is another issue.

Q. What are some of the attributes of the successful retentions and recruitments? Where might Corvallis be losing ground?

A. In terms of retentions, businesses often have points in their life cycle where they need assistance with diagnosing issues and getting help. It is important to have someone serving as a point person to call on businesses and getting them the help they need. Corvallis' EDO team is helping to dispel the perception that the City is not business-friendly in their role as ombudsmen for businesses. As far as successful recruitments, it is important to be prepared so that the risk is taken away from a prospective business. Even if a piece of property is not presently "shovel-ready," there needs to be a plan for what the costs will be and what the timeline might be for development. This takes the risk away from a business, and gives them something to build into their cost model.

Q. Do developers know what businesses are looking for in terms of ready-to-go buildings or sites? Is there data that would tell us what requirements businesses might have had that could not be met?

A. A majority of businesses looking for an existing building end up doing a "built-to-suit" project. It would be possible for Business Oregon staff to do an analysis of the previous year's intakes to obtain a general idea of building criteria. This could be sent out to all the economic development partners in the state. There is also the Industrial Site Certification program which ensures sites are "shovel-ready" with all regulatory issues addressed. Corvallis has a certified parcel, and there are 10 other sites in Linn and Benton Counties that are being prepared as "decision-ready," which is an initial step toward certification.

C. At our level, we need to focus on those aspects under our control, such as the regulatory processes and how they can be made more predictable and efficient.

Q. How does our Airport Industrial Park site address potential tenant needs?

A. Many of the prospective technology businesses do not need clean room spaces, but they do need clean, temperature-controlled atmospheres in a large, open space. This is more similar to the H-P campus.

Q. Is there anything else that Corvallis should be doing?

A. The Regional Solutions process is a natural place to start engaging the issues of transportation and access to markets. The Commission might want to invite the Regional Solutions coordinator and/or engage with members of the Advisory Board to have a conversation around this. There is some transition happening right now in that position.

V. COMMUNITY DEVELOPMENT UPDATE.

Community Development Director Gibb provided a report on the status of EDC recommendations made in 2012 for improvements to the development process. He distributed a summary outlining background information and describing staff's work to date on recommended changes (Attachment B).

In late 2012, the EDC recommended two actions as the highest priority for consideration. Those priorities included changes to the Planned Development (PD) process that related to the PD removal process and/or reducing the number of project changes that would require a PD modification process. The second priority was creation of a hearings officer process for certain land use applications.

The PD modification recommendation was included as a priority item in the 2013-14 Planning Work Program, and staff developed a proposal which is part of a larger Land Development Code Update Package #1. That proposal is scheduled to be reviewed at a Planning Commission public hearing at 7pm, on March 19. The staff report will be released on March 12, 2014. The proposal will eventually be heard during a City Council public hearing. The hearings officer proposal was not included as part of that work program, although it was not rejected for later consideration.

From an economic development side, the changes to the PD process are important in that over 90% of the industrial land within the City Limits has some type of PD overlay or approved plan. A prospective developer or business owner of these parcels would not have certainty that they could move ahead with a project within a certain amount of time. Staff is recommending significant changes in the process, consistent with discussions held with EDC more than one year ago. The challenge is to balance the goal for more flexibility, predictability, and timeliness, with the expectation that PDs approved through a public process will be required to request modifications through a public process.

Chair French noted that the Commission clearly did not want to circumvent the high standards that the community has in place for development, but the issues of predictability and timeliness are critical in order to move forward with projects. It is a balancing act.

Mr. Gibb reviewed the changes noted on page two of his summary. He used the example of the McFadden Annexation which was approved along with a Planned Development Conceptual Plan with a cap on development of 188,000 square feet. The cap on square footage ensured that ODOT would not need to change the State Transportation Plan in order to accommodate the traffic generated. Since the property has a Planned Development Overlay (PDO) in place, these proposed changes would allow for a project to go through a building permit process, without the need for a land use hearing process, as long as it met all the Land Development Code requirements and the Conditions of Approval associated with the PDO. The Conditions of Approval limit the types of uses that would be permitted. Mr. Gibb also cited the John and Phil's Toyota site as another example.

Mr. Gibb further explained that the proposed changes would not apply to Mixed Use and Intensive Industrial sites. He asked that the EDC consider providing oral or written comment on these changes to both the Planning Commission and City Council.

The following were Commissioner questions (Q) and Mr. Gibb's responses (R), as well as Commissioner comments (C):

Q. Would these changes allow for new variances in Planned Developments without having to go through a public hearing process?
A. No new variances would be permitted without a land use process.
Q. Is there a cumulative change limitation?
A. Yes.
Q. How were the square footages and percentages of change determined?
A. They are not scientific but are best guesses of what might be appropriately considered minor.
Q. Using the McFadden Annexation as an example, will there be people who voted for it thinking there would be a public process at the time development occurs?
A. Some might have that perspective, but it is important to remember that any development would have to meet all of the Land Development Code (LDC)

requirements and the Conditions of Approval associated with the application, without any variances, in order to bypass the public hearing process.

Q. Would there still be a way for the public to comment on development plans, even though there is no public hearing process?

A. If the changes are approved, there would not be a public notice. The expectation is that development would meet all LDC standards.

C. Community sensitivity can run both ways on this. When PDOs were originally established, the LDC was not as robust, and did not have all of the current natural area protections. The PDOs were never intended to hold positive development hostage, yet that is how it has played out in many cases. There is a community interest in admitting a mistake and doing something about it.

C. There might be a need to set size limitations to which changes might apply. The light industrial zone allows for many types of uses and it might be of concern to the public if there is no chance to comment on proposed uses.

Q. What would be the worst-case scenario for development of the McFadden property with these changes?

A. Uses are limited by the Conditions of Approval, as well as by the LDC. Heavy industrial uses and/or commercial development would not be allowed; the conditions specifically prohibit scrap operations, dog kennels, or explosives storage. Uses triggering DEQ emissions requirements are not allowed. Only those uses allowed in General Industrial zones, other than the above limitations, would be allowed.

Chair French asked for a show of hands in support of the proposed changes. The consensus was that Commissioner Lampton and Chair French should go to the Planning Commission meeting to testify in support of the changes. Commissioners thanked Director Gibb for his work, and for the new project management team approach to reviewing development proposals.

VI. STRATEGY/BUSINESS ACTIVITY UPDATE.

A. Business Activity Update:

ED Manager Nelson asked if there were any questions relating to the Business Activity updates. He said that Marc Manley, Small Business Development Center (SBDC) was also available to answer any questions.

Mr. Manley thanked everyone for the support for the SBDC. In response to a question from Chair French relating to what appeared to be a very small amount of capital infusion, Mr. Manley said there is capital formation occurring, but they do not yet have permission to release information. Additionally, they are working with a range of larger companies that will likely obtain capital through a bank loan. The SBDC is working with ED staff to put on a workshop in April which will demonstrate to the business community some capital resources, and help inform businesses about what makes them lendable.

Commissioner Rung said numbers sometimes do not convey the whole story, and asked Mr. Manley what they might be learning about business need and opportunities to make an impact. Commissioner Fowler also asked whether there was a seamless connection between Corvallis businesses and the SBDC team. Mr. Manley said, because of the coordination between the ED staff and his team, they registered 2Towns Cider as a Grow Oregon client. Grow Oregon is an economic gardening program that conducts a detailed assessment of a business to determine their market readiness. They are working with six businesses in the $5-15 million range. They also have a market research team that helps identify new markets for companies, as well as technology

experts that are good at marketing through social media, etc. Ms. Jauron affirmed the good relationship and said SBDC has helped more than one dozen of her contacts with succession planning and mentorship/advising. She added that SBDC is a valuable resource.

Mr. Manley said their greatest need was more visibility and advertising their programs. They are releasing a new Web-site and newsletter which should help. They work closely with Business Oregon and make referrals back and forth.

Chair French suggested that Mr. Manley arrange to present at a Corvallis Chamber of Commerce forum, perhaps in conjunction with Mr. Nelson and Ms. Jauron. Additionally, she asked if some of the "sound bites" could be consolidated in written form to provide the Commissioners with feedback.

VII. MARKETING STRATEGY DEVELOPMENT REPORT. (postponed)

VIII. OTHER BUSINESS.

- Chair French alerted the Commissioners to recommendations that would be forthcoming from the Public Participation Task Force, including one that would sunset the Economic Development Commission. The recommendations were in discussion stages only, but would eventually be presented to City Council. Council Liaison Traber said that his understanding was they were looking at all of the boards and commissions and making recommendations to streamline and consolidate where it made sense.
- Commissioner Rung and Chair French will be attending a Benton County Commission meeting next week to provide a progress report on the work of the EDC.
- Mr. Nelson announced that Ms. Jauron would send information relating to comparable cities, since there was not enough time to present at this meeting (Attachment C).

IX. NEXT MEETING/FUTURE AGENDA ITEMS.

The date and location of the April meeting on OSU campus had not been finalized. Jim Coonan, Director of RAIN, has agreed to take part. Mr. Nelson will send an email as soon as it is arranged. *Startup Oregon article forwarded to Commissioners (Attachment D).*

X. ADJOURNMENT.

The meeting adjourned at 5:20 pm.

ATTACHMENT A

Business Oregon
Mission, Priorities and Partnerships

March 10, 2014

Corvallis Economic Development Commission

About Business Oregon

- **Mission**
  - Business Oregon works to create, retain, expand and attract businesses that provide sustainable, living-wage jobs for Oregonians through public-private partnerships, leveraged funding and support of economic opportunities for Oregon companies and entrepreneurs.

business oregon
where business grows

business oregon
where business grows

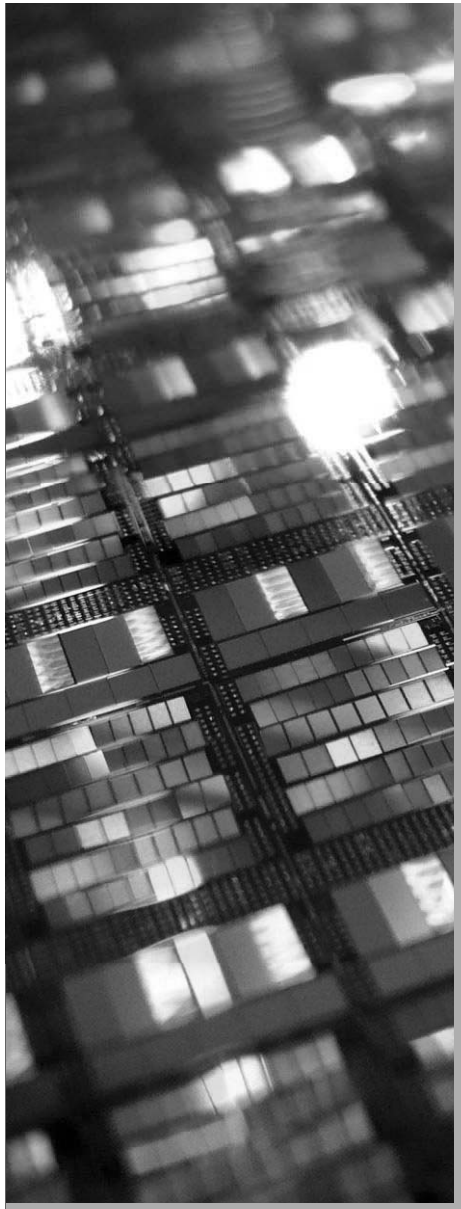
Business Oregon

Inside the Agency:

- **Director's Office – Tim McCabe**
- **Business, Innovation & Trade Division**
  - Business Finance
  - Business Development & Services
  - Global Strategies
  - Recruitment and Technology
- **Infrastructure Finance Authority**

Private Sector Oversight Board

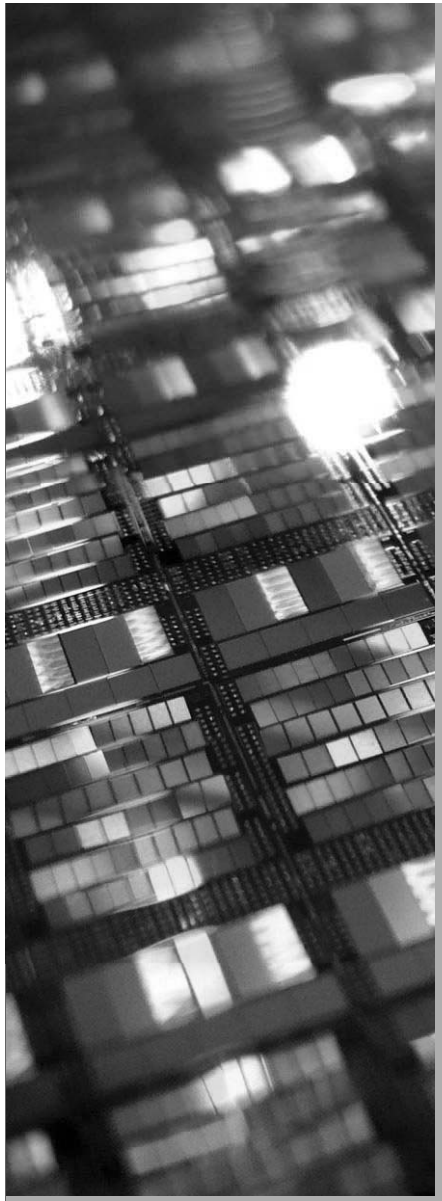
- **Oregon Business Development Commission - Chair Erin Flynn**



2013-2015 Strategic Direction

- **Emphasizing job creation from within regions:** entrepreneurs, small business start-ups, partnerships with local ec dev partners, regional organizations, etc.
- **Leveraging financial partnerships and capital incentive investments:** Loans, Loan Guarantees, business retention tools, etc.
- **Enhance industrial land programs and tools**: streamline certification process, marketing of sites, advance industrial site readiness programs, etc.
- **Strengthening workforce partnerships** to meet skilled workers and leadership talent needs: NCRC, CWRC, Software Recruitment Videos, OSU Computer Science & Engineering Degrees, Bioscience Boot Camp training, etc.
- **Strengthening economic development partnerships** through capacity building and technical assistance efforts: ACT tools, share best practices, regional workshops, etc.

business oregon

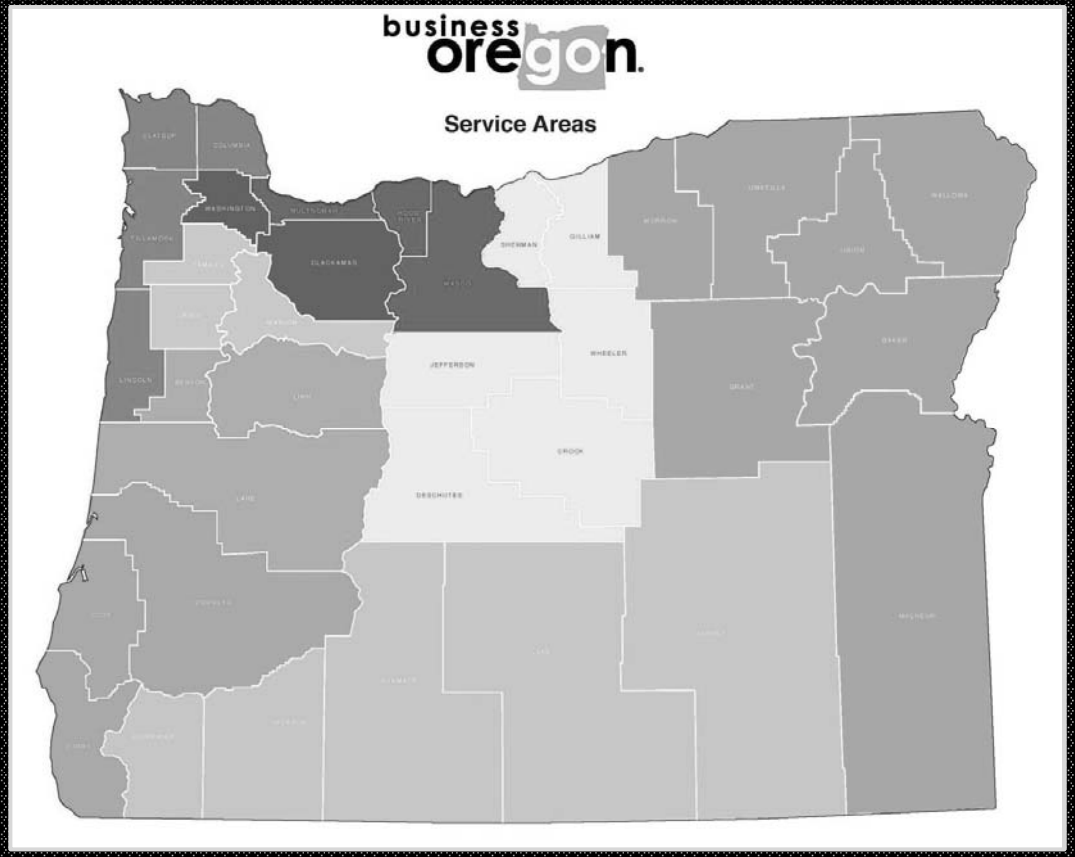


2013-2015 Strategic Direction

- **Growing Oregon's export initiatives:** trade promotion grants, trade 101 seminars and training, targeted industry trade shows, etc.
- **Marketing and promotion of Oregon**: attract in-bound investment and new businesses: "reshoring" trade shows, site selectors (10/X), team Oregon, etc.
- **Strengthening Oregon's manufacturing economy**: OMEP Network, MGF21, OMI, RAIN, NWCSM, etc.
- **Investing in the state's innovation ecosystem**: Oregon Inc, Oregon Growth Board, federal grant partnerships, university industry partnerships, etc.

business oregon

Regional Structure – Business Development and Finance Teams



business oregon
where business grows

Retain and Expand Existing Oregon Businesses

- **Finance and Business Expertise**
  - Financing, technical consulting and project assistance
  - Export assistance to access global markets
- **Export assistance to access and expand global markets**
  - Companies can work with our overseas representatives to find customers, distributors, etc.
  - Grants to attend overseas trade shows
    - Oregon Trade Promotion Program (OTTP)/ State Trade Export Program (STEP)
- **Flexible incentives for high-impact projects**
  - Strategic Reserve Fund
  - Business Expansion Program

business oregon

Create and Recruit New Oregon Businesses

Innovation for Oregon Businesses

- Public-private partnership that connects Oregon's industry, research universities and government to:
  - Generate new companies and jobs based on Oregon-grown technology
  - Successfully compete for private and federal investment
  - Connect Oregon companies with university R&D resources to solve technical problems/develop new product lines at low cost and high speed
  - Identify & make strategic investments in emerging opportunities where Oregon has a competitive advantage

Recruit New Businesses to Oregon

- We promote Oregon as ideal business location to targeted industries
- Existing companies can serve supply chain – existing business growth
- New companies bring new jobs, new economic impact to Oregon

business oregon

MEMORANDUM

TO: Mayor and City Council

FROM: Ken Gibb, Community Development Director

DATE: September 12, 2012

SUBJECT: Economic Development Commission

Under separate cover, you have a memorandum from Corvallis Economic Development Commission Chair Elizabeth French that transmits the Commission's recommendations to the City Council related to development process changes. The first recommendation is related to opportunity to simplify the process to nullify an existing Planned Development (PD) and/or reduce the number and types of project changes subject to a PD modification process. The second concept is the establishment of a Hearings Officer position to hear certain types of land use proposals.

As the memorandum from Chair French indicates, the EDC recognizes that additional work will be necessary to further investigate and develop each of these proposals into specific Land Development Code amendment proposals that would be necessary to implement the concepts. Therefore, as noted in the memo, the EDC request is for the Council to assign a high priority to each of these proposals in the Planning Work Program.

From a staff perspective, the Planning Work Program is an appropriate venue for this prioritization. As the Council is aware, a package of significant updates to the LDC are going through the public hearing process before the Planning Commission and City Council this fall. We will then have the opportunity to update the Planning Work Program early in 2013 in concert with the 2013-14 City Council goal setting. Should the Council wish to address the EDC recommendation sooner than that process, an extended time at a future City Council meeting or work session should be scheduled to discuss the opportunities and constraints.

In summary, the request before the Council should not be considered as a final action to endorse these recommendations but as a decision as to whether to expend City Staff time initially, and Planning Commission /City Council and community time later, to develop proposals for legislative action.

Attached is a memorandum from the Corvallis League of Women Voters related to this matter.

Review and Concur:

Jim Patterson, City Manager

MEMORANDUM

TO: Mayor and City Council

FROM: Elizabeth French, Economic Development Commission Chair

DATE: September 10, 2012

SUBJECT: Development Process Recommendations

Issue:

The Blue Ribbon Panel/Development Resolution and Resource (DR2) Committee recommended top priority action items related to the local development process to the Economic Development Commission (EDC). The Commission considered these proposals and voted to recommend to the City Council two actions as the highest priorities at this time.

The Blue Ribbon Panel/ (DR2) were formed as a product of the Prosperity That Fits (PTF) Plan. The Committees later combined as respective missions and membership overlapped.

The BR/DR2 group meets on a regular basis to review issues related to development in Corvallis. The group provides a forum and "sounding board" function as well as formulating specific recommendations to staff and policy makers as appropriate. Membership includes local real estate, design professionals (architects, engineers, etc.) community at large and construction interests. City and County staff and a City Councilor also participate.

Recommendation:

After reviewing all of the information and recommendations from the Blue Ribbon Panel/DR2 Committee including the recommended 4 highest priority areas, the EDC recommends that 2 items warrant immediate attention and consideration. These are:

1) Simplifying the removal of existing PDs and/or reduce the number of project changes that would require a PD modification process and;
2) Create a Hearings Officer position.

The attached minutes of the May 14 and June 11 EDC meetings summarize the discussion and deliberations that resulted in the above recommendation. The Commission heard and expressed a variety of opinions around these issues and requests that minutes be reviewed for relevant perspective. It is important to note that the Commission recognizes that additional work is necessary to further investigate and refine these concepts into specific proposals that can be presented for public review and Planning Commission and City Council consideration. The EDC also believes that the other areas identified by the BRP/DR2 should be evaluated in the future for action.

In prioritizing the recommended item related to Planned Developments (PD), the EDC considered that:

- That part of the EDC's charge is to look at ways to remove uncertainty and improve timeliness in the development process.
- A very high percentage (90% plus) of the various types of industrial land within the City are subject to a PD process. This includes vacant sites where there is no development plan approved and sites that are vacant or partially developed but have approved development plans.
- That relatively minor changes to approved PD plans, even proposals that meet all of the City's development requirements, require some level of public process to modify the approved plan. This results in uncertainty and timing concerns for a prospective economic development project potentially affecting Corvallis' competiveness to retain and grow current businesses and to attract outside investment.

The Commission wishes to make it clear that the above recommendation regarding Planned Developments does not include the blanket removal of PD Overlays on industrially zoned land that was annexed to the City with an associated PD, e.g. a large area in South Corvallis located west of Highway 99/South Third Street.

In prioritizing the concept of creating a Hearings Officer position, the EDC considered the following:

- That many other Oregon cities, including Eugene and Salem use this system to review quasi-judicial land use cases, leaving the Planning Commission to focus on planning issues on a community-wide level.
- That a hearings officer is more likely to look a specific land use cases on a fact and law basis leading to more consistent and predictable land use decisions. This benefits the community with greater adherence to established codes, and the developer with greater predictability.
- That the hearings officer process still provided for public involvement through a public hearings process with the opportunity for participating parties to appeal a hearings officer decision to the City Council.

Background:

A group of top action items have been prioritized by the BR/DR2. These are generally described below and in more detail in the attachments to this memorandum.

Remove Planned Development (PD) Overlays on Commercial and Industrial Sites – This would affect those properties that have a PD designation but no approved PD development plan in place. The most obvious example is about 400 acres in South Corvallis that had a PD Overlay put in place at the time of annexation to the City many years ago but no development plan has been proposed for the area. Removal of the PD Overlay would mean that future development would not be mandated to go through a discretionary public review process if a project met all of the applicable development standards

Simplify removal of existing PDs and/or reduce the number of project changes that would require a PD modification process- Once a PD Plan is approved it stays in place in perpetuity. Therefore, any changes to the site (with minor exceptions) or development of future phases of the site require a public review process. There is a process that allows a PD to be extinguished but it is a high standard. The concept for this item is to make it easier to remove a PD designation from sites with existing PDs in place and/or to reduce the number of instances where a PD modification is required, e.g. project changes that meet all of the development requirements of the underlying zoning designation and for which no variation from original conditions of approval are proposed.

Create a Hearings Officer Position – Establish a Hearings Officer process for quasi-judicial decision such as conditional developments, planned developments and variances (Lot Development Options). Appeals of Hearing Officer decisions would go to the City Council. The Planning Commission would take a broader community planning role under this system and would not review specific land use applications.

Establish 100% Cost Recovery for Land Use Appeals- Charge the full cost of processing an appeal of a Planning Commission or Historic Resource Commission decision to the City Council. Currently the appeal fee is 10% of the base fee (5% for a recognized neighborhood association) for the relevant application, e.g. approx. $ 780 for a PD application. The estimated cost of processing an appeal is significantly higher. It is noted that there are State imposed limits on the amount of fees for certain appeals, e.g. staff level decisions.

Further background is provided in Attachment A – excerpts of the minutes of the May 14 and June 11 EDC meetings related to public comment and EDC discussion; Attachment B – applicable portion of the May 14 meeting packet; and Attachment C – applicable portion of the June 11 meeting packet.

Requested Action:

The Economic Development Commission requests that the City Council review this recommendation and that the Council assign these proposals a high priority for the Planning Work Program.

Attachment
1. 5.14.2012 EDC Minutes
2. 6.11.2012 EDC Minutes

c. Corvallis Planning Commission
BR/DR2 Committee

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

CITY OF CORVALLIS
ECONOMIC DEVELOPMENT COMMISSION
Minutes - May 14, 2012

Present
Elizabeth French, Chair
Skip Rung, Vice-Chair
Jay Dixon
Ann Malosh
Sam Angelos
Nick Fowler
Dan Brown, Council Liaison

Excused Absence
Rick Spinrad
Larry Mullins
Pat Lampton

Staff
Ken Gibb, Community Development Director
Claire Pate, Recorder

Visitor
Bill Ford, BEC
Kyle Mason, EZ/CAIP
Stewart Wershow
Lyle Hutchens
Patricia Benner
BA Beierle

SUMMARY OF DISCUSSION

	Agenda Item	Summary of Recommendations/Actions
I.	Call to Order	
II.	Approval of 4.09.12 Meeting Minutes	Approved, with revisions
III.	Visitor Comments	For information only
IV.	Staff Update	For Information only
V.	Blue Ribbon Panel/DR2 Committee Recommendations	For information only
VI.	Comparator City Information	For information only
VII.	Other Business	For information only
VIII.	Adjournment	The meeting adjourned at 5 pm. Next meeting will be on June 11, 2012, at 3:00 p.m.

CONTENT OF DISCUSSION

I. CALL TO ORDER.

Chair French called the meeting to order.

II. APPROVAL OF 4.09.12 MEETING MINUTES

The minutes were approved by unanimous vote, with three revisions:

Page 3 next to last line: change "Linn" Council to "Lane" Council.
Page 4, top line: change "determine priorities" to "prioritized"
Page 4, 5th line: change "slide" to "translation."

III. VISITORS COMMENTS

Patricia Benner said she is unsettled about some of the recommendations coming out of the Blue Ribbon Panel and Development Resolution and Resource (BR/DR2) Committee. She has lived here many years and believes that Corvallis has been a healthy community because of lots of people coming together and providing input into land development policies and processes. Instead of making changes to the public process, she urged the Commission to ask City Council for support to do an update to the intensive and general industrial zone code sections to resolve some of the issues. There had not been enough public input during the last update process and there were some unintended consequences, such as with "infill" development, from some of the requirements that were or were not included as part of the update. She also cautioned against removing Planned Development (PD) Overlays on commercial and industrial sites, such as for the South Corvallis area that had been annexed. The PD overlay was a commitment to the citizens who approved the annexation, and could have been what made the difference in gaining that approval. She also objected to imposing a 100% cost recovery fee for land use appeals, as this would make it very difficult for a citizen to appeal and would be an attack on citizens' ability to participate, as would the other prioritized recommendations. All citizens should have access to a public review process for land development applications. One gets a better product with community and citizens involved in the process.

In response to questions from the Commissioners, Ms. Benner said that she believes it is an urban legend that the public process goes on forever. It is not unending, and the process runs a reasonable course. The process as set up actually disadvantages citizens because of the short time that they have to learn how to testify effectively and file an appeal if necessary. Bottom line is that it will be like a ticking time bomb if people feel excluded, even if this is not the intent. This happened in 1988, with consideration of the Evanite property.

BA Beierle of Preservation Works said that, most importantly, the land development application and public review process need to be transparent. Two of the recommendations coming out of the BR/DR2 group are of particular concern. With regard to the discussion about "de novo" versus "on the record" hearings, she is a strong supporter of the "de novo" process but thinks it could be improved by having the application remain the same from the body holding the public hearing to the appeals body, instead of allowing for modifications. Another recommendation she finds troubling is the use of a hearings officer. It vests a tremendous amount of power in one person, and is inconsistent with the participatory government present in Corvallis. It would be very difficult for a hearings officer to take on consideration of historic resource permit applications and could put applicants at a disadvantage during the hearings process. The Historic Resources Commission has the

specific expertise and knowledge base necessary for reviewing the applications.

Councilor Brown invited both Ms. Benner and Ms. Beierle, and others who might be interested, to have a longer discussion with him regarding these issues at a later time convenient to them.

VI. STAFF UPDATE

A. **BEC Report** – Bill Ford submitted a written activity summary for March and April 2012. Highlights were the Willamette Angels Conference and the transitioning of businesses both in and out at the BEC. Additionally, they are assisting NuScale with its application for the Enterprise Zone. In response to questions, Mr. Ford said that the inquiry through Oregon Prospector entailed what would eventually be a business deal between two private individuals, and the shovel ready status letter to the State was a routine annual process. Chair French suggested that at the next meeting information be submitted for a discussion to be held about incubators.

B. **ED Staffing Update** – Community Development Director Ken Gibb handed out updated information relating to hiring the proposed Economic Development staff, positions for which the Budget Commission recommended approval and the City Council will likely approve in June as part of the budget process. The City will meet with Benton County to formalize arrangements later this month. Staff is poised to take the job descriptions through the City's classification and compensation review process, and is looking to finalize the recruitment package in early June. The handout included a listing of key features for a draft job description. The intent would be to have a small group of representatives from the Commission help with the recruitment packet before advertising for the position in early June. Advertising for the position will be primarily regional and will include mailings to comparator cities, as well as using Craigslist. Chair French suggested that staff consider using LinkedIn as another way of getting the recruitment out.

   Skip Rung and Ann Malosh volunteered to be representatives on the small subcommittee to finalize the draft job description and recruitment package. Chair French said that she would be willing to help as well.

C. **Information Sharing**
   Mr. Gibb directed the commissioners' attention to the two informational handouts from Mayor Manning (attached to the packet).

V. BLUE RIBBON PANEL/DR2 COMMITTEE RECOMMENDATIONS

Director Gibb framed the discussion, giving some background on the evolution of the Blue Ribbon (BR) Panel and the Development Resolution and Resource Committee (DR2) – later combined to become the BR/DR2 - which were products of the Prosperity That Fits (PTF) Plan. The group continues to meet on a regular basis to review issues related to development in Corvallis. Included in the packet is a memorandum outlining the four top action items prioritized by the BR/DR2, as well as a list of ideas put together by Lyle Hutchens, a member of the committee, and a list of possible action items for streamlining the development process put together by staff in response to a request by City Council. No action is necessary at this time, but a logical step would be for the commissioners to review the material and at some point submit a recommendation to City Council on any of the items that the Commission deem important to move along in the process.

At the request of Chair French, Director Gibb presented background information on what a Planned Development (PD) is and how it works as part of the Land Development Code. Its general purpose is to allow flexibility for developments, preserve natural features and allow for innovation in design. The PD regulations are typically applied when a property owner requests to have one placed on their property through an application process, such as with the South Corvallis annexation. The PD Overlay ensures that a public process will be held at the time that any development on the property is proposed. Generally, a public hearing is held before the Planning Commission and decisions of that body can be appealed to the City Council. The PD process allows for variations from development standards, if there are compensating benefits for those variations, and is a discretionary review process. Review criteria include a wide range of compatibility factors including impact on natural features. Once a PD is approved any changes to the PD are subject to either a Minor (reviewed by staff) or Major (reviewed before the Planning Commission) PD Modification Process. An example of a Minor PD Modification would be expanding floor area of a commercial project by less than 10%. Expansion by greater than that amount would put it into a Major PD Modification process with a resultant public hearing process before the Planning Commission.

Lyle Hutchens, Devco Engineering and member of the BR/DR2 Committee, gave additional background on the panel and committee, and then addressed the four top action items prioritized by his group. The underlying goal of all four recommendations is to add predictability to the development application process. Ultimately, the group sees a successful outcome as providing for more jobs and increased property tax revenue. He referred to the attachment in the meeting packet that associated each of the four recommendations with City Council, EDC and departmental goals, and said that the document also included five other action items that they felt were important but did not make the short list for specific recommendations. The four recommended items, as further described in the packet, are:

1. Remove Planned Development (PD) Overlays on Commercial and Industrial Sites.
2. Simplify removal of existing PDs and/or reduce the number of project changes that would require a PD modification process.
3. Create a Hearings Officer position for hearing and making quasi-judicial decisions on such applications as for conditional developments, planned developments and variances.
4. Establish 100% Cost Recovery for Land Use Appeals.

The following are Commissioners' questions (C) and responses (R) to those questions by both Mr. Hutchens and Director Gibb:

C: What was the composition of the committee?
R: Although the composition morphed over time, there have been representatives from the design community, banking, real estate, and general public among others.
C: How did the group decide on which areas to focus?
R: They started with the tasked items out of the Prosperity That Fits program. One of those items was to add specificity to the development process and remove some of the barriers to development. Another specific item included looking at the annexation process, but this was determined to be too big of an item to take on at the committee's level. They also talked with property owners and consultants about what specific problems they were having with projects.
C. What is the relationship of the BR/DR2 group to the City?

R. The City considers it an outreach stakeholders committee. The group identifies issues related to the development process and makes recommendations to the City Council for consideration; and the group also does outreach to the citizens and development community to help explain the development processes.
C. Explain more about item #2.
R. A simplified example would be a project that is an addition to an existing project on a piece of property that has a Planned Development Overlay and a Detailed Development Plan on it. By itself, that project for the addition might meet all of the requirements of the underlying zoning and all the existing conditions of approval, but would still be subject to a public review process.
C. How does #1 differ from #2?
R. Recommendation #2 applies to those properties that are already partially developed and/or have a PD Overlay with an approved Development Plan. In essence, it simplifies the process for future phases of the project. Recommendation #1 would be for those properties that have the PD Overlay but for which there is no existing Detailed Development Plan. There are very few of these in Corvallis, including one in South Corvallis and the Alberti property off West Hills Road.
C. Who ultimately will have the ability to change these PD procedures?
R. The City Council. The intent here is to determine whether these efforts should be pursued which would take drafting code amendments for City Council's consideration.
C. Do any of these items relate to the "infill" issues that have been identified?
R. Yes, #2 will help with "infill" on existing, partially developed properties. However, for "in-fill" development in other locations, staff is working through a different list of recommendations.
C. Given that the intent for removing PD Overlays is to increase certainty that a project will move forward, is it possible to quantify the expected benefits? Similarly, is it possible to quantify the expected benefits from moving to a hearings officer?
R. It is hard to quantify it in time because every project takes on a life of its own. Basically, it would be sending the message that Corvallis has a predictable process. Discretionary processes are unpredictable.
C. Explain the benefits of going to a hearings officer.
R. The idea of a hearings officer procedure is to get to consistency with how the code is applied and take some of the emotion out of the process. The process would still have public input, but would put the review and decision making in the hands of someone who presumably understands the Land Development Code and how it should be working for this community. They are not proposing that a hearings officer would be the appropriate body for annexation or comprehensive plan updates hearings, which would need Planning Commission input. Hearing Officers decisions would be appealable to City Council. .
C. Do you have examples of the kinds of cases the hearings officer would hear?
R. Generally, Planned Development and Conditional Development applications; also, those cases dealing with a major variance from Lot Development Option requirements. It has not been contemplated that a hearings officer would be used for reviewing historic preservation permit applications
C. If recommendations #1 and #2 are pursued, would that take away the need for a hearings officer?
R. No, because the hearings officer position would still be needed to conduct discretionary part of the review process for other land use applications relating to certain uses in certain zones, as an example.
C. How does Corvallis compare with other communities with regard to the development review process?

R. They have the same processes, but are generally more limited in the scope of their review. With regard to commercial and industrial lands, it is easy to go to other communities and find properties that do not have Planned Development Overlays on them.
C. How do you avoid the perception that this is like a "bait and switch" operation, in that the voters approve an annexation based on a PD Overlay - however inconvenient that may be - and this would do away with them?
R. Many of the PD Overlays were placed on annexations at a time when the Land Development Code was a much different document than it is now. There will certainly be that perception, and it will be important to do a good job of explaining why the change is needed.
C. Have you made presentations to or gotten input from bodies that would be impacted by going to a hearings officer position?
R. This is the first stop. The concept of going to a hearings officer has been discussed over the years, but not formally with the other bodies. It is not anticipated that the hearings officer would be used to review historic preservation permit applications, in accordance with LDC Chapter 2.9.
C. Who else uses a hearings officer?
R. Both Eugene and Salem do. There are different models used in various jurisdictions.
C. Is there any savings in time using a hearings officer?
R. Not significantly. Every discretionary review process has to have a maximum time period of 120 days built into it, by State law. Using a hearings officer does not change the need for a public hearing and the potential for an appeal.
C. What would be the impact of applying a 100% cost recovery fee for land use appeals?
R. This will impact developers as well as the community members who choose to appeal a decision. It does two things: it is a budget cost control, in that appeals can be extremely costly to the City; and it will provide an incentive for developers to get a project right to start with before going through the process. Historically, the split between appeals from applicants and the public at large is about 50-50.

Chair French recommended that the commissioners take time to review the BR/DR2 Committee's proposed strategies and get some comparator information from other jurisdictions. Director Gibb said he would present whatever additional comparator information he can get at the next meeting. He asked the commissioners to look at the list which included pros and cons associated with each of the changes, and to consider each strategy from the perspective of the Economic Development goals they had established. Any recommendation from the Commission, that the Council decides to pursue, will be processed through other stakeholder groups and commissions.

VI. COMPARATOR CITY INFORMATION

Director Gibb said staff had committed to bringing back the best information based on current research that is available relating to comparator information on for development-related costs. The meeting packet contained that information as Attachment A, along with a cover memo from him describing the information and some observations. In aggregate, Corvallis' costs are in the middle range. For example, Hillsboro has a significantly lower commercial building permit fee but their SDC's are about 2-1/2 times higher. Utility costs in Corvallis are low. Residential building permit fees are lower than the median. Multi-family building permit fees are generally in the middle, while commercial are above the median. Land use application fees are in the middle range. Single-family SDCs are slightly lower than the median, and commercial SDCs are much lower.

Mr. Gibb also discussed the information in Attachment B which talked about recent actions taken to support economic development. The percentage of building permit applications reviewed over the counter, or within one day, has increased from 31% in 2011 to nearly 50% currently, which has definitely benefitted their customers. He discussed the other performance measures which show favorable results, including the reduced times it has taken to process both public hearing and staff level land use applications.

Chair French said that the information tells a compelling story. Commissioner Rung added that though we look competitive through these statistics and comparisons, this is not reflected by the word on the street nor by other factors such as numbers of jobs created, the tax base, decrease in school district population, etc. The question is what more needs to be done to stimulate investment and job creation. Director Gibb said that another observation has been that the Corvallis community has very high standards as reflected in the Land Development Code requirements, which has been a community decision. Having an Economic Development Manager on staff might work towards dispelling some of the perception.

Commissioner Angelos opined that some of the other issues such as lack of easy access from the freeway to Corvallis' shovel-ready parcels and lack of affordable housing in Corvallis enter into the equation, though these are somewhat offset by having access to OSU and other technological assets.

VII. OTHER BUSINESS

Commissioner Fowler said he would be gone for the month of June, and that this might be his last meeting, since his position sunsets at the end of June. He expressed his appreciation for all that Director Gibb and his staff have brought to this group. He also expressed his thanks to Chair French and Vice Chair Rung for "herding this group of cats." The commissioners encouraged him to consider re-applying for another term.

The commissioners suggested as future meeting topics a discussion of the City/OSU's Memorandum of Understanding and what it encompasses. The discussion should include where economic development fits into that. Another topic for discussion for possible inclusion at the next meeting should be the incubator, and how it fits into the economic development strategy. Additionally, a discussion around the Commission's future goals and work plan, and the selection of a Chair and Vice Chair should be on next month's agenda.

VIII. ADJOURNMENT

The meeting adjourned at 5 p.m. The next meeting will be at 3:00 p.m., June 11, 2012, Madison Avenue Meeting Room.

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

CITY OF CORVALLIS
ECONOMIC DEVELOPMENT COMMISSION
Minutes –June 11, 2012

Present
Elizabeth French, Chair
Skip Rung, Vice-Chair
Jay Dixon
Pat Lampton
Rick Spinrad
Nick Fowler, by teleconference call
Larry Mullins
Dan Brown, Council Liaison

Excused Absence
Ann Malosh
Sam Angelos

Staff
Ken Gibb, Community Development Director
Claire Pate, Recorder

Visitor
Kyle Mason, EZ/CAIP
Lyle Hutchens
Penny York

SUMMARY OF DISCUSSION

	Agenda Item	Summary of Recommendations/Actions
I.	Call to Order	
II.	Approval of 5.14.12 Meeting Minutes	Approved
III.	Visitor Comments	none
IV.	Staff Update	For Information only
V.	Continuing Discussion on Blue Ribbon Panel/DR2 Committee Recommendations	Recommendation that City Council consider pursuing two priority items #2 and #3
VI.	Election of Chair and Vice-Chair discussion	For information only
VII.	Other Business	For information only
VIII	Future Agenda Items	
IX.	Adjournment/Next Meeting Date	The meeting adjourned at 5 pm. Next meeting will be on June 11, 2012, at 3:00 p.m.

CONTENT OF DISCUSSION

I. **CALL TO ORDER.**
Chair French called the meeting to order.

II. **APPROVAL OF 5.14.12 MEETING MINUTES**
The minutes were approved by unanimous vote.

III. **VISITORS COMMENTS** - none

VI. **STAFF UPDATE**

A. **BEC Report** – Kyle Mason handed out the Business Enterprise Center activity summary for May and discussed its contents. Standouts for the month were receipt of a proposal request from the Oregon Prospector on behalf of a bicycle manufacturing company looking for 4000 square feet of space; and assisting NuScale with its EZ Zone application processing. Chair French suggested that if representatives of the bicycle manufacturing company opted to do an on-site visit, members of the EDC would be happy to meet with them to answer any questions and provide local information. In response to questions, Mr. Mason gave more information relating to the Will it Fly (WIF) session held in May.

B. **ED Manager Recruitment Update** – Community Development Director Ken Gibb said that the City Council had approved a budget that includes City funding for Economic Development staff. Additionally, there was great cooperation from the County Commissioners who approved $100,000/year funding as their share of support. Chair French extended thanks on behalf of the Commission to both the County and City Council. Mr. Gibb said recruitment has already begun and will close on July 5. Interviews will be scheduled for the first week in August, with the potential of having a candidate on board by mid-September. Based on the internal review of the position, the salary range will be $79,000-$101,000, along with the City's benefits package. In response to questions from the commissioners, Mr. Gibb commented as follows:

- The job description will be posted shortly, and will be sent to comparator cities, Leagues of Oregon/Washington/California Cities, appropriate professional associations, and other interested parties; as well as advertised in local newspapers, and through CraigsList.
- He will send a PDF copy of the brochure via email to the commissioners so that they can forward it on to other interested parties. Any feedback about the brochure or packet of information being sent out to potential candidates should be given to Ellen Volmert in the City Manager's Office.
- Representatives from the EDC will be involved in the interviews, and there will be a reception for the candidates to which all members will be invited.

V. **CONTINUED DISCUSSION OF BLUE RIBBON PANEL/DR2 COMMITTEE RECOMMENDATIONS**

Director Gibb reviewed the comparator data included in the packet which had been requested by the Commission at its last meeting. He said that his June 6, 2012, cover memo summarized the top action items that had been prioritized by the Blue Ribbon Panel/DR2, and provided staff's recommendation. Additionally, Lyle Hutchens was in attendance to provide additional information as needed. Chair French said that the intent was to have additional discussion and then determine whether the Commission wished to make a

recommendation to City Council with regard to the four top action items as outlined in Director Gibb's cover memo. The following is a summary of commissioners' questions (C) and responses by both Mr. Hutchens and Director Gibb (R):

C. Do you know what a normal ratio of industrial land acreage to size of city might be?

R. Staff does not have that data, but Corvallis is in good shape in terms of the amount of industrial land available within the city limits; the developability of that land is the challenge, with 96% of it subject to a discretionary public hearing process along with other challenges. Of the 518 acres of industrial land, only 23 acres are not subject to a Planned Development (PD) Overlay with the resultant PD modification review process.

C. Will having a hearings officer shorten the amount of time a development application takes?

R. No, the process will take the same amount of time whether an application is heard by a commission or by a hearings officer. Both approaches would be subject to the applicable review process, and decisions of both would be subject to an appeal to the City Council. The difference is that a commission is made up of citizens, whereas a hearings officer would perhaps have a greater level of expertise in making unbiased, quasi-judicial land use decisions. This could lead to greater predictability in the process, but would not shorten the time frame.

C. Does Wilsonville use a hearing officer? What about other competitor jurisdictions?

R. Staff does not have that information, but the comparator city data shows that about one-half of the jurisdictions use hearing officers with the other half utilizing commissions, as shown in Table 3.

C. In Table 3, the first additional information bullet talks about the de novo review process, which seems to have a big impact on staff time. Why is this not considered a priority item to pursue?

R. The City Council has been looking at this issue, but there is language in the City Charter that specifically requires the de novo review process upon petition of 10 citizens appealing a decision.

C. How many appeals are made by applicants?

R. About one-half of the appeals are filed by applicants.

C. Since there are other City commissions that will need to provide feedback with regard to these action items, does it make sense for the commissions to come together with a recommendation?

R. The EDC should make a recommendation with its focus on facilitating economic development. Ultimately, any recommendation would be vetted by all impacted commissions.

C. Does priority action item #1 actually eliminate the need for item #2?

R. No. Item #1 relates to removing PD overlays from only those lands that do not have a conceptual or detailed development plan approved for them. An example of removing a PD overlay is the action taken with the South Corvallis Auction Yard, in that City Council removed the PD Overlay when it adopted its new zoning designation as a neighborhood center with new development standards in place. There are approximately 400 acres of industrially-zoned land in south Corvallis, along with some other sites in the City, that might benefit from PD Overlay removal since they do not have conceptual or detailed development plans associated with them.

C. The McFadden annexation was just approved with a PD overlay. Would any of these efforts affect that?

R. It is the hope that pursuing action item #2 would allow for building to occur without having to go through the potential of a 120-day PD Modification review process as long as it met all of the Land Development Code requirements as well as the Conditions of Approval associated with the PD. There is no intent to remove the PD overlay.

C. How much time would this save for the developer?
R. This could save a lot of time for those developers whose proposals meet all of the code requirements and the conditions of approval. In other words, they would not have to go through the 120-day public review process, and this would create some certainty for developers who choose to meet all of the standards.
C. Didn't City Council already consider and reject the idea of using a hearings officer?
R. Since the BR/DR2 committee has made it one of its top priorities, it should be up for reconsideration.
C. Though the concepts in Item #2 make sense, there needs to be a greater explanation of what is meant by simplifying the removal of existing PDs.
R. Item #2 actually contains two parts, with the second part relating to making it possible for those project changes that meet all of the development requirements of the underlying zoning designation and for which no variation from standards are proposed to forego the PD modification review process, thereby saving the developer time. The first part which would simplify removal of existing PDs would likely need additional discussion.
C. What are the budget impacts of having a hearings officer?
R. There would likely be a contract for someone to perform that function, similar to how City Attorney Scott Fewel provides that service for the City of Salem. It would be on an hourly basis, and not a salaried position.

Mr. Hutchens added that he is in agreement with staff's recommendation to pursue the second concept at this time, though the BR/DR2 committee does not want to have the other priority action items lost in the shuffle. They understand that it will take a lot of staff time to accomplish all four action items.

The commissioners made the following comments as part of their discussion:

- Action item #1, which proposes to remove PD Overlays on commercial and industrial sites, is problematic in that there needs to be a community conversation around such a removal. Since the community might have approved an action with the knowledge that the PD Overlay was in place, it would resemble a "bait and switch" to have it removed without a conversation.
- The Commission could make a recommendation that that conversation take place, but the City Council has a list of other "community conversations" that might take precedence.
- Our charge is to look at the land development process in terms of its impacts on economic development. Action item #2 should be done immediately.
- We do not want to disenfranchise citizens from the process, and it is important to not rule out the people's right to be heard.
- We should recommend looking at using a hearings officer so that quasi-judicial land use decisions will be based on law, fact and regulation and made without bias. Though this would not shorten the process, it would perhaps lead to a more predictable outcome.
- It might be worth getting more data which would show the value in having a hearings officer vs. using a commission; i.e. does having a hearings officer impact the number of land use applications?
- Those action items that remove uncertainty in the development process should be pursued.
- Within the context of having served on the Planning Commission, sometimes decisions were made by the commissioners that were based on what they either liked or did not like and not necessarily whether they met code and policies. For this reason, a hearings

officer might be better.

- We will likely be looking for citizens to support an urban renewal district in the future, and it is important not to jeopardize their support.

MOTION: Commissioner Lampton **moved** to recommend to City Council that they consider as priority action items #2 and #3, to simplify removal of existing PDs and/or reduce the number of project changes that would require a PD modification process, and to create a hearings officer position in order to expedite the development process; and continue to explore action items #1 and #4 for future consideration. Commissioner Mullens **seconded** the motion which **passed**, with Commissioner Spinrad voting in opposition since he would prefer to see more data relating to the value of a hearings officer.

Director Gibb said that this recommendation would be forwarded to City Council and would likely be a part of a work session discussion in the near future.

VI. ELECTION OF CHAIR AND VICE-CHAIR DISCUSSION

Chair French said that it is her understanding that Commissioners Malosh and Fowler had agreed to serve another term, but Commissioner Angelos was undecided. The Commission will elect a chair and vice-chair at its next meeting, and anyone with a passion to serve in either of those capacities should let her know. The commissioners voiced support for the good job both Chair French and Vice-Chair Rung currently were doing in those positions.

VII. OTHER BUSINESS

It was agreed that future agenda items should include a discussion about both the role and value of an incubator/accelerator. Several suggestions were made for presenters, such as a representative of the Portland State University accelerator, or Dinah Adkins, past president and CEO of the National Business Incubator Association who is living in Salem. Vice-Chair Rung offered to make that contact with Ms. Adkins if there was the interest. Penny York, LBCC Board Chair, spoke from the audience and asked that LBCC be kept in consideration during discussions about incubators/accelerators.

It was further agreed that the top priority for a discussion item is an overview of the City/OSU Memorandum of Understanding and how it relates to economic development. An attempt will be made to schedule a time when both Mayor Julie Manning and OSU President Ed Ray might be able to meet with them to have this discussion.

VIII.ADJOURNMENT

The meeting adjourned at 4:50 p.m. The next meeting will be at 3:00 p.m., July 9, 2012, Madison Avenue Meeting Room.

LWV Corvallis
PO Box 1679, Corvallis, OR 97339-1679
541-754-1172 • http://www.lwv.corvallis.or.us

DATE: 11 September 2012

TO: Corvallis City Council

FROM: League of Women Voters of Corvallis
Kate Mathews, President

SUBJECT: Hearings Officer Proposal

The Corvallis Economic Development Commission has forwarded for your consideration a proposal that the City of Corvallis move to use a Hearings Officer to review land use applications, rather than the Planning Commission. As we understand it, you are being asked to direct staff whether or not to investigate this proposal further. While we realize that additional staff work may reveal a range of ways in which the City could use a Hearings Officer, the League has serious concerns about the concept itself.

First, going to a Hearings Officer model will result in a loss of opportunity for our appointed Planning Commissioners, a broad range of our community citizens, to participate in important decisions about how our community grows and develops. All parties to the hearing now have an opportunity to learn more about how land use decision making works and which Comprehensive Plan and Development Code issues are relevant to the decision. They can also hear various arguments, pro and con, and their merits publicly discussed among nine of their fellow citizens. With a hearings officer, that opportunity will be lost. In addition, should a party to the hearing decide to appeal a decision, observation of these elements in a Planning Commission hearing can be crucial in the party's understanding and the preparation of an effective, focused, appeal based on specific legitimate criteria.

Second, use of a Hearings Officer is not free. It requires payment of a professional person. It does not employ citizen

volunteers, as does the Planning Commission model. In times of high economic activity and growth, when there can be frequent applications needing review, more than one officer will be needed to keep up with the 120-day mandatory timeframe. Therefore, while applications may well get processed faster than they do currently, it appears that taxpayers will be paying for that streamlining. Please consider whether that cost will be worth it.

Additionally, as former Planning Commissioner and City Councilor Bill York has said (letter to Ken Gibb dated June 12, 2012), "individuals have biases, tendencies, and predilections." Of course, everybody does, but in a nine-person body, those qualities in any one person are offset by the varying views of the other eight. We tend to agree with Mr. York's further comment that, in his experience, "9 people (or 5 or 7) debating and deliberating an issue will always produce a fairer result than will an individual."

We appreciate the efforts of the Economic Development Commission as they volunteer their time and expertise to work on bolstering and strengthening our local economy. Indeed, it is a principle of the League of Women Voters that "responsible government should…promote a sound economy" and we support that role. However, another League principle holds that "democratic government depends upon the informed and active participation of its citizens." Additionally, the Corvallis League supports "extensive, representative community participation in the…implementation of the [Comprehensive] plan" as well as "measures to ensure effective, impartial, prudent…enforcement of the implementation of the plan."

We urge you to please take these points into consideration as you review the proposal before you.

ATTACHMENT C

Organization	FTE	Structure	Priorities	Marketing Strategy in Place	Targeted Projects/Outlets
City of San Luis Obispo Economic Development Office, CA	1	Office under CMO	Large traded sector business retention, Establish local developer relationships, Establish local partnerships (Chamber, University)	Yes; 2012 Strategic Plan	Breakdown barriers to job creation (stream-line permitting process, reduce infrastructure fees, improve broadband access), Improve infrastructure availability (more office space, commercial spaces, housing), Do not focus on: small business, community outreach, site selectors, business recruitment, social media
City of Davis Economic Development Office, CA	2 (soon to be 1)	Office under CMO	Grow and support innovation and entrepreneurial businesses, Partner with Chamber of Commerce and Downtown Association to market and assist with small/medium business	No	"Innovate Davis" social media roll-out, Creating an Innovation council as needed for entrepreneurial mentorship/development assistance
Centre County Industrial Development Corporation, State College PA	2	Office under Chamber	Site selectors/recruitment, retention and expansion, Support start-ups	No	Manage two internally owned business incubators, "Front and Centre" publication: 3x per year E-newsletter highlighting EconDev efforts (incubator graduates, available properties, etc.), site selector lunches and hosted visits, Revolving loan fund for traded sector businesses ($1 million), Recently received a "make it in America" grant (re-shore jobs and market for increased foreign investments), Centre County EconDev Partnership/3B33 (strategic investment pool to grant to recruitment projects): from banks, municipalities, and existing businesses ($400,000/year goal to raise), social media and press releases, Gazette hand-out (free, bi-weekly Econdev handout for the community)
Greater Lafayette Commerce Economic And Community Development, Lafayette IN	1 (17 total)	Office under Chamber	Recruitment (international and new business), Business Retention and Expansion, Workforce development	No	Partner with Indiana EconDev Corporation: visit/host site selectors, attend tradeshows, Support local businesses: ribbon-cutting, press releases, networking opportunities, Publications: "Discover" magazine (recruitment tool for new businesses and employee recruitment of current local businesses) and "Economic Trends" E-newsletter (2x per year, 25 page document, statistics, success stories)
Ithaca Economic Development Office, NY	1	Office under CMO	Recruitment (niche retail, downtown centric), Support innovation/collegiate research spin-outs	In development	Social media (not EconDev focused), Recruitment Committee to help keep downtown vibrant and diverse, City liaison to the business community (housing, hotel projects, some traded sector)
Lansing Economic Area Partnership, Lansing MI	8	Non-profit	Retention and Expansion of traded sector businesses	No	Earned media to help educate the public (Ex. Newspaper articles about industrial developments), radio programs, establish solid relationships with local media outlets, social media (Twitter and Facebook), "Why Lansing" recruitment video for new employees/workforce
Northern Colorado Economic Development Corporation, Fort Collins, CO	3	Non-profit	Recruitment: site selectors and new businesses, Support "investors" (cities, colleges, businesses)	In development	Market efforts and projects to site selectors and investors: statistics, business/community highlights, events (networking and fundraising opportunities), quality of life, Market efforts to community: partner with Chamber (EcDev 101 classes/month), leadership class, service club presentations, provide conference materials, Small Business Palooza Day: Business Appreciation breakfast, Small Business of the Year awards luncheon, Business Highlights Expo in the evening
The Research Valley Partnership, College Station TX	6	Non-profit	Recruitment, Advocate for infrastructure policy, Business retention and Expansion	In development	Establish personal relationships with University, City, and state players, Recruitment: specifically businesses partnered with Texas A&M, Rebranding project underway to market community to new businesses and raise awareness about current development projects
Champaign County Economic Development Commission, Champaign IL	3	Non-profit/co-located with SBDC	Recruitment, Community outreach, Technology start-ups	2013 Strategic Plan	Social media outreach (Twitter, Facebook, LinkedIn, Instagram, YouTube), Fortune 500 company recruitment (provide hand-outs at University of Illinois conferences), Community outreach through success stories of local companies
Ames Economic Development Commission, Ames IA	10	City/County/Chamber of Commerce non-profit partnership	Recruitment of new businesses and site selector outreach, Marketing/outreach to investors	Strategic Plan	Social media (workforce information, website highlights, Ames Chamber of Commerce, Ames awards) focused on investors- not community (don't feel that they understand or care), manage : Ames Seed Capital Fund, Young Professionals group, Youth Leadership program, Chamber events, Job board, ribbon-cutting, Leadership Ames class, Executive call survey program, internship programs

Entrepreneurs · Incubators · Venture Capital

STARTUP OREGON

How an experiment to boost Oregon startups spurred new companies, jobs and a nascent culture

written by Kelly Kearsley
photos by Aubrie LeGault

JOSH BRYANT LOOKED OVER a fresh foot of snow blanketing his yard one winter morning and made an easy decision; he was going to be a few minutes late for work. Throwing his skis on top of his car, he headed up to Mt. Bachelor, determined to get the first chair. With the sun peeking over the Cascades, the Bay Area-transplant knocked out two quick runs and was in the office of his Bend-based startup company less than an hour later.

"Being so close to world-class recreation here, you can do that," he says. "Your work and life can intermingle."

The 30-year-old father of three used to commute nearly three hours a day between his home in the East Bay and his tech job in San Francisco. He wanted his kids to grow up enjoying the outdoors more than video games. Further, he and his wife wanted to buy an affordable home, and not have a two-hour slog between it and work.

In 2011, Bryant informed his boss he was going to begin telecommuting and moved his family to Central Oregon, his family's favorite vacation spot. The houses were cheaper, the public schools better, the ski mountain closer and, frankly, the Bay Area didn't feel that far away. "I could catch an early morning flight out of the Redmond airport and still be the first person in my San Francisco office," Bryant says.

Then something unexpected happened. Bryant's side project, a file-sharing app called Droplr, took off. He and friend Levi Nunnick had developed Droplr to solve their file-sharing frustrations. The product quickly found traction with friends and others, garnering 200,000 users over the course of eighteen months. Nunnick and Bryant faced a critical decision—sell their side business and continue telecommuting, or quit their day jobs and focus on launching a risky startup of their own, beyond the reach of Silicon Valley's massive venture capital machinery.

They chose the latter. "This is where we want to be," Bryant says. "I think what we're doing is testing the model of whether successful startups need to be in Silicon Valley."

Over the past few years, in fact, more entrepreneurs and financiers across Oregon have begun testing the same theory, contributing buzz to a surging startup culture once exclusive to the Bay Area. Portland, Bend and the Willamette Valley have witnessed the explosion of startup incubators. Early-stage funding options have surfaced. Seed-stage funding competitions are springing up around Oregon. Venture capital activity has increased alongside larger investments. Once little more than a speed bump between Seattle and Silicon Valley, Oregon's so-called Silicon Forest is emerging from obscurity as a viable alternative in the woods.

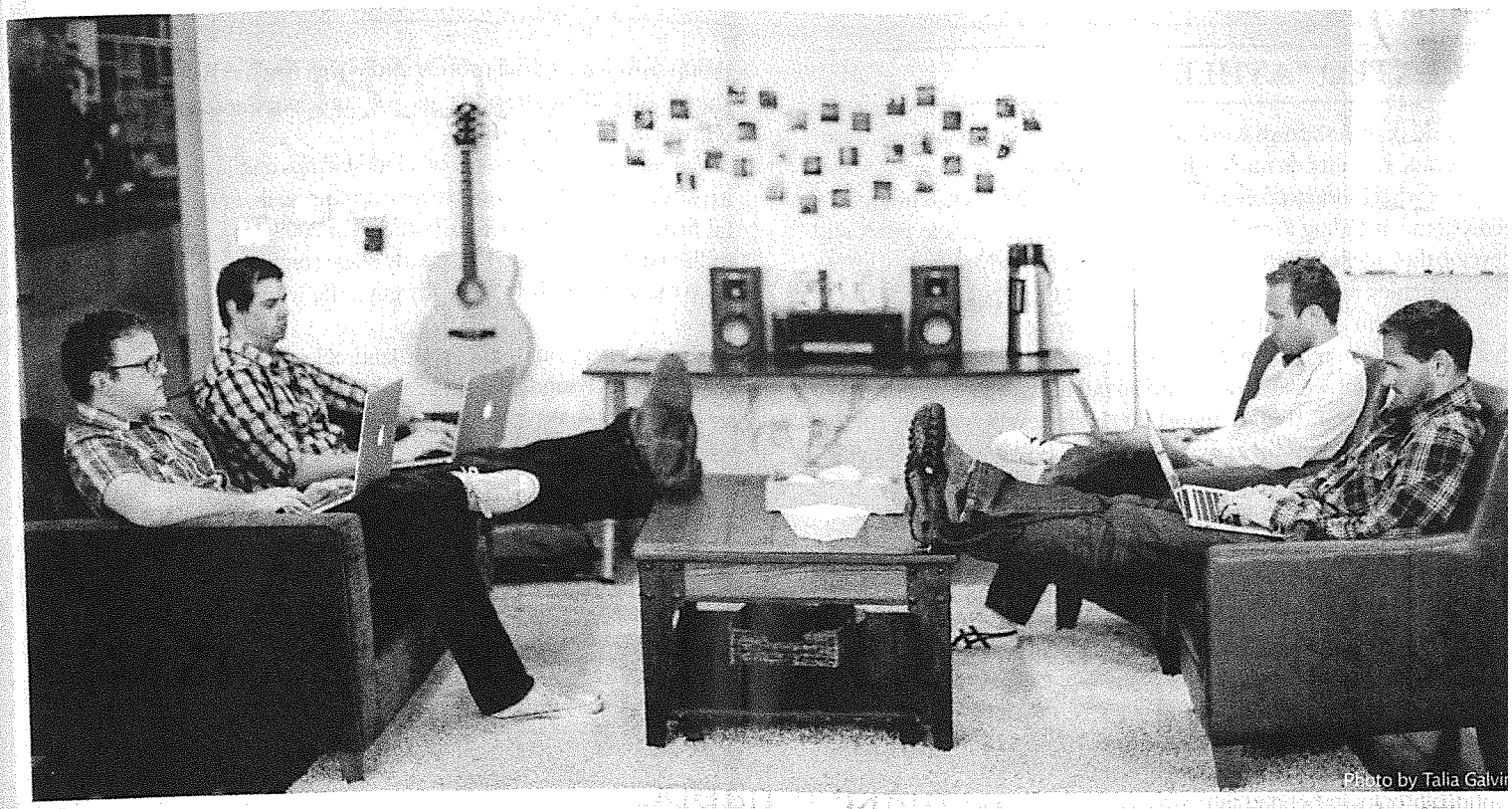


Photo by Talia Galvin

THE FRESHMEN

COMPANY: Droplr

HEADQUARTERS: Bend

FOUNDED: 2012

FOUNDERS: Josh Bryant, CEO and Levi Nunnick, CTO

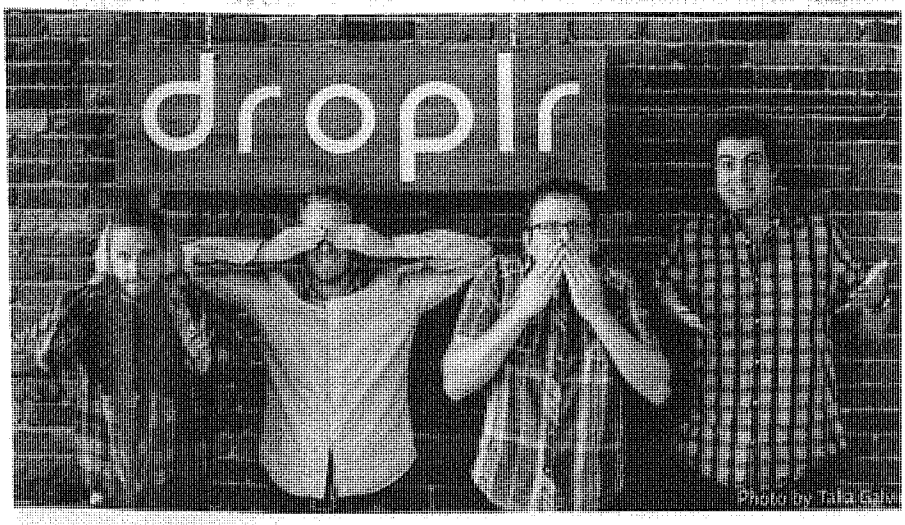


Photo by Talia Galvin

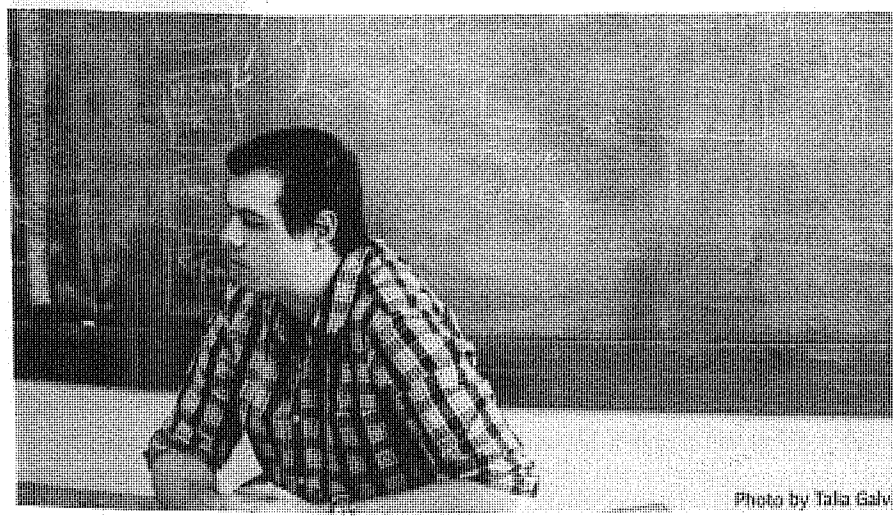


Photo by Talia Galvin

TOP TO BOTTOM Droplr crew at work. (Left to right) Ryan Adams, Brian Wood, Levi Nunnick, Josh Bryant. Bryant takes a break from chalkboard strategizing.

TALENTED "ATHLETES"

The world of tech startups is one in which success begets success. Finding success, however, is rarely a happy coincidence. There are key elements of what those in economic development call the "entrepreneurial ecosystem," including formal programs for entrepreneurs to pitch and develop their ideas, targeted sources of funding for early-stage and growing companies, and business mentors. If all of these pieces are in place, they often form a vibrant cycle. Startups turn into bigger companies that may get acquired or, more rarely, become a publicly traded entity, generating instant wealth from its initial public offering. Take Google's highly-gabbed-about IPO in August 2004. This event instantly turned more than one thousand of its shareholding employees into millionaires. Twitter founders raked in billions of dollars from their company's IPO last November. Mark Zuckerberg, too, was a little better off after Facebook's IPO in May 2012 raised a record-setting $16 billion.

While Oregon isn't close to nurturing its own Google any time soon, it may achieve the key element of the entrepreneurial ecosystem—a cycle revolving around startups. Silicon Valley wrote the code for this and continually reaps its benefits through countless startups eventually going public. For its part, Oregon, which hasn't had a major IPO since Cascade Microtech and McCormick & Schmick's in 2004, is long awaiting the next home run.

> "Oregon is talking the talk, but the question remains: Is there enough density of these startups to make it happen?"
>
> *—Steve Blanks, entrepreneurship teacher at Stanford University and Columbia University*

Though California-based Intel has a coterie of 16,000 in its Hillsboro office, only a handful of large tech companies such as Tektronix, FLIR Systems and Triquint Semiconductor call Oregon home. Until recently, some of Oregon's most promising startups needed the validation of a Silicon Valley address to play at the next level. Jive Software, a business social networking firm from the Portland tech scene, moved its executive leadership to the Bay Area in 2010, though the company still maintains a significant presence in Portland. Jive executives then cited a lack of executive talent as the reason for its flight.

"Portland's got a lot of what I'd call, 'really talented athletes,'" Dave Hersh, Jive's former CEO, told *The Oregonian* that same year. "They're people who have a lot of the raw skills but haven't really had the environment where they can apply those skills."

That may be changing. Four years later, Hersh sees an increasing number of Portland-born tech companies that are poised for success.

INCUBATORS ARE THE NEW BLACK

Diane Fraiman, partner with Seattle-based Voyager Capital, calls one facet of the nascent startup scene "The Portland Experiment." Underway for the past few years, The Portland Experiment encompasses a widespread effort to bolster the city's entrepreneurial ecosystem in hopes of teaching entrepreneurs how to hit homeruns.

Fraiman meets with more than a hundred Oregon emerging companies each year to find a handful that warrant investment. She'd like to see that number grow. The more startups that begin at the top of the funnel, she says, the better the odds one will come out the other side with an acquisition or IPO.

Encouraged by the spark of a few startups and Portland's increasingly irresistible draw to young, creative professionals, Fraiman's venture capital firm opened an office in Portland in 2008. Voyager invests a couple million dollars in two to three early-stage companies per year. "Unless we have the ability to help the early guys, the whole picture falls apart," she notes.

Over the past four years in Portland, at least a dozen tech incubators—Upstart Labs, Founder Institute and Portland State Business Accelerator among them—have sprung up to nurture early-stage companies. There are so many, in fact, that some foresee an incubator bubble. Nonetheless, such programs play a key role in providing entrepreneurs with office space, mentorship and sometimes seed funding.

The Portland Incubator Experiment, a joint effort between advertising agency Wieden + Kennedy and a few local tech veterans, was one of the first of this ilk in Portland. Founded in 2009, PIE selects six to eight companies each year and puts them through what amounts to startup boot camp. Boot camp isn't just a metaphor—reportedly there have been a few late-night push-up competitions.

"Part of what we do is give entrepreneurs a place to let down their guard, test their ideas and ask for help," says Rick Turoczy, PIE co-founder, who has worked in the Portland tech scene for twenty years.

PIE has incubated forty-one companies, which have raised more than $110 million in capital and generated more than 500 jobs. The incubator's first informal group of startups included the founders of Urban Airship, a mobile app push notification company that has raised $46 million.

This explosion of incubators has gone beyond Oregon's urban center. "Oregon used to be a fly-over state, but it's *this close* to being much, much more," says Dino Vendetti, managing director and founder of Seven Peaks Ventures, a Bend-based venture fund that provides early-stage capital primarily to Oregon companies.

Vendetti, a Silicon Valley transplant himself, co-founded Founders-Pad, a lean startup accelerator in Bend. This marks part of what he calls "The Big Bend Experiment," which aims to turn a regional market into a tech startup hub. In three sessions, Founders Pad has churned out fourteen companies, which have raised more than $3 million and generated forty-one jobs.

In Corvallis, the Oregon State University Advantage Accelerator opened its doors in July to a dozen fledging companies including a few started by students and OSU professors. "We wanted to turn more of the ideas coming out of the university into opportunities," says John Turner, the accelerator's co-director.

The state legislature even got in on the action, approving $3.75 million in funding last summer to create the South Willamette Valley Regional Accelerator and Innovation Network. RAIN provides funding for the Corvallis project and establishes a similar accelerator in Eugene as part of its effort to spur the growth of tech companies and jobs in that area.

continued on pg. 89

MONEY, MONEY, MONEY

Oregon entrepreneurs are used to fighting over scraps, leading to an era of lean startups, and bootstrapped ventures. The few entities with the potential and desire to grow, however, often require infusions of capital to fuel and speed the process.

"If you're not in the deal-flow pipeline, it can be hard to connect to those resources unless you're a really sophisticated entrepreneur," says Linda Weston, director of the Oregon Entrepreneurs Network, a Portland-based nonprofit that has been working to build up resources and a pipeline for entrepreneurs.

If incubators are the new black, then early-stage funding is now required bling. Over the past few years, more green has infused local angel and seed funds. For its part, OEN has spun off a host of resources including annual angel conferences in five locations. Regional angels invest up to $500,000 with the most promising startups in these events.

Droplr founder, Bryant, was at the Bend Venture Conference last fall, competing for $250,000 with four other companies from around the state. A Portland startup, Nouvola, which helps companies test their apps before they scale them in the cloud, ultimately took the prize. The top award at the Bend Venture Conference has increased 75 percent over the past six years as its popularity and quality has grown.

The flurry of startup activity has even generated a bit of competition among investors. Eric Rosenfeld, founder of the Oregon Angel Fund, says they used to have to convince co-investors to partner on a deal. OAF, which invests in home-grown startups, raised $5.8 million in 2013, its biggest year yet. The fund has had six successful outcomes, including a reported six-fold return on its $500,000 investment in Portland-based Giftango, a digital giftcard company. Such stories have piqued investor interest in Oregon-grown companies. "We're getting a reputation as a place where investors can make some money," Rosenfeld says. "Now, there may not be room for every investor who wants in a deal."

> "The food is better in Portland, I never drive, and the coffee and beer blow the Bay Area's out of the water."
>
> *—Steve Blanks, entrepreneurship teacher at Stanford University and Columbia University*

SIGNS OF SUCCESS

Compared to mature startup scenes, the entrepreneurial ecosystems in Portland and the outlying regions are yet embryonic.

Steve Blank, a serial entrepreneur and author often credited with helping launch the "lean startup" movement, says that trying to engineer an unnatural tech cluster is difficult, but possible. "There are a lot of moving parts," says Blank. "It requires good entrepreneurs ... and some lucky breaks. Oregon is talking the talk, but the question remains: Is there enough density of these startups to make it happen?"

Blank now teaches entrepreneurship at Stanford, University of California-Berkeley and Columbia University. He notes that it usually takes a decade or two to create a new tech cluster. Entrepreneurs don't go to Oregon, but they go to a place in Oregon, Blank says. The state would be better off focusing on creating a regional tech cluster in one city instead of many. "You don't want to pick any favorite children, but that can be a real problem," says Blank.

Perhaps without focus, the effort to bolster the infrastructure is evident. Bend, Corvallis and Portland were among the top metropolitan areas in the country for high-tech startup density, according to a 2013 report by The Kauffman Foundation.

The recent migration of a few Bay Area companies is more fodder. In 2013, Salesforce, for example, opened a lavish new office in Hillsboro replete with three beers on tap, an in-house barista, and a special work space for employees with pets. The company, which provides customer relationship management software over the internet, says it plans to employ hundreds there. Meanwhile the co-founders of San Francisco-based Cozy, an online interface that streamlines landlord-tenant services, relocated to the Rose City last year. They now maintain offices in both cities.

"The food is better in Portland, I never drive, and the coffee and beer blow the Bay Area's out of the water," says Cozy CEO Gino Zahnd.

Meanwhile, the state's homegrown startups are making their own mark. Rosenfeld, with OAF, says that both the number of companies started and the quality of startups has improved. "The pace of growth and success is faster, and more companies are finding success," he says.

One metric of the growth of venture capital is the aggregate amount of money raised by startups in a given period. In the first nine months of 2013, Oregon companies raised $112 million, according to the National Venture Capital Association. Many expected last year to be one for the record books after three Portland companies announced investments totaling $90 million, some of the biggest investments in the state since the dot-com boom. Portland's Urban Airship, Puppet Labs and Janrain—which respectively raised $25 million, $30 million and $33 million—played a large role in this surge.

Though Oregon has weathered a ten-year IPO drought, consensus is that rain will soon fall on the Silicon Forest. Companies such as Elemental Technologies, a startup that makes software to deliver television to mobile devices, are poised for the next stage. Elemental received a portion of its early funding from OAF and the Bend Venture Conference, followed by Voyager Capital. Now, eight years and $29 million in venture capital investment later, Elemental Technologies has become an industry leader in high-definition streaming technology.

Portland construction management software company, Viewpoint Construction, which employs 450 people and has revenues approaching $100 million, is considering a public offering. Last November, Puppet Labs signaled its future plans by publishing a job listing seeking a CFO with prior IPO experience.

For entrepreneurs on the ground floor of the state's startup revolution, the success of others is exciting, but ultimately they're waiting for their own horse to come in. At Droplr, Bryant and Nunnick have raised $500,000 from investors including Vendetti's Seven Peaks Ventures. Even so, lifestyle comes with a cost. "We recognize that doing this in Silicon Valley would be a thousand times easier," Bryant says. "But being here is worth the effort. We think it's worth the growing pains."

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

DRAFT
CITY OF CORVALLIS
HISTORIC RESOURCES COMMISSION MINUTES
February 25, 2014

Present
Geoffrey Wathen, Chair
Rosalind Keeney
Eric Hand
Charles Robinson
Cathy Kerr

Staff
Bob Richardson, Associate Planner
Carl Metz, Associate Planner
Claire Pate, Recorder

Absent/Excused
Tyler Jacobsen
Lori Stephens, Vice Chair
Kristin Bertilson
Roen Hogg, Council Liaison
Jim Ridlington, Planning Comm. Liaison

SUMMARY OF DISCUSSION

	Agenda Item	Held for Further Review	Recommendations
I.	Visitor Propositions		None
II.	Public Hearings OSU Goss Stadium Addition (HPP13-00035) OSU Goss Stadium Batting Cage (HPP13-00037)		Both approved as conditioned in Staff Reports.
III.	Other Business/Info Sharing		For Information only
IV.	Review of Corvallis Historic Preservation Project Grant Applications		Postponed to next meeting
V.	Minutes Review – postponed to next meeting.		Postponed to next meeting
VI.	Adjournment – 6:49pm		Next Meeting: March 11, 2014; 6:30pm

Attachments to the February 25, 2014 minutes:

A. Goss Stadium Addition PowerPoint presentation, submitted by Sara Robertson.
B. Goss Stadium Batting Cages PowerPoint presentation, submitted by Sara Robertson.

CONTENT OF DISCUSSION

Chair Geoffrey Wathen called the Corvallis Historic Resources Commission to order at 6:05 p.m. in the Corvallis Downtown Fire Station Meeting Room, 400 NW Harrison Blvd. Noting that Commissioner Keeney would have to leave the meeting at 6:45pm, it was agreed by the Commission, staff and OSU (the applicant for the two public hearings scheduled for the evening), that the two cases would be heard at the same time since they both concerned Goss Stadium. There were no objections heard to pursuing this expedited procedure.

I. VISITOR PROPOSITIONS: none

II. PUBLIC HEARINGS –A. OSU Goss Stadium Addition (HPP13-00035); Alteration or New Construction. B. OSU Goss Stadium Batting Cages (HPP13-00037); Alteration or New Construction.

A. Opening and Procedures:

Chair Wathen reviewed the public hearing procedures. Staff will present a combined overview and report for each of the applications, followed by the applicant's presentation. There will be 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 Hand, Robinson, Wathen, Kerr, who did not note any thing exceptional.
4. Rebuttal of disclosures – none
5. Objections on Jurisdictional Grounds - none

C. Staff Overview:

Planner Richardson gave a brief staff report for the OSU Goss Stadium Addition (HPP13-00035). The applicant is seeking approval of the Historic Preservation permit application to construct an approximate 7,500 sq.ft. expansion to Goss Stadium, located at 430 SW Langton Place. It is located within the OSU National Register Historic District and is classified as a Nonhistoric/Noncontributing building. Broadly, staff recommend approval of the application based on the analysis provided in the Staff Report dated January 31, 2014, and with the three Conditions of Approval. Condition 3 notes that the proposed addition does not provide the window coverage required by Land Development Code Chapter 3.36. This condition makes any approval of this application contingent on OSU obtaining approval of a Campus Master Plan adjustment. The broad findings in the Staff Report are that the addition is historically compatible for a few main reasons. The brick material and the architecture are reflective of that which is existing; particularly with the incorporation of archways. Since stucco had already been used on the building, the continued use within the archways was deemed acceptable. Staff found that the proposal was historically compatible based on applicable review criteria in Chapter 2.9, and as detailed in the Staff Report.

Planner Metz then gave a brief staff report for the OSU Goss Stadium Batting Cages (HPP13-00037). This component of the work at Goss Stadium includes installation of three flag poles and an expansion of existing batting cages along the east side of the site. It also includes some concrete paving that was done prior to the request for approval, but is within the scope of this application. As with the previous application, staff found that it met the applicable review criteria and is consistent with Land Development Code sections 2.9.100.4.b.1 and 2.b. The analysis does not include the flagpole component, because it was determined that the flagpoles are allowed outright under the sign code provisions. The batting cages and chain-link fences are not necessarily typical of the Historic District, but taken in context with the type of use of the Nonhistoric/Noncontributing resource staff found that it was compatible. Similarly, the scale, height and roof proportion were found to be compatible given the much smaller scale of the batting cage structure itself. The site development maintains the current use, and the expansion does not impact other adjacent site uses. Staff is recommending approval of the request with a Development-Related Concern as noted in the Staff Report dated January 31, 2014.

D. Legal Declaration:

Planner Richardson said that Deputy City Attorney Coulombe was unable to be in attendance, and he would give the legal declaration. He 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:

Sara Robertson, OSU Associate Planner, spoke on behalf of both applications, and used a PowerPoint slide presentation showing depictions of each project. Starting with the first, HPP13-00035 (**Attachment A**), Ms. Robertson said that OSU is proposing to construct a small, single-story addition to Goss Stadium, which is a Nonhistoric/Noncontributing resource within the OSU National Historic District. The existing Goss Stadium building was constructed in 1999, with two additions added in 2007-08 which extended the building along the first and third baselines. She showed a photo of the original stadium building prior to the additions.

The proposed addition will be located just east of the existing third base wing of Goss Stadium, between the stadium building and a small, brick maintenance shed. This area is the current location of the bullpen, which will be relocated. The location is just south of Snell Hall and Armory Lane, a private drive. Langton, Waldo, McAlexander Fieldhouse, and the Physical Plant Heat Plant are all nearby Contributing resources. The addition will provide 3,500 square feet of interior space to be used primarily for a dedicated locker room for the OSU baseball program. Currently, OSU athletes and the Corvallis Knights share a locker facility. This addition will provide the student athletes with their own locker room space and includes a reception area, a mudroom, a treatment room, and workspaces for coaches. The addition also will provide 4,000 square feet of outdoor space on a cantilevered roof deck above the locker room facility. The roof deck will provide a venue for social gatherings and game viewing and will include a concessions area. A portion of the roof deck will be covered with a permanent canopy. No additional ticketed seating, however, will be provided on the roof deck.

Ms. Robertson showed the site plan of the existing conditions, with the existing third base wing and the existing maintenance shed which will remain in place. The bullpen is located between the two. Both the existing third base wing and the existing maintenance shed are abutting the sidewalk along Armory Lane, a private drive. The proposed addition will maintain the existing site development patterns. It will be placed abutting the sidewalk which will be replaced with a sidewalk of the same width.

There are several components to the proposed addition. The locker room facility and supporting spaces will be located on the ground floor. Above the locker room facility will be a cantilevered roof deck. It will be larger than the footprint of the building and cantilevered out towards the field. A portion of the roof deck will be covered by a roof canopy. The proposed concessions area will occupy a portion of the covered roof deck space. An emergency exit will lead from the roof deck over the existing maintenance shed to a new stair on the east side of the maintenance shed.

The proposed addition incorporates design elements that are found on the existing stadium building and are reflective of design elements found on historic resources within the OSU National Historic District. There are several unifying materials and design elements found throughout the existing stadium building which have been incorporated into the design of the proposed addition. The existing stadium is predominantly clad in red brick over a substantial, textured concrete masonry unit base. The exterior walls are characterized by a repetitive, recessed archway detail and have limited fenestration. The interior of the archways are typically clad in tan stucco while the rest of the building is predominantly clad in red brick. A soldier course of brick is used at the top of the exterior walls and is capped with metal coping. Where the building is two stories, a soldier course of brick is also used as a belt course. There are very few window and door openings along the exterior façade due to the buildings function as a stadium. In the limited locations where there is glazing on the exterior of the building, it is typically located within the recessed archway details. Entrances also are located within the repetitive archways.

Ms. Robertson then showed both the existing and proposed north elevations of the building along Armory Lane, including an elevation of the existing third base wing, and the proposed addition as seen from Armory Lane. The proposed design includes brick walls over a substantial, textured concrete masonry unit base. There also is a soldier course of brick topped with a metal coping at the top of the parapet wall. The repetitive, recessed archway detail is continued along the façade of the proposed addition. The archways match the dimensions and materials of the archways on the existing building. Two windows and an entrance door are placed within archways. A new exit gate matches the existing exit gates on the building. All of these elements reflect the design elements found throughout the existing building. Brick construction, substantial stone and concrete bases, brick

soldier courses, and archway details are also common within the OSU National Historic District. The existing southern elevation of the building faces the interior of the stadium and is considerably different from the exterior of the stadium, providing bleacher seating.

She then showed a slide of the existing third base wing at the top and the proposed addition at the bottom of the slide as seen from the interior. This elevation of the proposed building is simple in design as is the rest of the stadium interior. The proposed addition will be clad in brick over concrete masonry units like the existing building. It will have transom windows over laminate graphics panels and an entrance to the locker facility. The graphics panels are reflective of other graphics facing the interior of the field and will not be visible from outside the stadium. This elevation of the proposed addition will face the field and will not be visible from any of the adjacent street rights-of-way.

The east elevation of the proposed building faces an existing parking lot and is largely blocked from view by the existing maintenance shed. There is a new stairway exit from the roof deck with a perforated metal graphics screen, and new black metal picket fencing to match the existing fencing used around the stadium. The design for the graphics screen has not yet been developed, but it will be baseball themed like the murals located on the stadium in other locations. She showed some examples of the existing murals on the stadium buildings and examples of other perforated screens to show how subtle the graphic would be.

The proposed roof canopy will be similar to existing canopies located over the central press box and first base wing. It will have a similar roof slope and will be constructed of materials consistent with the other canopies. The height of the roof canopy will be 27 feet. The tallest canopy on the existing building is 37 feet high. While canopies are not common elements in the Historic District, rooftop canopies are common architectural details found on both Historic and Nonhistoric stadium structures. Goss stadium happens to be the only stadium structure within the OSU National Historic District. Roof canopies are unique to its structure, but appropriate for the type of structure.

The proposed Goss stadium addition is a compatible addition to the Historic District. It is a single story building – small in scale and height compared to the existing stadium building and nearby contributing resources. The placement of the structure, abutting the sidewalk, is consistent with the existing development patterns surrounding the stadium. And the design and material palette of the proposed addition is consistent with the design of the existing stadium building and reflective of Contributing resources within the Historic District.

Ms. Robertson then presented on behalf of the second application, HPP13-00037, **(Attachment B)** through which OSU was requesting approval for an expansion of the batting cages at Goss Stadium, as well as the installation of 3 flag poles, which is an activity that is exempt from the provisions of Chapter 2.9.

The batting cages are accessory structures to the primary stadium building and baseball field, and are located along the edge of left field on the east side of the stadium. The batting cages are located on the east side of the stadium adjacent to the Goss Stadium east parking lot. The flag poles are proposed to be installed to the south of the existing batting cages. These flagpoles will replace an existing flagpole near the southwest corner of the field which is difficult to see from the grand stand. The flagpole installation meets the requirements for exemption under LDC Section 2.9.70.d.1.

OSU is proposing to extend the roof and the concrete pad under the roof 7.5 feet towards the parking lot to the east along the full 160-foot length of the existing batting cages. A fence surrounding the batting cages will be replaced, and a small concrete pad will be installed south of the batting cages. Work was started on this project before it was determined that an HPP application would be needed, so the existing chain link fence was removed and the expanded concrete pads were installed. The

existing batting cages are open sided with metal supports and a metal roof. The proposed extended roof would use the same materials as the existing cages. She showed a section of the proposed roof extension. No siding will be placed on the structure. It will remain an open sided structure.

The chain link fence that was removed, of which she showed a photo, will be replaced with a new chain link fence. Chain link fencing is currently used around Coleman field and other sports facilities within the historic district.

The batting cages are a somewhat unique structure within the Historic District. They are a utilitarian structure that is accessory to Goss Stadium and Coleman Field. Although they are different than other structures in the District they are appropriate adjacent to the stadium and do not impact nearby Historic Resources. The structure is small in scale compared to both Contributing and Non-Contributing structures in the Historic District.

She hoped that both applications would be approved by the Commission, and said she would answer any questions. There were none.

F. Public Testimony in favor of the application:
Patrick Bailey, Assistant Baseball Coach, spoke in favor of the application stating that the additions to the facility would help them with recruitment There will be better ventilation for the locker room, and it will be increased in size. The addition of the workout area will provide them with a full training facility. Several positives will help for recruiting. Increasing the size and capability of the concession facilities are very much needed. He urged the commissioners to approve the applications.

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 additional time to submit additional argument. The Chair noted that there were no requests for a continuation or to hold the record open.

N. Close the public hearing:
Hearing no objection, Chair Wathen declared the public hearing closed.

O. Discussion and Action by the Commission:

MOTION:
Commissioner Hand **moved** to approve the Historic Preservation Permit (HPP 13-00035), as conditioned in the January 31, 2014, staff report to the Historic Resources Commission. This motion is based on findings in support of the application presented in the January 31, 2014, staff report to the Commission, and findings in support of the application made by the Commission during deliberations on the request. The motion was seconded by Commissioner Robinson and **passed** unanimously.

MOTION: Commissioner Hand **moved** to approve Historic Preservation Permit application HPP13-00037, as conditioned in the January 31, 2014, staff report to the Historic Resources Commission.

This motion is based on findings in support of the application presented in the January 31, 2014, staff report to the Commission, and findings in support of the application made by the Commission during deliberations on the request. The motion was seconded by Commissioner Robinson, passed unanimously.

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.

III. REVIEW OF CORVALLIS HISTORIC PRESERVATION PROJECT GRANT APPLICATIONS.

The review was postponed until the next meeting.

IV. MINUTES REVIEW.

(January 7, 2014 & January 14, 2014): Postponed until next meeting.

V. OTHER BUSINESS/INFORMATION SHARING:

Associate Planner Richardson shared the following information with commissioners:

A. Tours of OSU Austin Hall: OSU has offered to give commissioners a tour of the facility in March, and he would be sending out an email to which they can respond back directly to OSU.

B. Chapter 2.9 Text Amendments Update: The amendments went to Planning Commission for a quick overview of what had been discussed at HRC. They will go back to the Planning Commission on March 19, 2014, for full consideration of the recommendations.

C. Historic Preservation Month: Historic Preservation month is scheduled for May, and typically HRC collaborates with the Benton County Historic Resources Commission in an awards ceremony. Commissioners who have an interest in this will be invited to attend the next Benton County HRC meeting which will likely be March 17, 2014. He will send out an email with more details.

D. Meeting Time Change: Starting with the March 11, 2014, meeting, HRC will meet at 6:30pm.

VI. ADJOURNMENT:

The meeting was adjourned at 6:49p.m. The next meeting will be on Tuesday, March 11; at 6:30pm.

Goss Stadium Addition

February 25, 2014

March 4, 2014 1

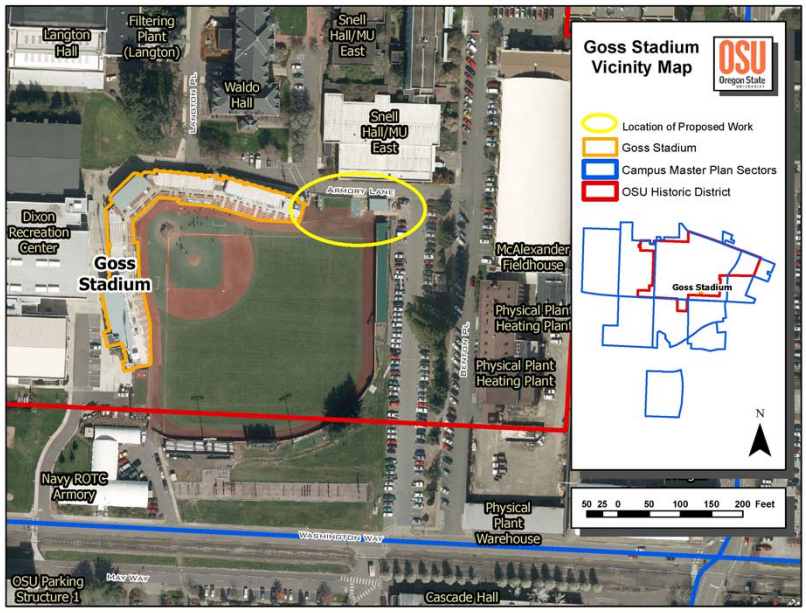
PERSPECTIVE LOOKING EAST

ATTACHMENT G

DLR Group

March 4, 2014

2



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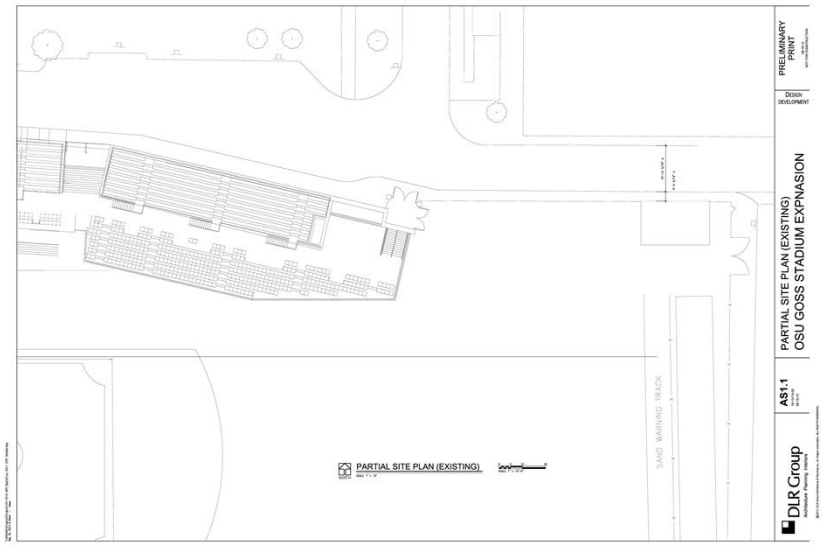

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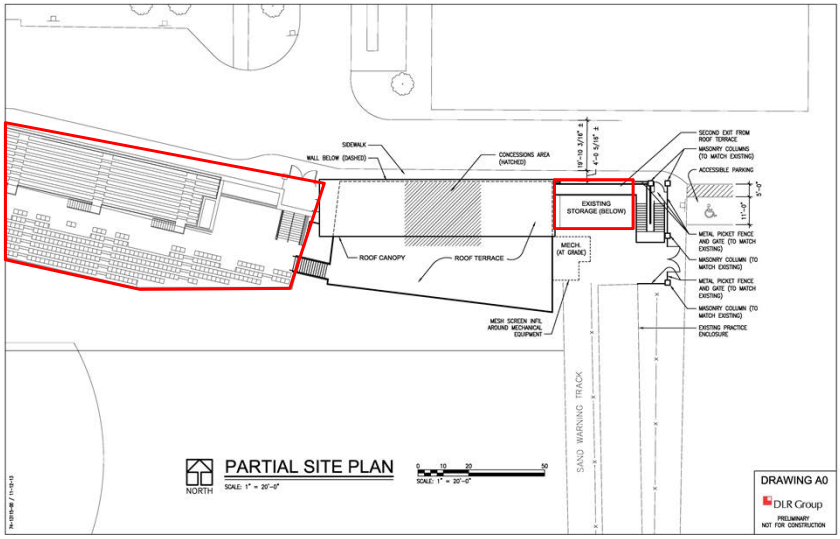

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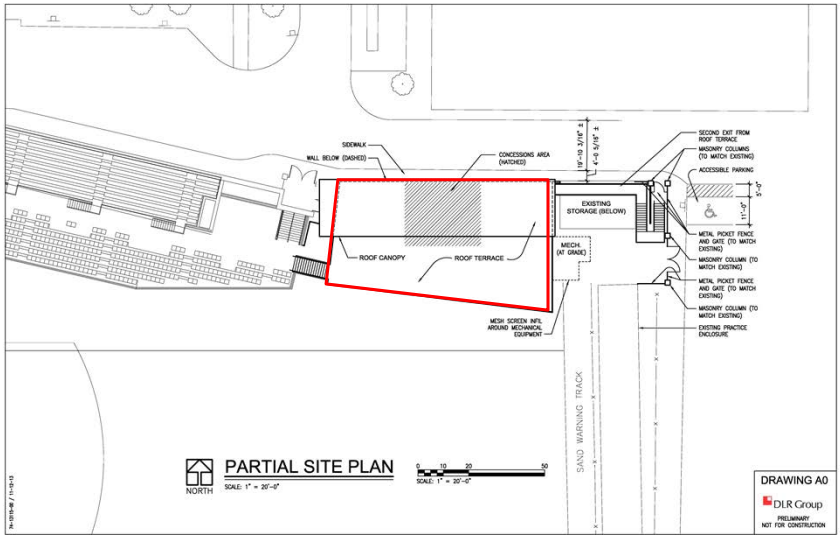

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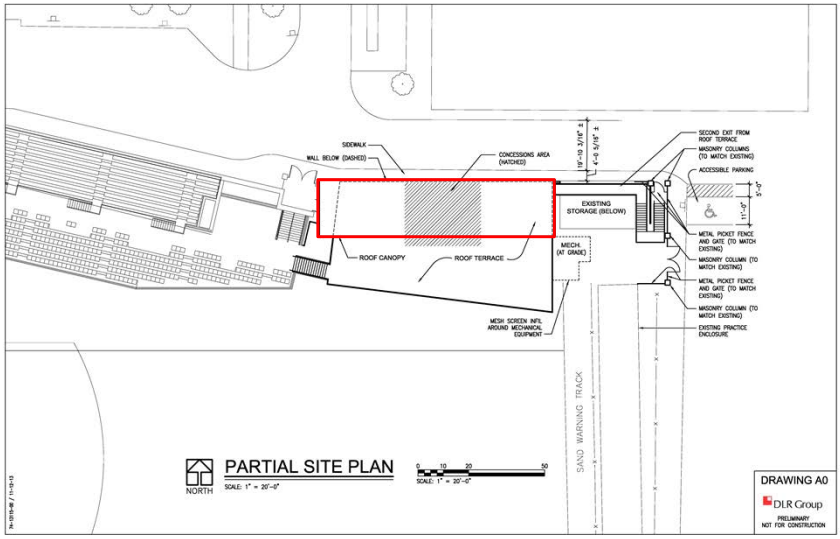

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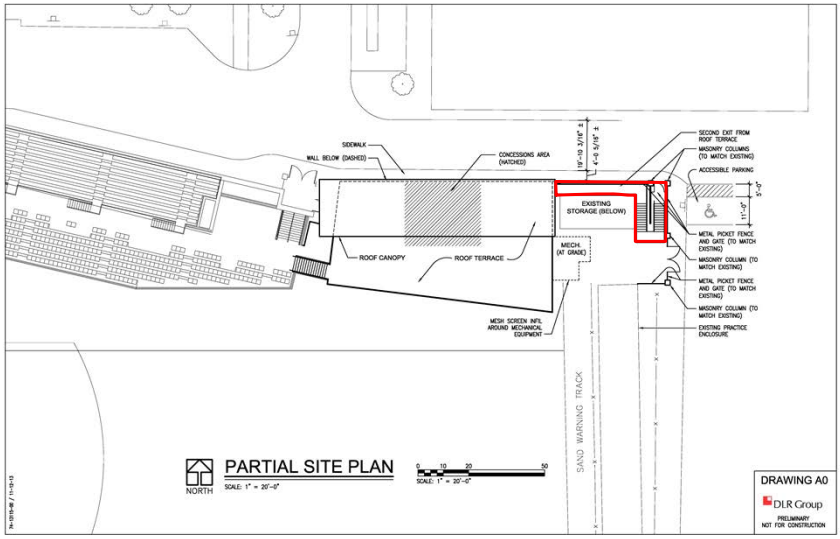

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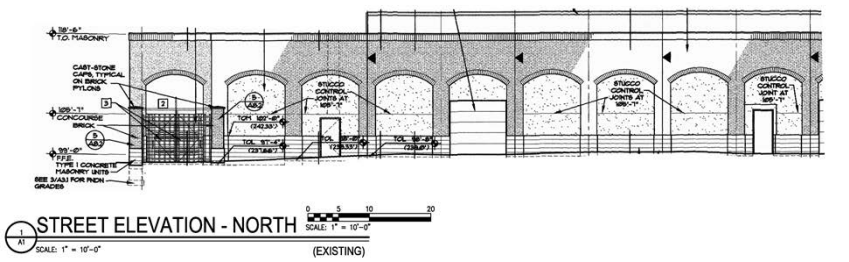

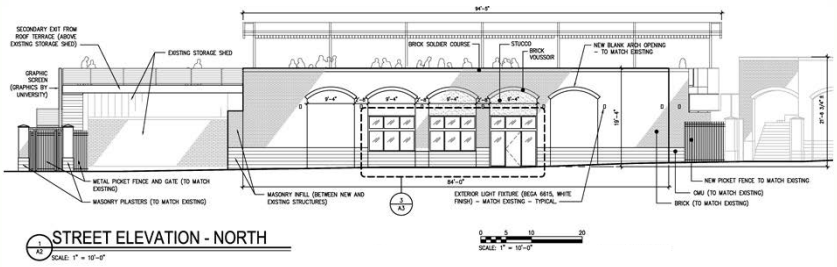

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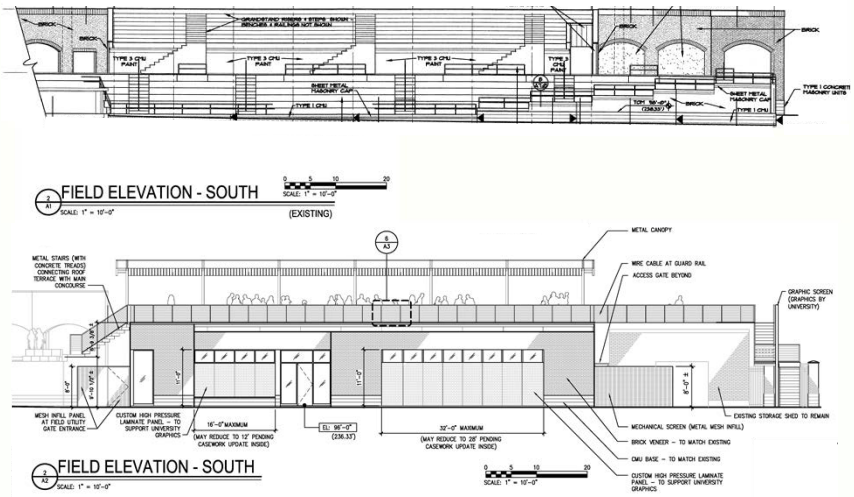

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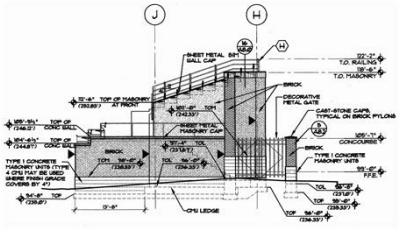

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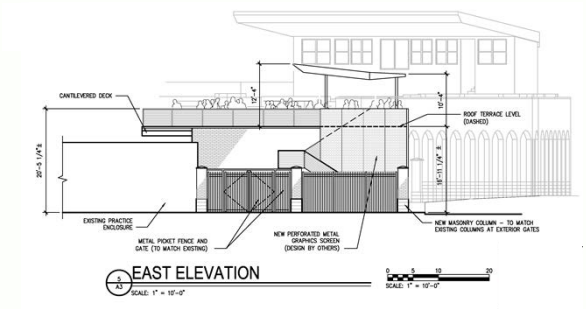

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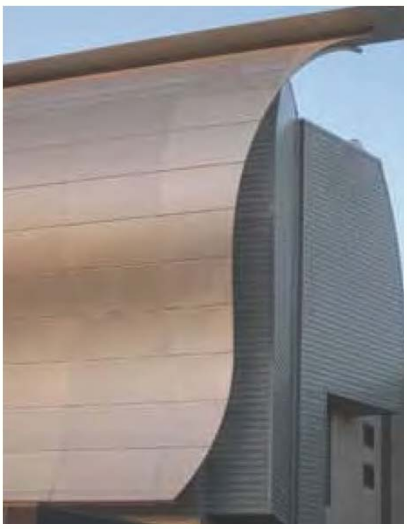

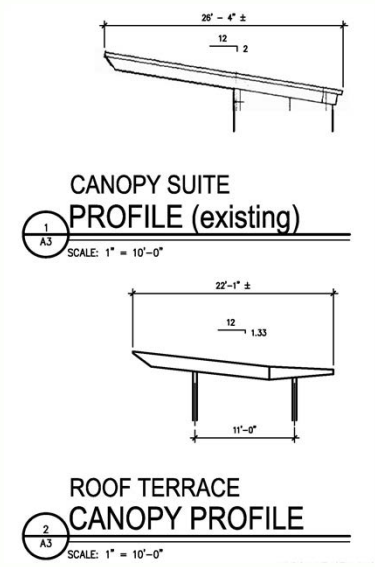
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ROOF TERRACE
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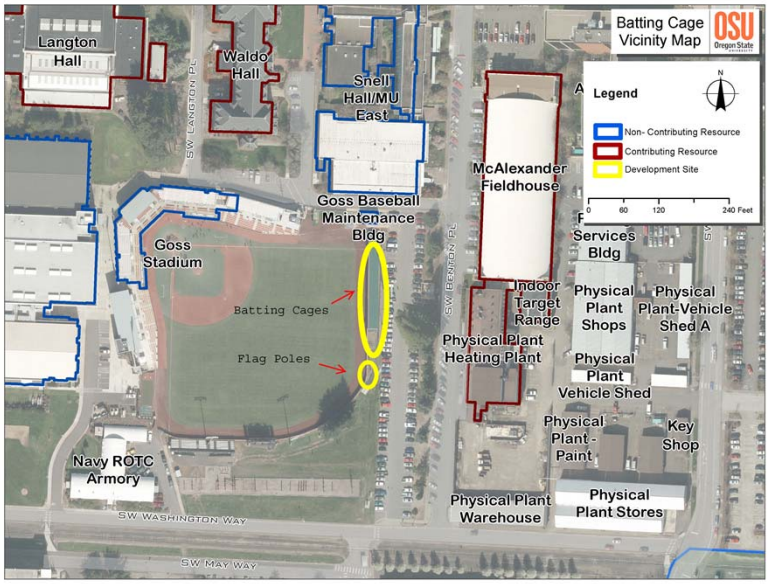
Thank You

Questions?

Goss Stadium Batting Cages

February 25, 2014

March 4, 2014 2



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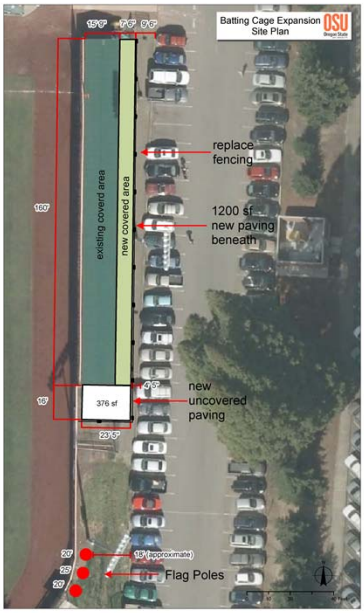

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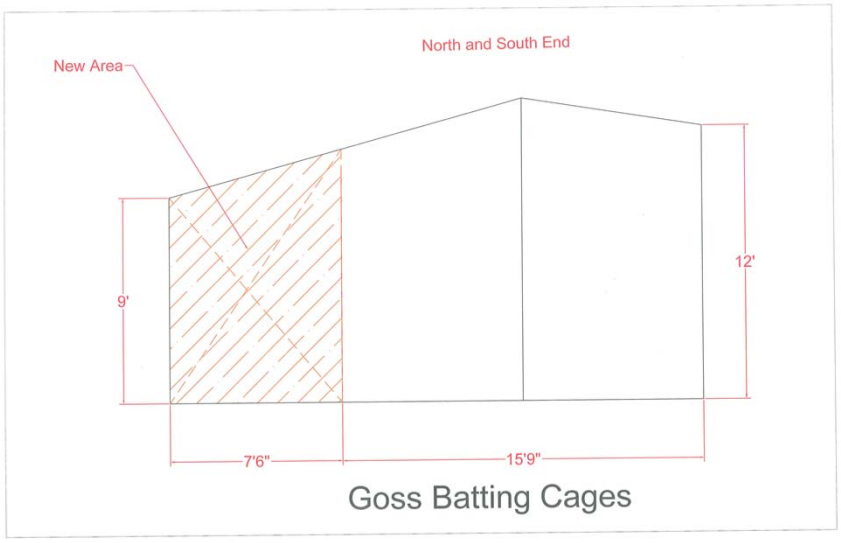


March 4, 2014 7

Thank You

Questions?

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

DRAFT
CITY OF CORVALLIS
HISTORIC RESOURCES COMMISSION MINUTES
MARCH 11, 2014

Present
Lori Stephens, Vice Chair
Eric Hand
Tyler Jacobson
Cathy Kerr
Kristin Bertilson

Staff
Bob Richardson, Associate Planner
Mark Lindgren, Recorder

Guests
Mike Wells

Absent/Excused
Geoffrey Wathen, Chair
Charles Robinson
Rosalind Keeney
Roen Hogg, Council Liaison
Jim Ridlington, Planning Comm. Liaison

SUMMARY OF DISCUSSION

	Agenda Item	Held for Further Review	Recommendations
I.	Visitor Propositions		None.
II.	Review of Corvallis Historic Preservation Project Grant Applications		Motion passed to allocate $5,000 for four projects.
III.	Minutes Review- January 7, 2014 January 14, 2014 February 11, 2014 February 25, 2014		No minutes were approved, since not enough attending commissioners were present at these meetings.
VI.	Other Business/Info Sharing a. Chapter 2.9 Text Amendments Update b. Historic Preservation Month		a. Presentation on two proposed OSU revisions regarding enclosures and antennas. b. Commissioners should consider projects for Historic Preservation Month awards next month.
V.	Adjournment		Meeting adjourned at 7:25 p.m.

CONTENT OF DISCUSSION

Vice Chair Lori Stephens opened the meeting at 6:30 p.m. at the Downtown Fire Station Meeting room.

I. VISITOR PROPOSITIONS: None.

II. REVIEW OF CORVALLIS HISTORIC PRESERVATION PROJECT GRANTS.

Vice Chair Lori Stephens highlighted the scoring sheet for the grants in the packet. Planner Bob Richardson said the money was being passed through the State Historic Preservation Office (SHPO) via CLG grants. Planner Richardson said the City applies for SHPO grants most years. This year, the commission decided to pass on some of the funds to owners of properties that are in National Register of Historic Places. A candidate building must be Historically Contributing in a historic district, or individually listed as a National Register building.

The grant program was advertised and five applications were received. There was a total of $5,000 that could be used, though it all doesn't have to be used, and any remaining could be used on other projects approved by SHPO, such as review and compliance or Historic Preservation Month activities. He related that SHPO did a preliminary review of the five, and determined that one, the Historical Marker sign project, was not eligible, since it was not a bricks and mortar project. Two of the projects were submitted by Mike Wells, one by Deb Kadas, and one by Kay Gordon. The commission needs to decide whether the projects should be funded, and if so, by what amount, and should state the rationales for funding each.

He highlighted the February 4, 2014 memo that listed criteria that were derived from Albany's program and further developed by staff. He said projects must have at least a 50% match, and all the projects do so. He will present the decisions to SHPO for their evaluation before property owners are notified. Chair Stephens summarized the four projects: roof repairs, from Tei Gordon; storm window screens repair and construction, from Deb Kadas; replacement or repair of balcony French doors, from Mike Wells; and restoration of balcony railings to the original look, from Mike Wells. Commissioners expressed satisfaction with staff's proposed scoring criteria.

Regarding the proposed roof repair, Commissioner Jacobsen said the roof was badly in need of repair, but wasn't sure how visible it was. Planner Richardson suggested commissioners consider the total project cost relative to the grant. Commissioner Stephens said the roof repair would protect the eaves and corbels. Commissioner Kerr noted that a huge amount had been spent on restoring the structure, and a roof was a critical part of saving a structure. Commissioner Stephens felt the other projects were more visible. Commissioner Hand said a lot of money had gone into restoring the project overall, and it should score much higher than other projects relative to the criteria of protection. Commissioner Bertilson suggested tentatively awarding $1,000 and seeing if there was any left over.

Chair Stephens summarized that the Deb Kadas was requesting $1,000 to repair and/or replace in-kind 16 window screens for the original windows. Commissioner Kerr said it would help the building continue to be used what it is intended to be used for; it was a valuable application and she was supportive of it. Commissioner Hand said it was a worthy project. Commissioner Bertilson said it would help the building overall and was necessary; Commissioner Jacobsen concurred.

Regarding Mike Wells' application for replacing balcony French doors, Commissioner Kerr asked about SHPO's preference to repair historic original wood doors rather than replacing them, saying that said it looked as though the amount of needed repair wouldn't leave much original fabric. Commissioner Hand added that anything can be saved, but in this case it may be a question of whether it is worth it; a reproduction in a similar material and style that improves maintenance may actually be more worthwhile. Commissioner Stephens noted that the application stated that if the single-paned French door couldn't be

repaired, it would be replaced by a new Simpson door. Commissioner Bertilson said the commission had previously been impressed by the effort to get back closer to the original structure when it reviewed the application.

Commissioner Stephens asked if the door was repairable; Mr. Wells replied that it would be very expensive. Commissioner Hand said extra money could be earmarked to repair a historic door. Mr. Wells said the central divider on a new replacement would be slightly wider and be double paned, rather than the existing single-panes. Planner Richardson noted that Mr. Wells got an HRC permit to replace the door, as shown in the application, and suggested awarding funds based on his proposal, to keep it simple.

Regarding the railing restoration on the same balcony area, Commissioner Stephens said it was a unique application. Commissioner Hand said it was worthy, visible, and should rank high on all criteria. Commissioner Hand said the railing was part of a larger project to repair the balcony from dry rot and other damage from the way it was flashed and the way the membrane was installed. Mr. Wells noted that water leaked through it onto the front porch.

Commissioner Bertilson proposed funding levels for the various projects: $2,000 for the roof repair; $750 for storm window screens repair and construction; and $2,250 total for the two projects of Mr. Wells. Commissioner Jacobsen concurred, adding that regarding the roof repair project, given the potential damage if it is not done, should give it more weight. In contrast, the screens didn't rank as highly. Though it would benefit the structure as a whole and would help it look better, there wouldn't be damage or appreciable difference if it is not done. Regarding the French doors and railing projects, he really liked the focal point aspect of the feature, and they should improve function and livability, and so it was appropriate to provide funds for them. He concurred with Commissioner Bertilson's funds allocation. Commissioner Bertilson explained that the roofing project would have a bigger permanent impact, compared to the window screens project, and the French doors and railings projects would create a good permanent feature, protect the structure, and improve the aesthetic value, and so she gave them a little more weight.

Commissioner Kerr thanked Mr. Wells for restoring the structure's architectural integrity. All the projects have merit; while the roof was less visible, it had a big impact, and is a valuable project on a landmark house. She concurred with Commissioner Bertilson's allocations. She asked if retaining some funds would help improve advertising for the program next year; Planner Richardson replied that the City will apply for another grant and as part of it, will ask for funds to advertise the program.

Commissioner Hand proposed giving the roof project more money, as it is the most critical of them, while the storm screens seemed a lower priority, and concurred with the balcony project getting as much as requested or more. Planner Richardson said commissioners could weigh different categories more heavily if they saw fit.

Commissioner Bertilson moved to allocate grant funds in the sums of $2,000 for the Gordon roof project; $750 for the Kadas screens; and a total of $2,250 for the Wells doors and balcony projects. Commissioner Jacobsen seconded; motion passed unanimously. Planner Richardson will forward the recommendations to SHPO to double-check, and if they don't have any concerns; he'll contact property owners regarding next steps, since projects must be finished and all paperwork completed by July 1, 2014.

III. MINUTES REVIEW.

a. January 7, 2014.

Chair Stephens said that since not enough of the commissioners at this meeting were present at the January 7, 2014 meeting, the minutes could not be approved.

b. January 14, 2014.
Chair Stephens said that since not enough of the commissioners at this meeting were present at the January 14, 2014 meeting, the minutes could not be approved.

c. February 11, 2014.
Commissioner Bertilson noted that there was no quorum, and hence no public meeting, so the brief notes didn't need to be approved. Planner Richardson noted that that meeting was re-scheduled for February 25, 2014.

d. February 25, 2014.
Planner Richardson said that since three of the five commissioners at this meeting were not present at the February 25, 2014 meeting, the minutes could not be approved.

IV. OTHER BUSINESS / INFORMATION SHARING.

a). Chapter 2.9 Text Amendments Update.
Planner Richardson reported that staff were completing the Staff Report going to the Planning Commission's March 19 public hearing. OSU has proposed two revisions to the HRC Chapter 2.9 text amendment recommendations, related to Enclosures and Antennas. He related that OSU's revision regarding enclosures would allow required screening at ground level to be approved as a Director Level approval, if the enclosure was no greater than 600 square feet, and no greater than 8' tall. Also, if it is attached, it must be done in a sensitive way; materials must match the building. If it is freestanding, it must be reflective of existing materials. He summarized the main changes would be that review would be Director level and there would be an increase in the size of an enclosure that could be permitted administratively. The exemption-level cutoff would be 400 square feet.

For antennas on buildings, OSU is proposing to allow whip antennas no greater than 25' tall on buildings that are at least 30' tall in the OSU Historic District. OSU contends that because of other development requirements in the OSU Zone, those types of antennas must be screened so they are not visible from nearby buildings or streets, and argues that visual impacts are thus small enough that they should be approved administratively. The Planning Commission will consider the amendments next week, and the Council will consider them after that.

b). Historic Preservation Month.
On March 17, 2014 the County will host a meeting on Historic Preservation Month, and commissioners were invited. The County is taking the lead on Historic Preservation Month. Commissioners should start considering award candidates next month and Planner Richardson encouraged commissioners to think about potential projects for awards. His understanding was that the event will be held at the Whiteside Theater, but the date is uncertain.

Planner Richardson highlighted the distributed new OSU Zone Chapter that had been updated, mostly in relation to Street Standards.

V. ADJOURNMENT: The meeting was adjourned at 7:25 p.m.

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

DRAFT
CITY OF CORVALLIS
PLANNING COMMISSION MINUTES
March 5, 2014

Present
Frank Hann, Vice Chair
James Feldmann
Roger Lizut
G. Tucker Selko
Ronald Sessions
Jasmin Woodside
Penny York, City Council Liaison

Staff
David Coulombe, Deputy City Attorney
Kevin Young, Planning Division Manager
Bob Richardson, Associate Planner
Ted Reese, Public Works Engineering
Terry Nix, Recorder

Excused
Jennifer Gervais, Chair
Kent Daniels
Jim Ridlington

SUMMARY OF DISCUSSION

	Agenda Item	Information Only	Held for Further Review	Recommendations
I.	Visitors' Propositions	X		
II.	Public Hearing – Toyota of Corvallis (PLD13-00007, MLP13-00002)			Approve the Conceptual and Detailed Development Plan and the Minor Land Partition as conditioned.
III.	Approval of Minutes January 29, 2014 February 5, 2014			 Approved as presented. Approved as presented.
IV.	Old Business	X		
V.	New Business	X		
VI.	Adjournment			Adjourned at 10:00 p.m.

Attachments to the March 5, 2014 minutes:

A. Lyle Hutchens, DEVCO Engineering, reviewed the Toyota of Corvallis proposed site plan and circulation plan.
B. Toyota of Corvallis slide presentation of the Land Development Code chapters considered in the analysis of the proposal, submitted by Associate Planner Bob Richardson.

C. Brochure entitled *Fencing deer out of your garden*, submitted by Kirk Bailey.
D. Working draft of C*orvallis Infill Design Guidelines for Residential Development*, submitted by Kirk Bailey.

CONTENT OF DISCUSSION

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

I. VISITORS' PROPOSITIONS: None.

II. PUBLIC HEARING – Toyota of Corvallis (PLD13-00007; MLP13-00002)

A. Opening and Procedures:

Vice Chair Hann welcomed citizens and 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.

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.

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.

The Chair opened the public hearing.

B. Declarations by the Commission:

1. Conflicts of Interest: None.
2. Ex Parte Contacts: None.
3. Site Visits: Commissioners Feldman, Hann, Lizut and Woodside declared site visits.
4. Objections on Jurisdictional Grounds: None.

C. Staff Overview:

Associate Planner Bob Richardson said the applicant requests approval of a Conceptual and Detailed Development Plan and Minor Land Partition to redevelop the site at 108 NW 5th Street with the same use that is now there, an automobile dealership. The applicant requests to vary

from eight Land Development Code development standards. The Comprehensive Plan designation for the site is Mixed Use Commercial (MUC). The zone designation is Mixed Use General Commercial (MUGC). Planner Richardson briefly reviewed the site and surrounding land uses.

D. Legal Declaration:

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

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

E. Applicant's Presentation:

Lyle Hutchens, Devco Engineering, said his firm is providing consulting assistance to the applicants. He introduced other members of the project team including Project Architect Rick Ferrara and Larry Distler of Toyota Motor Sales, who will participate in the presentation.

Mr. Distler said that Toyota has had a good relationship with the City for the last 45 years. They are excited to introduce this plan which will better serve their customers, reduce their carbon footprint, offer customers and employees a safer and healthier work environment, and hopefully have a positive impact on employment in Corvallis.

Mr. Ferrara said this is an exciting and unique project. His firm spent the last 18 months working on the project with Devco Engineering and other consultants, and they are on track for LEED Platinum certification with data showing they will be able to show the site is carbon neutral after the first year of operation.

Mr. Hutchens reviewed the proposed site plan and circulation plan. **(Attachment A)** He said the applicant is in agreement with the conditions of approval proposed by staff with one exception. He asked that the Commission consider deleting Condition 3 because it would preclude the ability of vehicle haulers to utilize the northerly display area for unloading and maneuvering. If required to unload in the parking drive at the back of the building, the unloading operation would potentially be in direct conflict with customers and vehicles moving through the area, and there is not sufficient depth to create a second drive aisle in the back to relieve that concern.

Commissioner Lizut asked if the applicant is aware of any dealership achieving LEED Platinum certification. The applicant said that the Toyota dealership in Eugene did so.

In response to inquiries from Commissioner Lizut, Mr. Hutchens reviewed the area where the applicant proposes to unload vehicle haulers and noted there would be a gate so the area would be available only to that use when needed. Generally, vehicle hauler deliveries would not occur in the early morning hours when the service entrance is extremely busy.

Commissioner Feldmann asked why a three-lane service entrance is needed. Mr. Hutchens said the 36-foot wide driveway approach is allowable under the standards. The applicant anticipates some stacking in the morning hours while service orders are being written and proposed the three-lane access to avoid creating traffic conflicts on NW 5th Street.

Commissioner Feldmann asked if there is compensation for the lack of trees in front of the display areas. Mr. Hutchens said that trees are not proposed in that area to avoid conflicts with the existing water line, and that they were compensated for in other locations.

Commissioner Sessions asked if the gate on the northern driveway would have a release to allow cars to exit. Mr. Hutchens said the gate would be locked and used for emergency purposes only.

Commissioner Sessions asked what the applicant proposed for the riparian corridor. Mr. Hutchens said the minimum 25-foot riparian corridor would being maintained and the portion that is not yet vegetated to standards would be re-vegetated per the landscape plan. The requested variance would allow new trees to be interspersed with existing mature trees so that the canopies don't conflict.

Commissioner Sessions asked for additional information about the grade difference between the flow line, the building footprint, and the floodplain. Mr. Hutchens said there is 14 feet of elevation difference between the flow line at NW 5th Street and the new building floor elevation which is one foot above the 100- year floodplain. The project provides the same floodplain storage as the existing facility.

Commissioner Woodside asked if there is a compensating benefit proposed for allowing a drive aisle between the building and the street. Mr. Hutchens said the applicant believes the proposed plan is better from a safety standpoint and minimizes potential conflicts; safety would be the compensating benefit.

Commissioner Woodside asked if the applicant anticipates being able to meet Condition 3 if it stands, and Mr. Hutchens said yes.

In response to an inquiry from Commissioner Sessions, Mr. Hutchens reviewed the proposed circulation for delivery trucks and affirmed that 40-foot delivery vehicles and emergency vehicles could easily maneuver through and out of the site. Auto turn information is included in the application.

Commissioner Selko asked why the applicant is requesting a higher sign height. Mr. Ferrara said the signage is proposed to be consistent with Toyota signage standards.

Commissioner Selko asked what the configuration would be if the service drive aisle was denied. Mr. Hutchens said that modifications could be made to the turning radii but that the real concern is safety in the back parking area.

Commissioner Feldmann asked how pedestrian flow would be handled on the north/northeast sides of the building. Mr. Hutchens said that customers would be accompanied by dealership staff to access cars in those areas.

Commissioner Woodside asked if there was a way to prevent vehicles from getting to the area where they would be forced to turn around. Mr. Ferrara said the applicant originally requested two functional driveways for customers but, as a matter of compromise, they agreed to instead create the gated emergency access. Commissioner Sessions suggested that a pad release on the gate would allow vehicles to exit.

In response to an inquiry from Commissioner Woodside, Mr. Hutchens said that porous concrete is proposed both for water quality and detention purposes and to meet LEED requirements. Ongoing water quality issues are not part of the LEED design standard.

In response to an inquiry from Vice Chair Hann, Mr. Ferrara said there was no viable way to prove the existing slab was satisfactory; the material will be recycled.

F. Staff Report:

Planner Richardson showed a slide of the Land Development Code chapters considered in the analysis of the proposal. **(Attachment B)** Other than the requested variances, staff found that the application as conditioned satisfied the applicable review criteria. The variations are addressed in the written staff report. Planner Richardson briefly reviewed some of the requested variations, compensating benefits, and staff analysis as follows:

The applicant requests to increase the allowed sign height from 25-ft to 26-ft. Staff supported the request with the condition that the total allocation of signage be limited to 75% of what Code would allow and that no pole signs be permitted. This would ensure the proposed compensating benefit is realized.

The applicant proposes a vehicle circulation area between the building and the street. It is clear in the Land Development Code that driveways are not desired between buildings and streets, and staff was not persuaded that there wasn't a way to design the site in a way that would allow the criteria to be satisfied. Staff did not support this requested variation.

The applicant proposes that 34.5% of the building frontage be located within the maximum front yard setback instead of the required 50%. Staff agreed that the proposed canopy and design creates an improved pedestrian experience and supported the requested variation.

Sidewalks are not proposed along all building walls as required by Code. Staff agreed with the applicant that providing sidewalks around the entire building doesn't make sense and felt that the intent of the requirement was satisfied. Staff supported the variation.

The applicant proposes to re-vegetate the riparian corridor with large canopy trees spaced every 20 feet rather than planting a triple row of staggered trees. It is hoped that the overall health of the stand will be better by the strategic planting of trees. Staff supported the variation as conditioned.

Planner Richardson said that staff found the proposal satisfies the applicable review criteria as conditioned and is compatible based on the factors in Chapter 2.5. With the exception of the proposed drive aisle between the building and the street, staff supported all of the requested variations. Staff recommends approval of the requested Conceptual and Detailed Development Plan and the Minor Land Partition as conditioned.

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

H. Public Testimony in opposition to the applicant's request: None.

I. Neutral testimony: None.

Questions of Staff:

Commissioner Feldmann asked why no sidewalk was proposed on the east side of the shop. Planning Manager Young said that the design was informed in part by the separation between the showroom and the service area, and the desire to not invite pedestrians into an area that had a high volume of vehicle movement.

Commissioner Feldmann said it seems the east side of the shop would not be a very useful space if it was blocked off as proposed in Condition 3. Planner Richardson said the area could still serve as a vehicle display area with the driveway to get vehicles in and out.

Commissioner Woodside said Condition 21 indicates that an open system is preferred but the applicant said they would use underground facilities. Public Works Engineer Reese said that condition language is included in most applications. Staff would expect consistency with what is shown on the plans which is underground detention.

Commissioner Sessions asked how Condition 3 would affect auto deliveries to the site. Planner Richardson said that if the applicants could not demonstrate they could get vehicle haulers through the site, they would be required to modify the site design through a PD process. Planning Manager Young noted the applicant said that with alterations to curb radii in some key locations, they would be able to get vehicles in and out of the site.

Commissioner Woodside expressed concern about the lack of maintenance requirements for the pervious pavement which is very close to the creek. Engineer Reese said the City doesn't have standards for maintenance of pervious pavement and developing standards would be beyond the reach of this public hearing. In response to further inquiry, Engineer Reese said that if the applicant were required to use impervious pavement, they would be have to implement stormwater quality, detention volumes would go up, and they likely would not meet their LEED requirements. Maintenance requirements would depend on the type of facility based on King County Stormwater Design Manual standards.

In response to an inquiry from Vice Chair Hann, staff provided clarifying information regarding parking calculations for compact cars.

J. Rebuttal by Applicant: None.

K. Sur-rebuttal: None.

L. Hold the Record Open or Continuance:

There was no request for continuance or to hold the record open.

The applicant waived the opportunity to submit final written argument.

M. Close the Public Hearing:

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

N. Deliberations and Decision:

Commissioner Lizut expressed concern about using technical requirements to override the functional efficiencies proposed, from a standpoint of what works based on the experience of automobile agencies. He said he does not support Condition 3.

Commissioner Sessions said that consideration should be given to the proposed occupancy of the property and he understands the driveway would be limited to use of the dealership. He would vote to delete Condition 3. He said that Condition 27 is covered and he would vote to delete that as well.

Commissioner Woodside read from the Land Development Code which states that in no case shall parking facilities and driveway facilities be allowed between the building front and the street. She expressed concern about using safety as a compensating factor when it is not proposed to keep drivers from going into that area. Commissioner Lizut withdrew his objection to Condition 3 based on the Code language cited by Commissioner Woodside.

Commissioner Sessions suggested that the northern gate should have a padded release to allow cars to exit the property. Engineer Reese said the applicant added the gate at the northern access as a compromise to allow for emergency access and address the desire to get vehicle haulers off the street. Staff felt that access needed to be limited based on the Comprehensive Plan, Transportation System Plan, and off-street parking and access standards which all say to limit access onto arterial and collector streets.

Commissioner Feldmann asked about the possibility of offloading vehicles on the north side to avoid conflicts at the rear of the building. Commissioner Sessions said that he could understand the applicant not wanting to offload in the front of the building and he doesn't think that would be realistic.

MOTION: Commissioner Woodside moved to approve the Toyota of Corvallis Minor Land Partition application (MLP13-0002), as conditioned in the February 21, 2014, staff report to the Planning Commission. The motion was based on findings in support of the application presented in the February 21, 2014, staff report and findings in support of the application made by the Planning Commission during deliberations on the request. Commissioner Lizut seconded the motion.

Following brief discussion, the motion was tabled pending a decision on the Conceptual and Detailed Development Plan application.

MOTION: Commissioner Woodside moved to approve the Toyota of Corvallis Conceptual and Detailed Development Plan application (PLD13-00007), as conditioned in the February 21, 2014, staff report to the Planning Commission. The motion was based on findings in support of the application presented in the February 21, 2014, staff report and findings in support of the application made by the Planning Commission during deliberations on the request. Commissioner Lizut seconded the motion.

MOTION TO AMEND: Commissioner Sessions moved to strike Condition of Approval 3. The motion was not seconded.

MOTION TO AMEND: Commissioner Woodside moved to make corrections to Condition 4: change the second section 4.F. to 4.G., and change references to 4.E. to 4.F. (in both 4.B. and 4.G.). Commissioner Lizut seconded the motion and it passed unanimously.

Commissioner Feldmann asked if the Commission is interested in adding a development related concern related to vegetation buffering on the south side to address compatibility with the apartments abutting the parking lot. His concern was lights shining into apartment windows. Commissioner Selko shared the concern. City Attorney Coulombe said that development related concerns are typically used as guidance for staff and notice to others and shouldn't be worded in a mandatory way.

MOTION TO AMEND: Commissioner Feldmann moved to add a condition of approval to modify the landscape screening on the east side of the south property line. Commissioner Woodside seconded the motion.

Discussion followed. Mr. Reese noted that the landscape plan calls out evergreen trees for the east side of the south property line.

Commissioner Feldmann withdrew the motion.

Commissioner Woodside initiated discussion about adding an ADA ramp at the intersection of NW Filmore and NW 5th Street. Engineer Reese suggested that be addressed through a development related concern. Staff proposed the following wording: "Staff shall ensure that pedestrian improvements at the intersection of NW 5th Street and NW Filmore comply with ADA requirements through the permit process."

MOTION TO AMEND: Commissioner Woodside moved to add a development related concern as stated above. Commissioner Lizut seconded the motion and it passed unanimously.

Commissioner Woodside said she is very concerned about the pervious pavement sustaining its water quality properties over time. Engineer Reese said that by their use of pervious pavement, the applicants do not hit a threshold to require water quality. Commissioner Selko said that he understands these pavements have a long lifespan.

Commissioner Feldmann asked if Commissioners want to pursue requiring a pad release on the northern gate. In response to an inquiry from the Vice Chair, staff said that if the applicants find the design as conditioned creates a problem, they would have the option to request a Planned Development Modification.

The amended main motion passed unanimously.

The tabled motion passed unanimously.

This decision may be appealed to the City Council within 12 days.

III. APPROVAL OF MINUTES:

January 29, 2014

Commissioner Woodside moved to approve the minutes as presented. Commissioner Selko seconded the motion and it passed unanimously.

February 5, 2014

Commissioner Woodside moved to approve the minutes as presented. Commissioner Selko seconded the motion and it passed unanimously.

IV. OLD BUSINESS: None.

V. NEW BUSINESS:

Corvallis Infill Task Force members Kirk Bailey, Lori Stephens, Bruce Osen, Denis White and Audry Hatch came forward. Mr. Bailey distributed and reviewed a brochure entitled *Fencing deer out of your garden* which included three examples of short but effective fences. **(Attachment C)** He said the task force found that because the recommended dimensions work for deer, it was not necessary to propose a Code change for this issue. He expressed appreciation to the task force members who worked on the brochure, and to staff in Planning and Development Services for their assistance.

Mr. Bailey distributed *Corvallis Infill Design Guidelines for Residential Development*. **(Attachment D)** He said this is a rough draft and there is a substantial amount of work yet to do. The task force felt that presentation is important for the document to live up to its full potential, and are open to ideas for how best to do that. Ms. Stephens briefly reviewed the draft document. She said the task force started with the City of Portland's design guidelines and revised them for Corvallis. They plan to add pictures of Corvallis projects. Mr. Osen stressed that this is a draft document. The general concepts are there but there is still work to do, including ensuring that the guidelines are consistent with the Land Development Code. Mr. Bailey asked that Commissioners contact him or staff with any feedback.

In discussion, Planning Manager Young said the design guidelines document was a recommendation from the Neighborhood Planning work group of the Collaboration Corvallis project to develop a document that could be provided to the development community. Another recommendation of the work group was to develop design standards that would be mandatory for new development. An advisory group is being appointed and that work may include recommended changes to standards in order to more effectively address good design in a clear and objective way.

Commissioner Lizut complimented the task force members who have the expertise and took the initiative to do this work.

VI. ADJOURNMENT: The meeting was adjourned at 10:00 p.m.

CORVALLIS TOYOTA

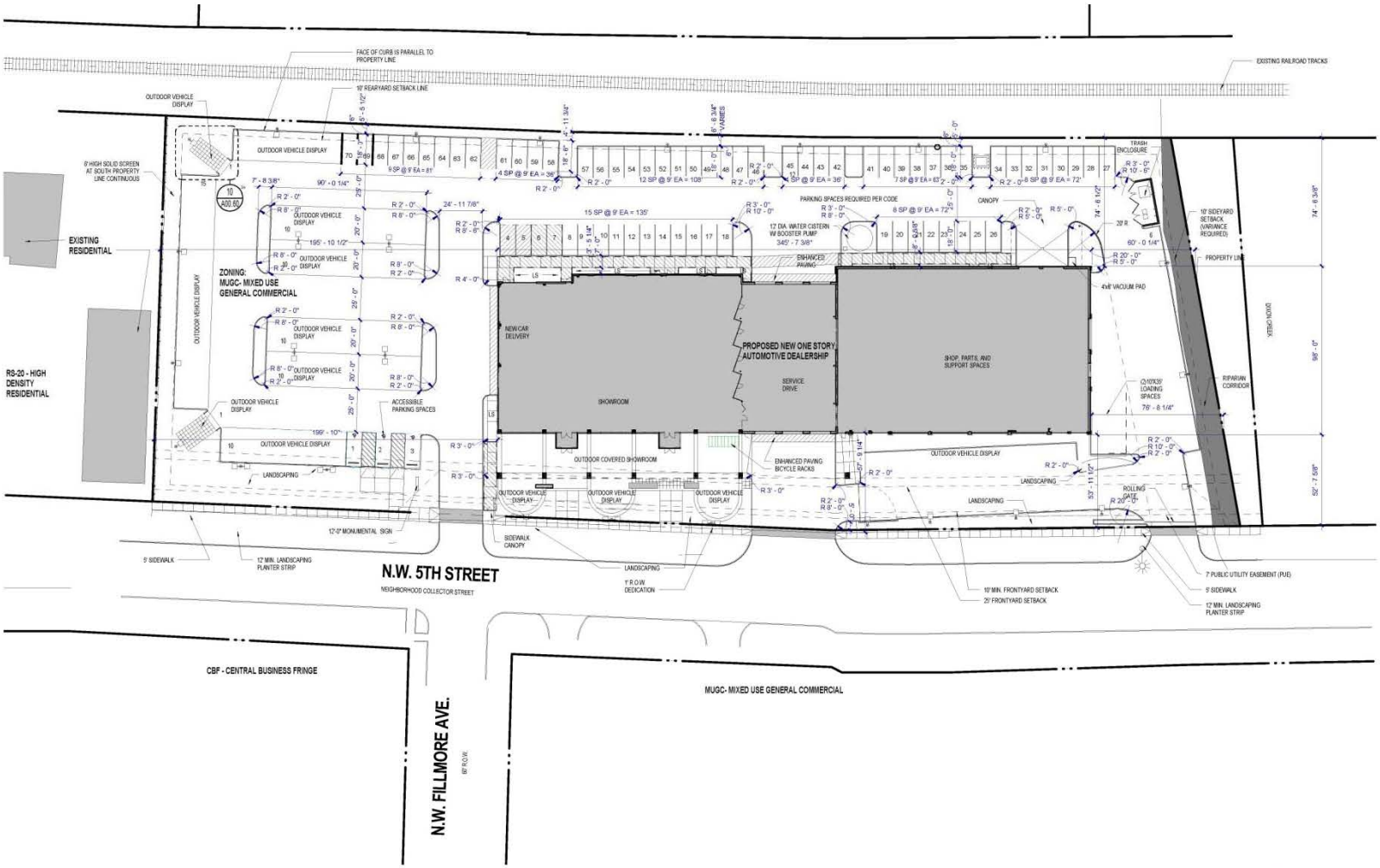
PLD13-00007, MLP13-00002

Gensler

5420 LBJ Freeway
Suite 1100
Dallas TX 75240
Tel: 214.273.1500

TOYOTA

CORVALLIS TOYOTA ◆ *SITE PLAN*



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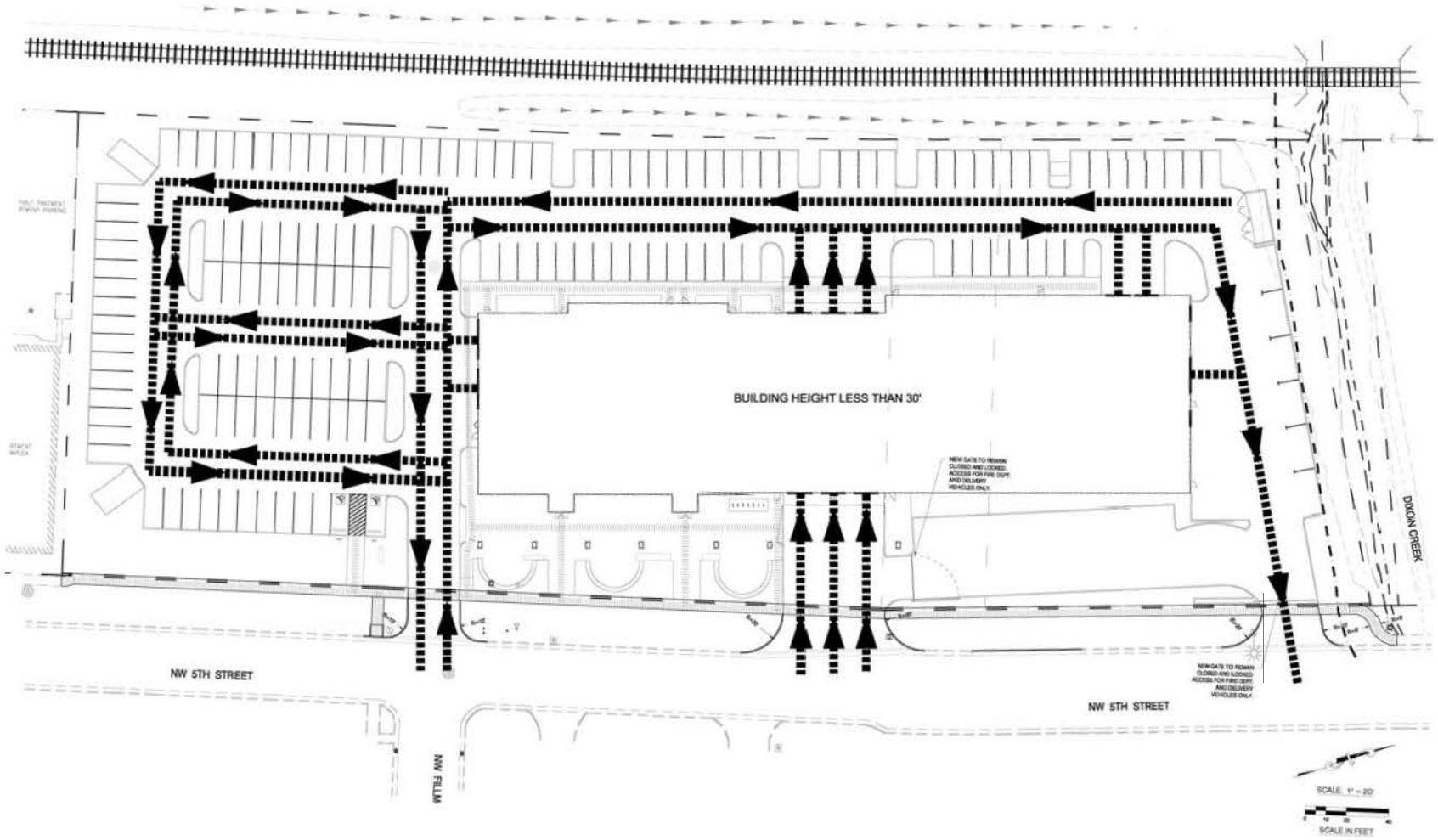
TOYOTA

CORVALLIS TOYOTA ◆ *CIRCULATION PLAN*



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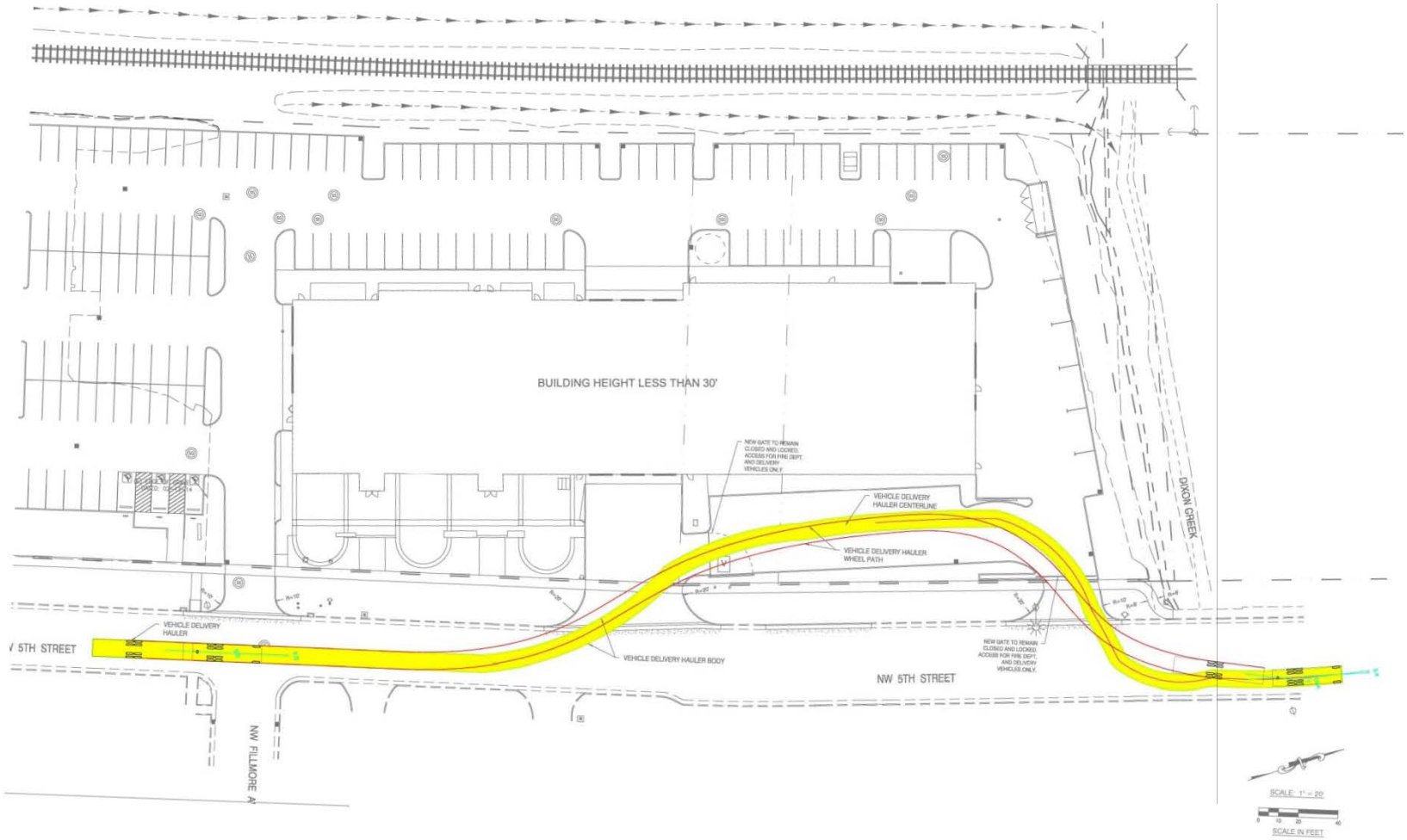
TOYOTA

CORVALLIS TOYOTA ◆ *VEHICLE HAULER MOVEMENT*



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TOYOTA

VARIANCES & BENEFITS

Variance (Standard)

- 26’ High Attached Building Sign (Max = 25’)
- 34.5% of building frontage to be located within 25’ maximum setback (Min = 50%)
- No covered walkway along the north wall or the northern end of the west wall (required around entire building)
- Southernmost access to be located directly across from the intersection of NW Fillmore Ave and NW 5th Street. (Min dist = 50’)
- Riparian re-vegetation trees planted to maximize stand health
  (Triple row at 20 o.c. required)

Compensating Benefit

- Total area proposed to be covered by signage is much lower than maximum allowed by the LDC.
- Decorative front canopy extends out 27’-2” from the face of the building for 61% of the building’s façade.
- Customers will be limited from accessing portions of the site that are dedicated to vehicle service and are not open to the public.
- Better traffic flow as vehicles traveling to the site via NW Fillmore will not be required to turn either left or right.
- Vigorous stand of large trees south of the stream to provide the intended shade for stream health.

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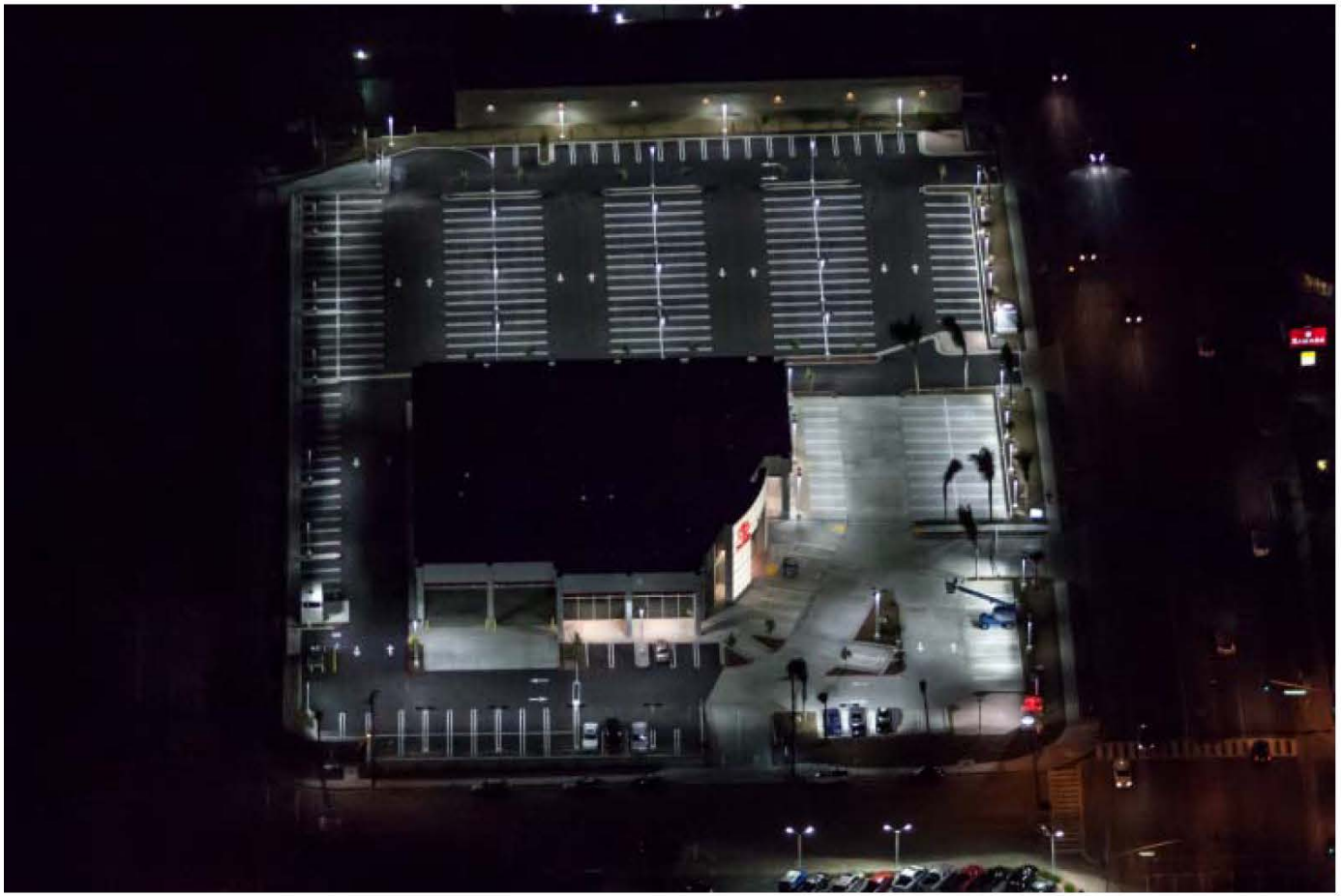
TOYOTA

CORVALLIS TOYOTA ◆ EXTERIOR LIGHTING



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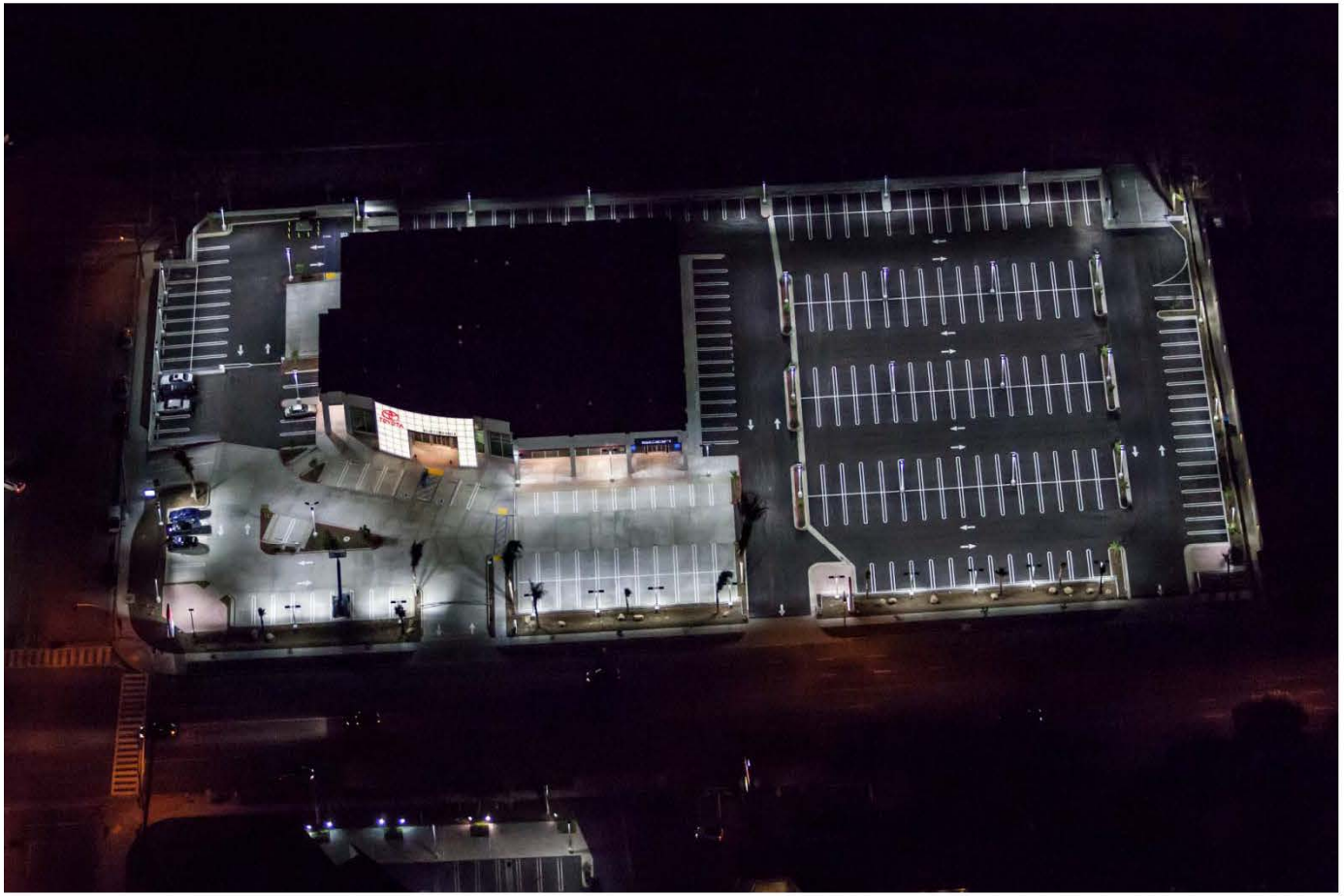
CORVALLIS TOYOTA ◆ EXTERIOR LIGHTING



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TOYOTA

CORVALLIS TOYOTA ◆ EXTERIOR LIGHTING

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TOYOTA

CORVALLIS TOYOTA

PLD13-00007, MLP13-00002

Gensler

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TOYOTA

Toyota of Corvallis

STAFF REPORT TO THE PLANNING COMMISSION

MARCH 5, 2014

BOB RICHARDSON, ASSOCIATE PLANNER

Site and Proposal

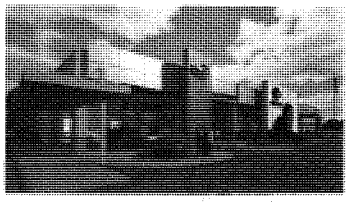
3.15 Acre Site at 801 NW 5th Street

Planned Development and Minor Land Partition

- To redevelop site for continued use as an automobile dealership

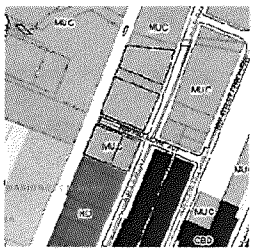
Vary from eight development standards related to:

- Signage, signature corridor designation, location of driveway, sidewalks, internal walkways

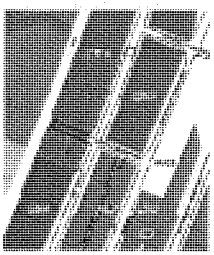


Comprehensive Plan and Zoning

Comprehensive Plan



Zoning



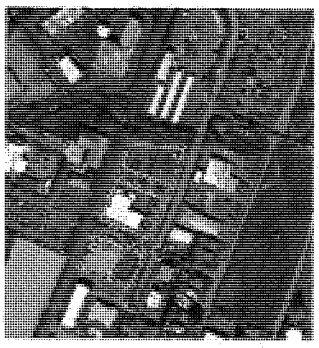
Surrounding Uses

North / North East: Dixon Creek, U-Haul, Car Dealership

South / Southeast: Apartments and residential

West: Commercial Uses, Community Outreach

East: Commercial, Car Dealership



Full Presentation

Development Standards

- Chapter 2.5 – Planned Development
- Chapter 2.14 – Partitions, Minor Replats, and Property Line Adjustments
- Chapter 3.20 – Mixed Use General Commercial
- Chapter 4.0 – Improvements Required with Development
- Chapter 4.1- Parking, Loading, and Access Requirements
- Chapter 4.2 - Landscaping, Buffering, Screening, and Lighting
- Chapter 4.4 – Land Division Standards
- Chapter 4.5 – Floodplain Provisions
- Chapter 4.6 – Solar Access
- Chapter 4.7 – Sign Regulations
- Chapter 4.10 - Pedestrian Oriented Design Standards
- Chapter 4.13 – Riparian Corridor and Wetland Provisions

Planned Development

Requested Code Variations:

Sign Height

Riparian corridor tree spacing

Driveway between building and street

50% of Building not within maximum setback

Walkways abutting all building walls

Compensating Criteria

Compensating Benefits	Transportation Facilities
Site Design	Traffic and Off-site Parking
Visual Elements	Utility Infrastructure
Noise	Air and Water Quality
Odor	PCDs
Lighting	Natural Features
Signage	
Landscaping	

Sign Height

LDC Criterion – Table 4.7-4

LDC Max Height – 25 ft

Proposed Height – 26 ft

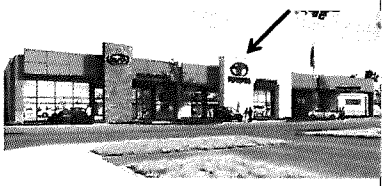
Proposed Compensating Benefit:

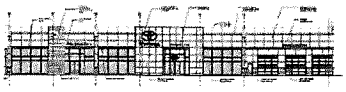
Reduced Signage

Condition of Approval 8:

Max Signage limited to 75% of LDC standard

No Pole Signs





Vehicle Display Drive

LDC Criteria:

3.2.6.4.D.2.a, 4.10.70.02.c

Vehicle circulation between building and street not permitted.

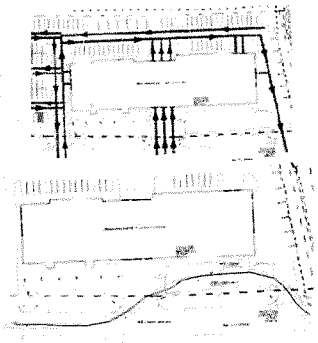
Driveway between building and street is proposed.

Proposed Compensating Benefit:

Prevention of internal gridlock.

Condition of Approval 9:

Improve vehicle display drive to be closed.



Front Yard Setback

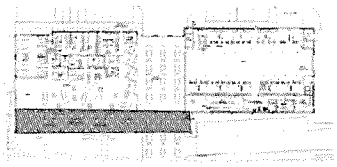
LDC Criteria:

4.10.70.02.a

34.5% of building within 25-ft maximum front yard setback, not 50% per LDC.

Proposed Compensating Benefit:

Canopy extends within 28-ft of front property line for 61% of building. Creates improved streetscape.



Vehicle Display Drive

LDC Criteria:

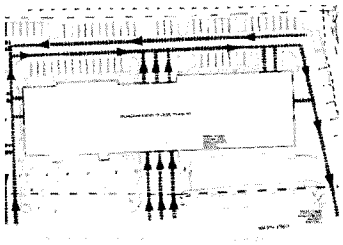
4.10.70.03.b

Sidewalks required along building walls with customer entrances or adjacent to 3 or more parking spaces.

Sidewalks not proposed on all building walls.

Proposed Compensating Benefit:

Enhanced safety by not directing pedestrians to non-customer areas.



Riparian Corridor Tree Spacing

LDC Criteria:

4.13.50.5.E.b.i

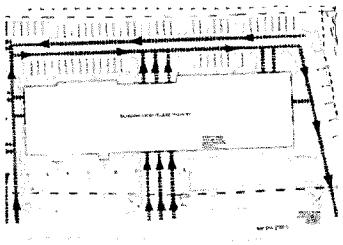
A triple row of large canopy trees is required, spaced at least 20-ft on center. Applicant does not propose a triple row.

Proposed Compensating Benefit:

Improved tree stand health.

Condition of Approval 4:

Requires compliance except as proposed, and, arborist's report.

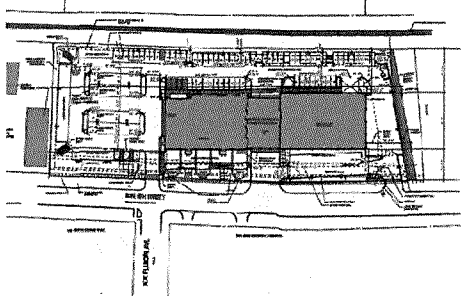


Overall Conclusions and Recommendations

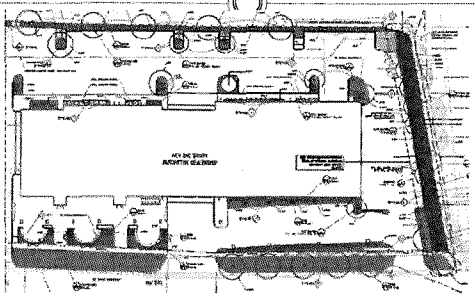
- Staff do not support request to vary from LDC requirements that driveways not be placed between the building and street.
  - Condition 3 requires compliance with these standards.
- Staff support all other requested variations from LDC standards.
- As proposed and conditioned, the proposal satisfies applicable review criteria, including compatibility factors in LDC Chapter 2.5.
- Recommended Motions to Approve: Staff Report, pg. 32

Selected Site Plans

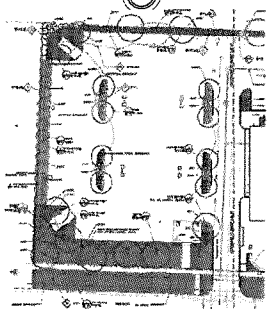
Proposed Site Plan



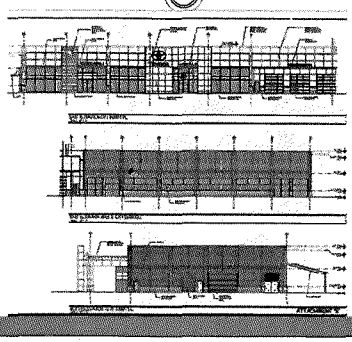
Proposed Landscape Plan



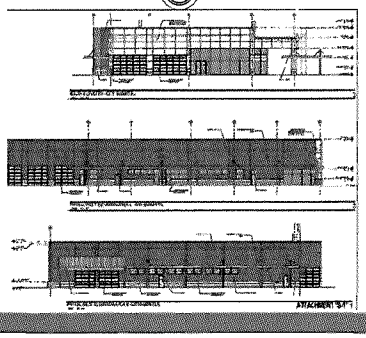
Proposed Landscape Plan



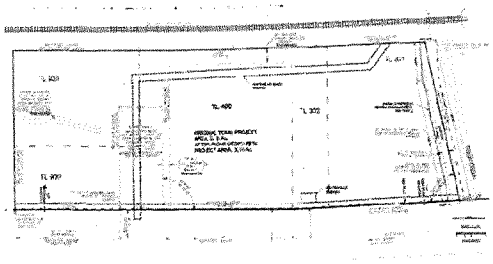
East and North Elevations



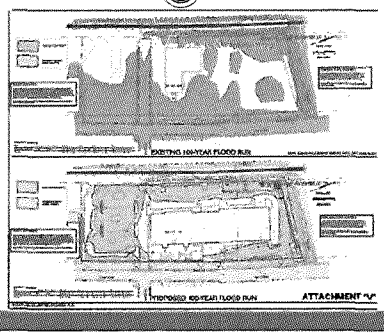
South and West Elevations



Tentative Plat



Applicant's "Flood Run" Map



100-Year Partial Protection Floodway Fringe

Aerial Photograph

How high?

Deer are natural high-jumpers. On level ground a fence 8' or taller is needed to discourage them from jumping it. On downward sloping ground it might take a 10' or taller fence. In addition to the costs associated with such a project, other fence height considerations include:

- *Fences over 6' require a building permit to ensure they are adequately supported.*
- *Fences built over easements may need to be removed if easement access is required.*
- *Front fences are generally limited to a maximum height of 4', but fence height is restricted to 2' in "vision clearance" areas adjacent to driveway/street intersections.*

If you have questions about about your specific situation, contact the Corvallis Development Services Department for more information.

In this Corvallis deer fencing installation there is a wire to the left of the fence -- much like Example 3 in this brochure.

For more general information:

OSU Extension resources for gardeners, especially information on deer-resistant plants: **http://extension.oregonstate.edu/gardening/tips**.

Washington Department of Fish and Wildlife, with information on deer fencing recommendations for larger properties: **http://wdfw.wa.gov/living/deer.html**

Oregon Department of Fish and Wildlife general information on "Living with Deer": **http://www.dfw.state.or.us/wildlife/living_with/deer_elk.asp**.

For more tips; if you have a fawn on your lawn; or you think an animal is injured and needs to be removed: ODFW South Willamette Watershed District office, (541) 757-4186

For more information about neighborhood programs and resources, contact the City of Corvallis: **www.corvallisoregon.gov**

Here are a few simple reminders to avoid problems with deer:

- Pick your ripe fruit & vegetables as soon as they're ready!
- Pick up fallen fruit from the ground at least once a day
- Feed your pets indoors
- Please do not feed wildlife! It's bad for them, and bad for you

This brochure is provided courtesy of the Corvallis Infill Task Force, a voluntary citizen advisory group.

Photos courtesy of Gail Milton and Kirk Bailey. Layout courtesy of Corvallis-Albany Farmers' Markets.

Fencing deer out of your garden

Corvallis has lots of great gardeners, and local deer know it!

Although you may have seen or heard about a variety of products – nets, screens, repellents, scents, mirrors, and much more – ***fencing is the single most effective way to protect your garden***

Look inside for some deer fencing solutions that can work for you!

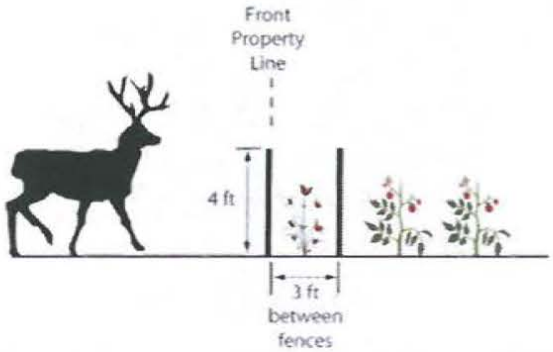
revised 2-26-14

Three examples of short but effective fences

Example 1: Use two fences

Deer can jump really high, but they don't like to jump wide! Based on experience from Corvallis and elsewhere, a 4' tall fence that is 3' wide will deter them. Unless you have a couple of truck loads of left over bricks, building a 3' thick fence might be a bit heroic - fortunately two 4' tall fences separated by 3' will also work just fine. And you can even put plantings in between them!

Example 1. Two 4' tall fences spaced 3' apart.

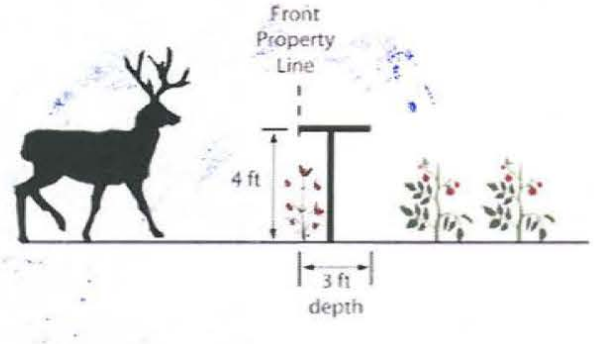


Example 2: Add a trellis

Actually, it turns out you don't even need two fences! A single fence with a 3' "top" (trellis, etc), will also work well, and might make maintaining the fence area easier.

Happy gardening!

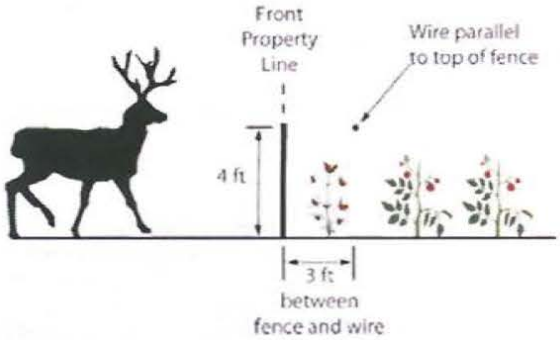
Example 2. One 4' tall fence with a 3' wide "top". The top can cantilever towards the inside or outside, or you can split the difference as shown.



Example 3: Add a wire

Another option that can work in some situations is to build a regular 4' fence on the outside and tautly stretch a piece of shiny wire 3' inside of it, at the same 4' height.

Example 3. One 4' tall outside fence with a shiny wire 3' inside of it, 4' off the ground. Make sure that the wire will be at least slightly visible at night so that the deer can see it. The combination of shiny Stainless Steel wire and ambient street lighting has proven successful in at least one Corvallis installation.



Note that in all three examples, the 3' dimension is important! If the fences are too far apart the deer will simply jump each fence individually.

Corvallis Infill Design Guidelines for Residential Development

WORKING DRAFT

A Guide to Integrating Infill Development into Corvallis's Neighborhoods

January 2014

Corvallis City Council
Filled in Later

Corvallis Planning Commission
Filled in Later

TBA Committee
Filled in Later

Project Staff
Filled in Later

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Lori Stephens
Denis White

For more information on the Infill Design Guidelines:
Filled in Later

This document is based on the The Infill Design Toolkit: Medium-Density Residential Development (A Guide to Integrating Infill Development into Portland's Neighborhoods), published by the City of Portland Bureau of Planning, December 2008). All text, photos and graphics are used with the permission of the City of Portland Bureau of Planning.

Table of Contents to be created later

Design Principles for Residential Infill Development

Based on design guidance from the Comprehensive Plan, Land Development Code, and other City documents

Bulleted statements listed below the basic principles are included to clarify the potential ways of implementing the principles.

1. Contribute to a Pedestrian-Oriented Environment

- Use architectural features (such as facade articulation, window and entrance details, and porches or balconies) that provide a human-scaled level of detail
- Avoid large areas of blank wall along street frontages
- Minimize the prominence of parking facilities
- Provide strong connections between main entrances and sidewalks

2. Respect Context and Enhance Community Character

(While the continuation of existing community character may be a priority in established neighborhood areas, contribution to a desired future character may be more important than compatibility in areas where change is expected and desired, such as in mixed-use centers)

- Arrange building volumes and use setback patterns in ways that reflect neighborhood patterns or that contribute to its desired character
- Consider utilizing architectural features (such as window patterns, entry treatments, roof forms, building details, etc.) and landscaping that acknowledge the surrounding context and neighborhood
- Use site design that responds to natural features of the site and its surroundings
- Minimize solar access impacts on adjacent properties

3. Consider Security and Privacy

- Orient windows and entrances to the public realm to provide opportunities for “eyes on the street” and community interaction
- Minimize impacts on the privacy of neighboring properties

4. Provide Usable Open Space

- Maximize the amenity value of unbuilt areas, providing usable open space when possible
- Make usable open space, not surface parking, the central focus of larger projects

5. Design for Sustainability

- Use durable building materials
- Use energy-efficient building design and technologies
- Minimize stormwater runoff
- Create building designs that are appreciated and valued by the community to ensure the likelihood of ongoing care and maintenance

Infill Design Guidelines
A guide to integrating infill development into Corvallis's neighborhoods

This guide is intended to serve as a resource for community members—builders, designers, neighbors and others—all who are involved in designing, building, or participating in dialogue about the new development that continues to shape the form of Corvallis's neighborhoods. Its focus is on new "infill" development in established neighborhood areas, particularly where continuation of positive aspects of existing character is a community priority. Infill development can take place as construction on vacant land or as redevelopment that replaces pre-existing buildings.

The various components of this guide serve as problem-solving tools, highlighting strategies for achieving context-sensitive design in infill development and ways of overcoming some of the unique design challenges of infill development on small sites.

The components of the Infill Design Guidelines are focused on residential development (such as rowhouses, plexes, courtyard housing, and low-rise multifamily development).

Note that information included in these sections should be considered to be suggestions only. The design strategies and other materials included here do not hold any standing as design policies or as design review criteria. Nor do they supersede the area-specific standards and guidelines that apply in historic districts. The Land Development Code and other regulations, as well as City staff from relevant regulatory departments, should be consulted regarding details related to the regulatory provisions referred to in this document.

Compatibility: More About Patterns, Less About Details

Corvallis's Comprehensive Plan, particularly Article 9 Housing, calls for the enhancement and protection of Corvallis's established neighborhoods. Policy 9.2.1 states that land use decisions will protect neighborhood characteristics in established residential areas. Policy 9.2.3 states that the city will implement a process to identify, inventory, analyze, and map existing neighborhoods, and through a public process, determine how they will best be preserved and renewed. Recognizing the importance of a compact city Corvallis anticipates infill as a healthy part of the long term life of the community.

New development in established neighborhoods should be designed to respect positive aspects of neighborhood context. Reinforcing this emphasis, Corvallis's adopted plans call for new development in established residential areas to be "compatible" with existing community character (see section on Neighborhood Design Policies). While it is one of the most frequently recurring terms associated with community objectives for the design of infill development, the vagueness of "compatibility" has also been the source of much contention, especially as it relates to new, higher-density infill development that is typically larger in scale than existing housing.

How to achieve some measure of compatibility is the primary focus of the Infill Design Guidelines. Compatibility, as treated in the Guidelines, is not about replicating existing scale or reproducing the architectural styles of nearby buildings.

Rather, the focus is on highlighting how higher-density infill development can be designed to respond to more basic neighborhood patterns, whose continuation allows change to be accommodated while preserving cherished aspects of neighborhood character.

The housing in most neighborhoods display a variety of architectural styles. A single street in an older neighborhood may have styles ranging from Victorian, Craftsman, English Cottage, Colonial, to Modern. The architectural styles and details of new buildings change over the years, but basic patterns are more lasting. These patterns are defined by recurring characteristics—such as the green street edges of front yards and street trees and by the frontage patterns, forms, and orientation of buildings—the specifics of which vary by neighborhood, street, and block. The continuation of these patterns can accommodate a diversity of architectural styles, while providing an underlying sense of cohesion and "place" that helps define the character of neighborhoods.

Comprehensive Plan Findings and Policies that Support the Creation of these Guidelines

Findings:

9.2.i Compact, mixed use development requires compatibility between buildings to assure privacy, safety, and visual coherency. Similar massing of buildings, orientation of

buildings to the street, the presence of windows, doors, porches, and other architectural elements, and effective use of landscaping, all contribute to successful compatibility between diverse building types.

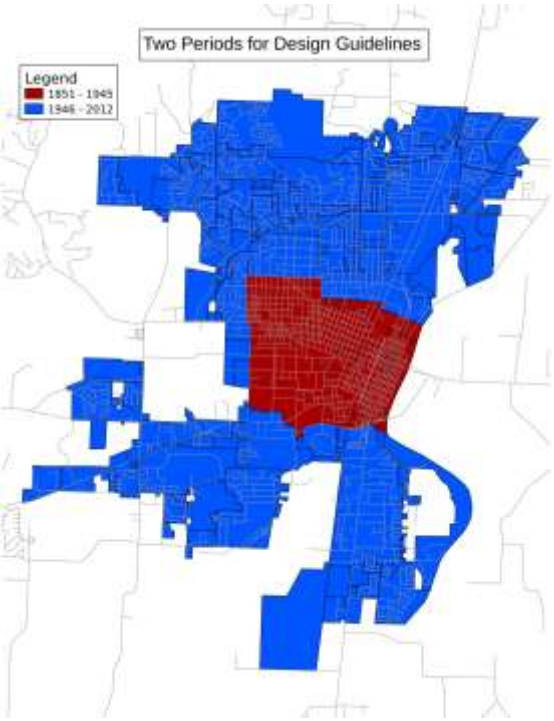
9.2.j Land use regulations that contain design guidelines or adequate transitions between land use zones mitigate compatibility problems

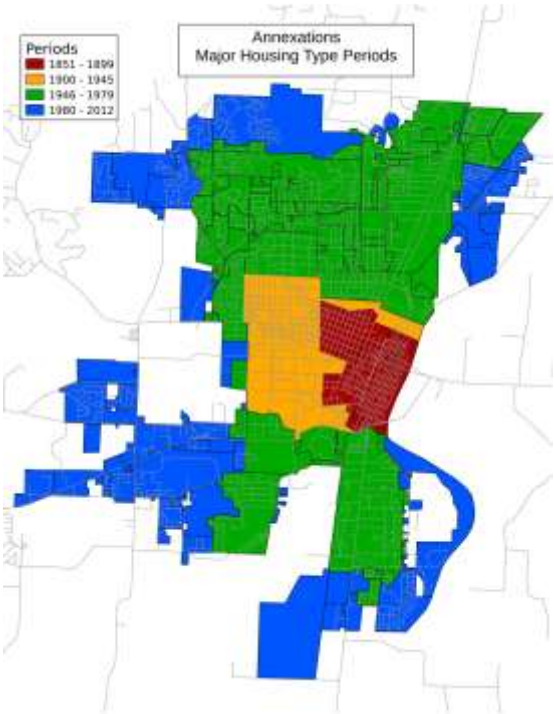
Policies:

9.2.1 City land use decisions shall protect and maintain neighborhood characteristics (as defined in 9.2.5) in existing residential areas

9.2.3 The City shall identify, inventory, analyze, and map existing and potential comprehensive neighborhood areas within the City and the Urban Growth Boundary and, through public processes, determine how they will be preserved, renewed, and or created.

9.2.5 Development shall reflect neighborhood characteristics appropriate to the site and area. New and existing residential, commercial, and employment areas may not have all of these neighborhood characteristics, but these characteristics shall be used to plan the development, redevelopment, or infill that may occur in these areas…





Neighborhood Patterns

The character of Corvallis's residential neighborhoods can be simply divided into two groups, the residential areas of the small walkable town developed in the late 19th and early 20th centuries, and those residential areas developed in the decades after the Second Word War and into the 21st Century.

Late 19th Century and early 20th Century neighborhoods

These neighborhoods are characterized by a fairly regular pattern of residential lots. This original platting provides a fine grain pattern of relatively small-scale buildings. Trees and lush vegetation are unifying aspects of neighborhood character, particularly along neighborhood side streets. These neighborhoods are north, south (Avery-Helm) and west of downtown and extend north of Oregon State University (College Hill, Chintimini and Jobs Addition). Most infill development in Corvallis has occurred in these neighborhoods.

Post Second World War neighborhoods

Streets north of Buchanan and Grant Avenues in the flat areas of the city retain the grid pattern. Streets in hilly areas are generally curvilinear, following contours of the area's hilly terrain. Multifamily housing is generally located on large parcels surrounded by parking lots. These lots are typically larger and more irregularly shaped than those in the inner neighborhoods. Street trees and vegetation are present in some areas and not present in others.

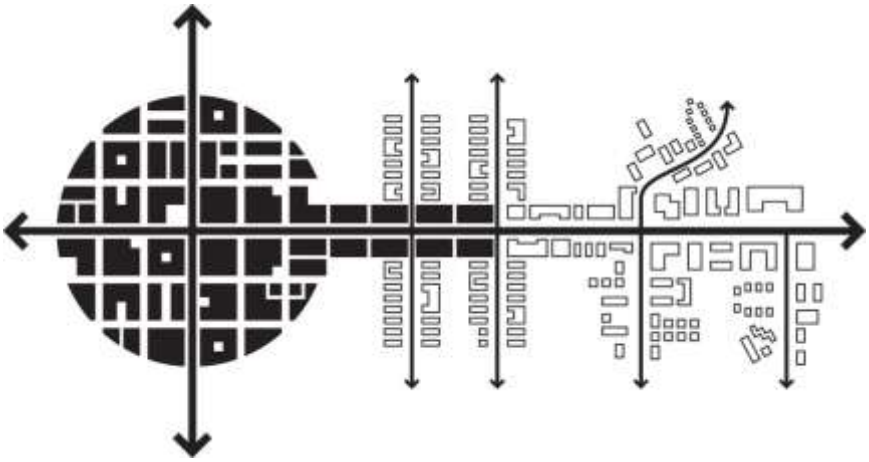
Context

Residential zoning and development occurs in areas of diverse architectural character that require differing design approaches if new development is to be compatible or contribute to their desired character. While the diversity of neighborhood contexts can be difficult to categorize, represented below are four basic types of neighborhood contexts typical of where medium-density development occurs.

Note that in many cases, these typologies refer more to desired future character, rather than existing character. This is particularly so regarding areas where growth and change are intended to be concentrated, such as mixed-use centers, main streets, and corridors; where the low-lying buildings that predominate in some areas will be replaced by more intense development over time. Outside of these areas, along nearby residential side streets, the continuation of existing character tends to be a greater community priority. The focus of this guide is on the design of development along the residential side streets, and therefore places an emphasis on strategies for responding to existing context.

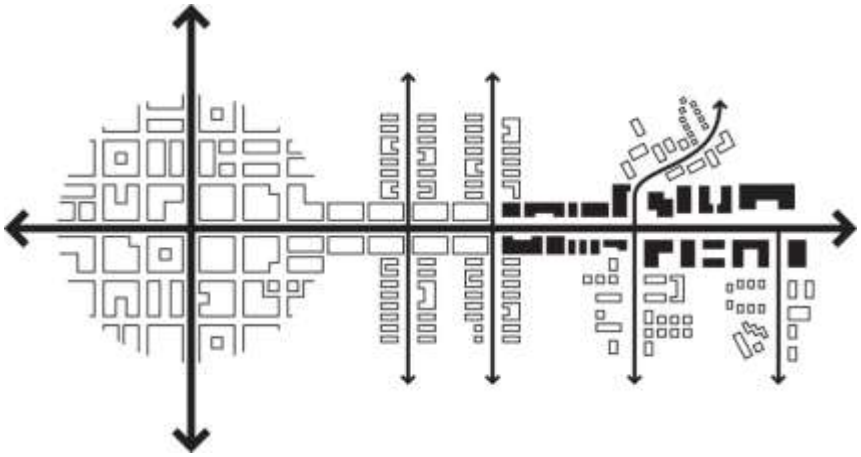
Mixed-use centers and main streets

Buildings are typically located close to sidewalks, with little or no front setback. A relatively continuous streetwall of multistory buildings provides a strong street edge, creating a sense of enclosure that defines the urban space of the street.



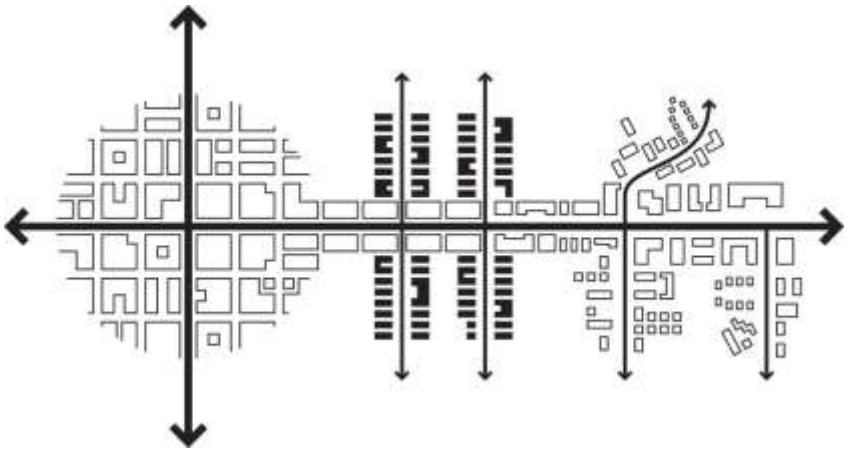
Residential corridors

Located along major streets, development in multifamily zoned corridors should contribute to creation of a strong street edge of buildings, but with landscaped front setbacks that highlight their residential character and provide a buffer for residences from street traffic.



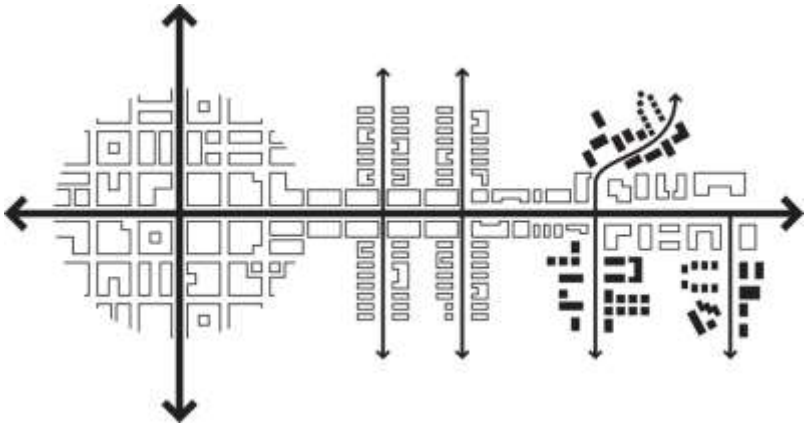
Residential side streets—inner neighborhoods

A green edge of landscaped setbacks and courtyards, combined with a less continuous street wall of buildings, differentiate these streets from the hardscape of mixed-use centers and main streets. The rhythm of buildings along these streets typically reflects patterns established by houses on 50'-wide lots. Examples of this context include Seventh Street between Jackson and Taylor, and 5th Street south of B Avenue.



Residential side streets—outer neighborhoods

Trees and vegetation define the cherished character of these areas, often to a greater extent than building-defined street edges or architecture.

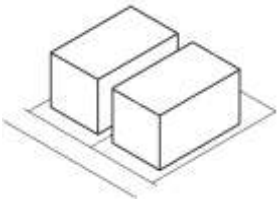


What Can Infill Development Be?

The following summarizes the terminology used in reference to the different housing types that constitute "residential development" or that are being built in the residential zones. These include both single-family and multi-dwelling types. The types of development are detailed below.

Single-family Houses

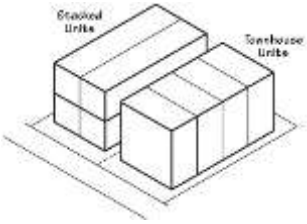
One house on one lot.
Accessory dwelling unit may also be allowed.



Corvallis classifies a wide range of residential development types that feature more than one dwelling unit on a shared lot as "multi-dwelling." Multi-dwelling development includes:

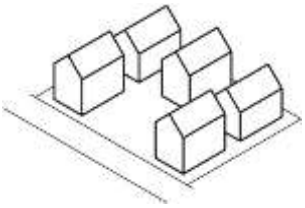
Plexes (most commonly triplexes and fourplexes)

Often have a house-like form, can be in stacked-unit "flats") or townhouse configurations.



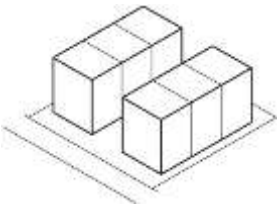
Cottage Clusters

Detached houses on a shared lot, often oriented around a common open space.



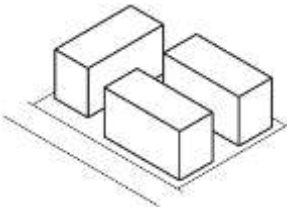
Courtyard Townhouses

Units similar to rowhouses, but feature a shared driveway and are often oriented around common open space, rather than to the street.



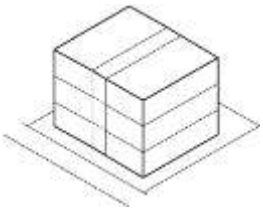
Apartment Complexes

Clusters of low-rise apartment buildings. Only possible on larger sites.



Block Apartment Buildings

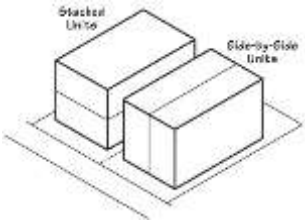
Multi-story apartment buildings with a shared main entrance and with stacked units accessed by interior corridors.



Other housing types, not classified as "multi-dwelling" housing, but commonly built in the multi-dwelling zones include:

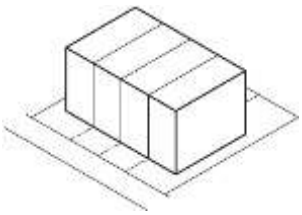
Duplexes

A two-unit structure on a shared lot. Two attached units on separate lots are classified as rowhouses.



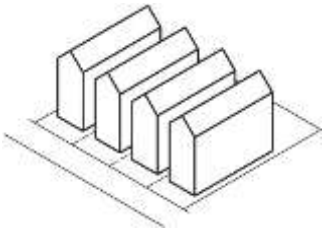
Rowhouses (also "attached houses")

Attached units, each on a separate lot, and each with its own entry from a public street.



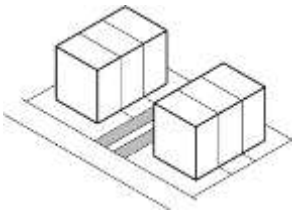
Narrow Lot Houses

Detached houses on narrow lots, with density similar to that of rowhouses.



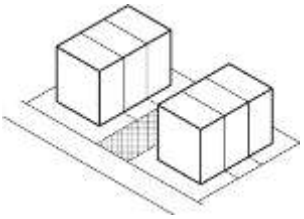
Common Green Housing

Housing units, on separate lots, oriented to a landscaped courtyard that provides pedestrian access.



Shared Court Housing

Housing units, on separate lots, oriented to a courtyard-like street shared by pedestrians and vehicles, with special paving and other features that highlight prioritization of pedestrians and community activities.



Residential Zones: What Can Be Built?

The residential and some commercial/mixed-use zones established in the Corvallis Land Development Code allow a wide-range of building types. These include the building types mentioned earlier in this document, as well as accessory dwelling units. Accessory dwelling units (ADUs) can often be added on existing lots with existing units in all R zones and in the Mixed Use Residential (MUR) zone. Refer to Article 4.9.40 of the Land Development Code for more details regarding minimum lot size, maximum building footprint and architectural requirements. As the Corvallis Land Development Code contains myriad regulations for what can and cannot be constructed in various districts and because the Code is subject to change, those interested in developing in Corvallis should consult Article 3 of the Code for further details.

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CITY OF CORVALLIS
MINUTES OF THE PUBLIC ART SELECTION COMMISSION
MARCH 19, 2014

Attendance
Hester Coucke
Josh Hackenbruck
Chi Meredith
Shelley Moon
Paul Rickey, Jr.
Cynthia Spencer

Staff
Stephen DeGhetto, Assistant Director

Absent/Excused
John Arne
Shelley Curtis
Joel Hirsch, Council City Liaison

Guests
Carolyn Rawles, Director, Corvallis-Benton County Public Library

CONTENT OF DISCUSSION

I. CALL TO ORDER: Vice Chair Paul Rickey, Jr. called the meeting to order at 4:01 p.m.

II. REVIEW OF MINUTES.
There was some brief discussion regarding the usage of the term "jury" in the January minutes; such will be changed to more accurately display meaning that the PASC does not review works in any sort of punitive fashion. Following such revision, PASC moved to approve the January 15, 2013 minutes as presented; motion passed.

It was discussed that Rickey, Jr. will not be renewing his position with PASC due to time constraints. He is however still available for consultation in the future.

III. VISITOR PROPOSITIONS.
PASC welcomed Carolyn Rawles, Director, Corvallis-Benton County Public Library. The Library is looking to accept the donation of a piece by George D. Green, an artist with historical ties to the Corvallis community and who had ties to the Beat movement in San Francisco. The piece in question, entitled "The Poetry of H.D. Moe – Zowie Sang to the Sea," would be coming from a private collection and is presently valued at an estimate of $16,000. The piece measures roughly 18" x 20" on birch and appears to have a 3D effect. The library has a specific location in mind for the piece near their new books section and would greatly like to accept the donation. Hester requested that the library look into ways the work might be permanently affixed so as to safeguard against potential theft due to the smaller size and high value of the piece.

IV. ELECTION OF OFFICERS.

Election of Officers has been postponed to the next PASC meeting, scheduled for April 16, 2014.

V. PUBLIC ART SELECTION BROCHURE DEVELOPMENT.
PASC decided they will be using the most recent Vision Statement as-is.

VI. MISSION STATEMENT DISCUSSION.
PASC decided to use Hackenbruck's Mission Statement as a base, and PASC members will prepare possible revisions prior to the next PASC meeting which is currently scheduled for April 16, 2014. Consideration is being given as to whether or not the term "City" should be capitalized.

Additionally, the "Commissioned Art Procedures" text is planned to be used as-is. Such will be circulated via email to PASC members, who should be considering what artists' works and images should be featured throughout.

VII. COUNCIL POLICY 94-4.07 CITY-OWNED ART OBJECTS ON PRIVATE PROPERTY.
PASC reviewed the text pertinent to Policy Area 4, which was included with in the March meeting materials. After some discussion, revisions were suggested to the second paragraph of 4.07.021 as shown below.

"Prior to acceptance of the artist's work, the City will obtain the artist's written permission to move the art in the event that such relocation may be in the public interest."

Phrasing on Point 4 of the second page was discussed, specifically the section referring to "responsible cleaning, maintenance, and protection of the work..." Members felt "within reason" should be omitted unless it is specifically necessary for purposes of legal protection. Additionally, terms "reasonable," "within reason," "security," and "preservation" were discussed for potential inclusion.

Regarding 4.07.030, DeGhetto will research the section currently referring to the City Manager as to whether or not this is the correct party to be listed. It is believed that the Department Director may instead be correct.

VIII. PREPARE FOR PASC ANNUAL REPORT.
In preparation for PASC's Annual Report, such reference materials will be included and/or drawn from such as the following: Membership roster, accomplishments, information pertaining to new pieces and projects, prospective roles, vacancies, mosaic collaborations, the need seen for a simplified process and brochure regarding PASC, and the need to differentiate between processes for donated and commissioned art.

Some key items are talking about the validity of the Commission and PASC's plans for the future. Others include PASC's increase in invitation and publicity.

Differentiating PASC from ACC is a key point as well. ACC is much more broad, whereas PASC deals with art only, and more specifically with public art only.

PASC mentioned that said presentation will be heard by the Human Services committee on April 8th at

2pm at the Madison Avenue Meeting Room. Coucke and Spencer presently plan to attend, subject to availability.

Lastly, Rickey, Jr. encouraged PASC members to attend an exhibition he is curating at the Wine Vault in Philomath, which is open Saturdays and Sundays from Noon to 5pm through April 13th.

IX. ADJOURNMENT: Meeting adjourned at 5:01 p.m.

CITY OF CORVALLIS
Public Participation Task Force Minute
March 20, 2014 - DRAFT

Members Present:	Kent Daniels, Chair; Richard Hervey; Lee Eckroth; Penny York; Rocio Munoz; Brenda VanDevelder; Emily Bowling; George Brown; Becki Goslow;
Members Absent:	Annette Mills, Vice Chair
Staff:	Mary Beth Altmann Hughes; Claire Pate, Scribe
Visitors:	Courtney Cloyd; Elizabeth French, Charlie Bruce; Stewart Wershow

Agenda Item	***Key Discussion Points***	***Action or Information Only***
1. Check in, introductions, ground rules (Chair)	• Pay attention to "the process is the decision."	
2. Review Agenda (Chair)	• Revised agenda submitted by Kent	
3. Revised Date for April Public Forum/meeting		• Tentative date is April 28 (Monday), set up at 5 at Library; start meeting at 6:30pm. • Need translation services (Mary Beth to look into this). Childcare would be nice to have, but not realistic for this meeting because of the need to do background checks, etc.
4. New meeting dates for PPTF	• Agendas should be narrowly focused so final work products can get done.	• Tentative upcoming meeting dates: March 27, April 3,10, 24; May 1, 8, 15, 22. April 3, May 1 & 15 will be work sessions. May meetings can be cancelled if not necessary.

Agenda Item	***Key Discussion Points***	***Action or Information Only***
		• April 17 might be added if Mary Beth can find space to have a meeting. • June 2, 2014, is new date for presenting document to City Council.
5. Results of meeting with Mayor & City Council	• Received good feedback from City Council. Suggestion that the PPTF final report also reflect all of the positive actions the City has already undertaken. Backup data for recommendations needs to be included.	•
6. Role of Chair & Task Force members in responding to questions/complaints or issues.	• Respond to your comfort level; refer to Kent if necessary or preferred.	
7. Eugene "Neighborhoods USA" conference on May 21, 2014	• Mary Beth will look into whether the budget would allow attending this. • Fee is $200-300 each.	
8. Review/Approve 3/6/14 Meeting Minutes (All)		• Motion by George /seconded by Richard to approve minutes as drafted; motion passed unanimously.
9. Status Review of TTF recommendations: Plan for reformatting into draft document for distribution prior to April 28 public meeting. (Kent, Penny)	• Advisory Boards & Commissions Ops & Structure TTF still has more work. Target April 3 for reviewing new draft. • Outreach & Engagement TTF has finished their initial work. Looking for feedback. To be reviewed March 27. • Neighborhood Connections TTF is mostly done. Looking for feedback. To be reviewed March 27.	• New draft documents: Outreach & Engagement TTF (3/20) (**Attachment A)** Neighborhood Connections TTF (3/19) **(Attachment B)** • Final draft document needs to be available by April 18 so it can be distributed prior to the April 28 public forum.

Agenda Item	***Key Discussion Points***	***Action or Information Only***
	• Noted that City Council wants inclusion of data backing up the recommendations. • Discussion about potential revisions to payment of fees for HRC permits; agreed this should first come from Planning Commission. • Looking for: 1) volunteer to help with editing the final report; 2) models for final report. • Noted the importance of ensuring that the PPTF is modeling public participation. "Process is the decision." • Important to have translator for the April 28 public forum meeting.	• The next TTF draft document for Advisory Boards & Commissions Ops & Structure should be sent out to all members of boards and commissions for their review. • Mary Beth will follow up on getting translator service for the April 28 meeting. Childcare would be nice to have, but not realistic for this meeting because of the need to do background checks, etc.
10. Visitor's comments, ideas, suggestions	• **Elizabeth French** (Chair, EDC): Expressed her anger over the draft recommendations for Boards and Commissions, as well as what she saw as lack of inclusion of board/commission members in those decisions. It served as a "disincentive" for volunteer board/commission members. Board/commission members needed to be involved in id'ing problems and solutions. She suggested that Airport Commission had more alignment with EDC than the	• Kent will attend next EDC meeting on March 31, 2014. • Penny noted that she had met with Elizabeth earlier to discuss her concerns. • Important for all draft documents to be clearly marked as **DRAFT,** or for discussion purposes only**.** • Visitor concerns and comments were noted and appreciated by the PPTF members. Discussion ensued about ensuring the process was collaborative and inclusive.

Agenda Item	***Key Discussion Points***	***Action or Information Only***
	Downtown Commission. She also does not like the meeting minute's format as it does not include enough discussion/background info. • **Courtney Cloyd (**President, Central Park NA): Cautioned against too much City control over NA's, but very much supports the provision of free meeting spaces for NA's and newsletter/email/website support. Also, training opportunities should be provided and be open to all NA members, not just leaders. • **Charlie Bruce** (Member, Watershed Management Advisory Commission): Suggested that at the public forum on April 28, there should be mention of how the recommendations will be financed and what those costs might be. This would be of interest to the various boards and commissions. He commended the PPTF for their work. • **Penny (on behalf of Councilor Brown):** Councilor Brown submitted a document (**Attachment C)** which outlined his goals and expectations for the PPTF recommendations. It provides a framework for evaluating proposals	

Agenda Item	***Key Discussion Points***	***Action or Information Only***
	in light of Council's goals.	
11. Check-out Was time used efficiently? Was everyone prepared? Everyone heard? Meeting process okay? Can we do better? Agenda for next meeting?	• Agenda for March 27: 2 TTF reports review; assigning the task of crafting "what the City does well already" commentary in the final report;	
12.Adjournment	• The meeting was adjourned at 1:06pm	

Respectfully submitted: Kent Daniels, Chair

Next Meeting: March 27, 2014

Public Participation Task Force – TTF 1
Guiding Principles & Outreach and Engagement
TTF Members: Rocio, Annette, Kent, Becki, Mary Beth
(DRAFT 3/20/2014)

1. **COLLABORATIVE DEMOCRACY: Enhance and support a community-driven democracy in city government. Ensure that there is a genuine intent and attitude by the City and community members to listen to all sides and to attempt to understand different viewpoints.**
    a. Create a community-friendly atmosphere at all public meetings (i.e. City Council, Boards & Commissions, Task Force, etc.)
        i. Ensure that those giving public testimony are being listened to.
            - Examples: make eye contact, ask a question, alert public that electronic devised may be used to capture testimony for future reference.
        ii. Task Force agrees with 3-minute testimony time. We recommend replacing the 3-minute clock with alternative alert signals.
            - Example: City of Pasadena has podium with three built in lights: green, yellow, and red. Observable by the council and the speaker in a discrete manner.
        iii. Establish protocol for multiple persons who are representing an organization to make a presentation longer than the allowed time. Group should make arrangements in advance.
            - Example: Time should not exceed 10 minutes or at Mayor's discretion.
        iv. Have agendas and other relevant documents available for the public at meetings.

2. **DIVERSITY: Seek input from all viewpoints, backgrounds, and philosophies. Treat each person with dignity, fairness, and respect.**
    a. Identify and reach out to diverse sectors of the community.
        i. Take steps to make meetings linguistically and culturally appropriate (e.g., have public meetings at schools).
        ii. Set up mechanisms within city government to connect to translation/interpretation services to provide this at public meetings when there is a topic of interest.
        iii. Set up a resource service for child care at major meetings (e.g., partner with a non-profit or social service agency that provides such services).

3. **OPENNESS and ACCESSIBILITY: Promote fair, open and respectful processes that allow all who are interested or affected to have an equal opportunity to participate.**

a. Increase access to elected officials.
    i. Create reasonable ways for community members to communicate with elected officials, board/commission chairs, and city staff. Provide phone numbers and email addresses that will ensure a response.
    ii. Consider real-time on-line access to city meetings.
        - Example: look at OSU's New Media Communications Department
    iii. Consider alternate locations for forums, special outreach meetings, and government corner

b. Increase access to city government information.
    i. Make the City website more user-friendly – more accessible and searchable by having links for the multiple modes of community member engagement more visible and easier to see/understand from the city homepage.
        - Research software with appropriate design
    ii. Post to available traditional and social media sources (newspaper, Facebook, Twitter, etc.).
    iii. Set standards for city government and boards/commissions to do outreach and market their events, meetings, BC openings to ensure that information is reaching the community.
        - Examples: Continue and expand Government Corner at library lobby every Saturday; send into the newspaper's F.Y.I.

4. <u>INCLUSIVENESS:</u> Create a variety of ways for community members to participate and influence decisions.

a. Involve community members in the decision-making process.
    i. Engage community members early in the planning and budgeting process [look at Lake Oswego requirements - pre-application conferences with neighbors; look at Pasadena - appoint special committees at beginning of process to help gather public opinion].
    ii. Develop and offer Public Participation 101 training/workshop/manual in multilingual languages. This should include:
        - The guiding principles referenced and a flow chart or organizational chart that allows community members to better understand the process of how city government works
        - Brief explanation of legal time requirements to audience for specific boards (i.e., Mayor, Planning Commission Chari, and HRC Chair) and give notice of this prior to testimony by staff, applicant, and public.
        - Explanation of the process where there are opportunities for community input/testimonies (i.e., boards and commissions, Council committees, etc.).
        - Tips on how to testify effectively.

5. **<u>ACCOUNTABILITY:</u> Use decision-making processes that are transparent and that create trackable decisions with clearly defined responsibilities.**
    a. Interfacing Boards and Commissions with City Council to assist in their decision-making process.
        i. Example: involve Boards and Commissions in any decision-making related to Comprehensive plan and Vision goals.

Additional thoughts:

- Reinstate Neighborhood Empowerment grants.
- Support NAs [see Bend - mailings, monthly meetings of NA chairs, City Councilors assigned to NAs, annual reports of NAs to Council; see Eugene Neighborhood Services Program; see Pasadena Office of Neighborhood Connections]
- Create NA Resource Guide [see Lake Oswego and Eugene model]
- Create email listserv for each NA [see West Linn model]
- Offer a list of acronyms used throughout online communication.

ATTACHMENT B

Neighborhood Connections Report and Recommendations

DRAFT: March 19, 2014

Introduction

Our observation is that community members, connected to each other and the City, contribute to the quality of life of residents, to the City and to the quality of community planning. Neighbors connected to neighbors solve problems without government involvement, direct neighbors to City government measures already in place to solve their problems, and empower neighbors to work with the City to establish improved measures.

Most cities in the Northwest that we spoke with fostered creation of formal Neighborhood Associations and Neighborhood Watch groups as a means to encourage continuity and effectiveness of community engagement with local government. In most cities, Neighborhood Associations are an outgrowth of Oregon's land use legislation, which has as its first goal, citizen engagement. The effectiveness of formal Neighborhood Associations varies from City to City, as does the budget dedicated to their support. In Corvallis, as in many Oregon cities, the level of community engagement via Neighborhood Associations rises and falls with land use applications.

We note that in addition to these City sponsored groups, that there are other groupings of neighbors that have interests in supporting and being supported by the City, such as Home Owner Associations and neighbors organizing through the county to respond to emergencies.

Our focus has been on what the City can do to support neighborhood connections that allow neighborhood groups to 1) <u>sustain themselves continuously</u>, 2) <u>connect neighbors to neighbors</u>, and 3) <u>partner with each other and the City in meeting the needs of their communities and those of the larger City community</u>.

Before elaborating on these goals and the recommendations which derive from them, we would like to introduce a new term and the rationale for its use, Registered Neighborhood Group. As noted above there exists a range of organizations of neighbors with different specific focus and a shared interest in enhancing the quality of life in their neighborhoods. For the City to expend greater resources to support those organizations, the City needs to know that those organizations have community support and have ongoing viability. We envision certain minimum requirements on membership, training and participation to qualify as Registered Neighborhood Groups (RNG) and receive certain of the benefits noted in the following recommendations.

These recommendations serve to address charge 8a of the PPTF:
Charge #8a: Neighborhood associations - Neighborhood associations provide opportunities to build community and address issues that affect residents of particular geographical areas of the city. Does the City's public participation system adequately encourage neighborhood engagement and neighborliness? If not, identify methods for improvement.

<<Earlier in the PPTF report, the outline of the Community Involvement & Diversity Advisory Board (CIDAB) will be discussed such that we do not have to establish what we mean when we note that the details of a particular item will be fleshed out by CIDAB.>>

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Sustaining Active Neighborhoods Recommendations

Our interviews of leaders of Corvallis Neighborhood Associations as well as city staff and community leaders in other cities emphasized the often cyclical nature of active participation in Neighborhood Associations. In most cases, involvement rises and falls is response to proposed development in the neighborhood. Only a small portion of the membership stays active in the absence of land use, traffic, or road infrastructure concerns.

In neighborhood organizations that stay active over time, we noted other attributes that provide value to the community and the City, such as:

- Broader and deeper connections between neighbors Contributions to the quality of life in the neighborhood beyond land use and traffic
- Engagement with the City on a wider range of topics
- A larger pool of potential community leaders
- Greater understanding of City processes

We recommend putting in place a set of policies and practices that support ongoing neighborhood connections and provide adequate incentives and resources for RNGs to be more effective and thrive. The goal and stipulation for these practices are that RNGs will engage in continuous service to their neighborhoods and continuous work to improve the quality of life in their neighborhoods.

Key practices are:

1) Neighborhood Empowerment Program
    a) Re-establish and fund the Neighborhood Empowerment Program ($20,000 to $45,000) for neighborhood improvement grants for RNGs to be administered by the new Community Involvement and Diversity Advisory Board (CIDAB). Neighborhood Empowerment grants are one way in which the City can empower RNGs to take on projects outside of land use and proactively increase the livability of their neighborhood. To be effective, the amount of an individual grant needs to be large enough to spur interest and the number of grants available need to make it plausible for an RNG to receive funding. We recommend five to eight $2,000 to $6,000 grants. Survey feedback from current Corvallis neighborhood leaders shows that there is strong interest in this type of program (Appendix II).
2) Annual trainings and orientations for RNG leaders
    a) Offer yearly interactive orientations and trainings for neighborhood leaders. We recommend that this occurs collaboratively between CDIAB and City staff. We have heard testimony and feedback which suggests that part of the frustration of advocating for neighborhood needs at the City level arises from community members not understanding the laws, policies, and practices within which the City operates. Many cities we investigated offer trainings for their neighborhood leaders (Bellingham, Eugene, West Linn, Lake Oswego, and others). We propose assigning the CIDAB the task of reviewing and customizing one of those to match Corvallis practices and conduct yearly trainings of RNG leaders. These training days could also include information on effective communication, facilitation, running a meeting, City resources, and other topics requested by RNG leaders to assist in the development of community leaders. This idea received very positive response from current NA leadership (Appendix II).
3) Free meeting space
    a) Provide RNGs with free meeting space at as many community locations as possible such as the Tunison Community Room, Osborn Aquatic Center, Chintimini Senior Center, Monroe Avenue Meeting Room, and Corvallis-Benton County Library. We have heard continuously that lack of

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adequate meeting space is a barrier for neighborhood groups. There are currently several neighborhood groups that have no access to free meeting space. Free meeting space was the most popularly requested resource in our survey of current neighborhood leaders (Appendix II).

4) "Benefits of being an RNG" resource document
    a) Create a resource or statement that lists the benefits of being a city recognized RNG. In all the Cities we contacted, there is recognition that to sustain an active RNG takes time and energy from the RNG leaders. Having a document that points to and reminds RNG members of the value in participating will help them sustain their interest and help them entice new leaders. This resource will need to be updated annually to reflect the current resources available to RNGs. We see this as another CIDAB function. See Appendix III for an example from Lake Oswego.
5) Small RNG budget
    a) Create a small budget for or a reimbursement process to cover incidental costs the active RNGs will incur such as providing dumpsters for neighborhood clean-ups and printing meeting flyers ($6,000-$8,000). We recommend a modest budget be provided for all RNGs and be based on the size or number of households within the RNGs boundaries.

<u>Associated Recommendations:</u>

6) Neighborhood Watch and neighborhood engagement pathways
    a) Work with Police department and Neighborhood Watch program to have willing Neighborhood Watch leaders convey their contact information to their RNGs. Neighborhood Watch can be one way to be involved in a RNG.
    b) Not surprisingly, the neighborhood leader survey revealed that different neighborhoods and different community members have diverse interests and needs (neighborhoods closer to OSU shared different concerns and interests than those farther away from OSU). We recommend that RNGs provide multiple avenues of engagement for their members such as social event planning, Neighborhood Watch/safety, emergency/disaster response, land use, neighbor exchanges, and others in order to attract diverse membership and have more robust activity.
7) Resource library
    a) Start building an online library of relevant support information or resources for the functioning and improvement of RNG sand public or community Involvement and participation. This will be updated regularly based on suggestions from RNGs and CIDAB
8) RNG manual
    a) Develop and encourage RNGs to actively use an RNG policy manual and resource guide such as the one that exists in Lake Oswego and Eugene (list the sections and chapters needed). CIDAB can lead in the creation of this resource.
9) Planning for City wide RNGs
    a) Encourage the development of a draft City Council goal to develop and implement a robust city-wide (include Urban Growth Boundary) RNG program, using those existing in other NW communities as examples (Bellingham, Bend, Eugene), to create an RNG program that works collaboratively and proactively to enhance quality of life in City neighborhoods.

Connecting Neighbors to Neighbors Recommendations

Many of the practices suggested to sustain active neighborhoods also contribute to relationships between neighbors. In our research, we also heard from neighborhoods in which residents contribute to each other's lives on a weekly basis. In these neighborhoods, the key element appears to be easy communication links

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between neighbors along with a neighborhood history of helpfulness and community building. Neighbors connected to neighbors solve problems without government involvement, direct neighbors to City government measures already in place to solve their problems, and empower neighbors to work with the City to establish improved measures.

In smaller neighborhoods, the link can be as simple as physical proximity. In larger ones, use of electronic connections may be required. In Corvallis, one neighborhood has a long a successful use of a moderated Google group to communicate; others use email distributions. The Tunison neighborhood is piloting use of NextDoor.com, software to promote neighborhood participation and communication. We believe the key to success is to have a tool that is easy to support, a means of sustainable support, and ease of use (both ongoing and in the initial discovery and sign up).

We recommend that the City immediately make available information about a range of possible options, so that existing neighborhoods can experiment with the available options. Longer term we recommend that CIDAB look at the a variety of software options to identify an option that best meets the needs of the Corvallis RNGs and make a recommendation that provides for RNG private use and provides for frequent, ongoing communications between neighbors and their city councilors. Options for based on our initial research include:

- I Neighbors: https://www.i-neighbors.org/howitworks.php
    - http://web.mit.edu/newsoffice/2004/ineighbors.html
- Next Door: https://nextdoor.com/
- Granicus: http://www.granicus.com/solutions/citizen-participation/

Partner With Each Other And The City Recommendations

Communication among RNGs and with City

Successful and effective RNGs that contribute to enhanced neighborhood livability and community satisfaction are dependent upon positive, mutually beneficial relationships among the RNGs and between RNGs and the city. Our survey responses and interviews provide ample feedback from current community members that they would like additional support and communication from the City but want to ensure that RNGs are led by community leaders and function autonomously.

1) RNG leadership meetings
    a) Hold public, quarterly (or biannually) RNG leader roundtable meetings. These meetings will serve as a forum for neighborhood leaders to share ideas, best practices, and collaborate on projects or initiatives. City staff and elected officials will attend as requested. 58% of our survey respondents are interested in these meetings (Appendix II).
2) City staff support
    a) Budget for city staff to be available to answer questions of and provide timely support to RNGs and for city staff and city councilors to attend RNG meetings as requested. There will need to be additional staff FTE considerations in implementing many of the recommendations included here.
3) City Councilor liaisons
    a) Assign a city councilor liaison to each RNG for contact and communication. We recommend that this be the City Council for the Ward in which the RNG resides. Ideally each councilor would join the communications network for the RNGs in their ward, so as to convey City information pertinent to the neighborhood to it and to monitor topics that the City may

want to become proactive about.

4) RNG updates to City Council
    a) Start inviting individual RNGs to provide annual updates on activity at City Council meetings. This will ideally include an overview of RNG activity and photographs demonstrating activity and/or areas of concern in the community that RNG leaders want to make City Council aware of.
5) Annual RNG recognition process
    a) We recommend that City staff run an annual RNG recognition process to determine which neighborhood groups qualify to be Registered Neighborhood Groups and are thus qualified to receive the associated benefits. Neighborhood groups will be contacted by City staff and required to submit a short annual report and updated contact information. Information about the recognition process should be available on the City website. Newly formed RNGs would have one year to meet the qualifications and have a one year grace period during start up. We also recommend that RNGs experiencing leadership transition be given more leeway and outreach support from City in training new leadership.
    b) City staff will provide support in defining boundaries of RNG and in creation of bylaws for new RNGs.
    c) City will use this annual recognition process to create an annually updated map of RNGs and contact information (name, phone number, email address).
    d) Suggested qualifications for RNG status are below. We recommend that they be refined by CIDAB.
        i) General recognition – to be eligible for general City benefits:
            1) Size: Establish a minimum and maximum number of households that could be incorporated into a single RNG. We heard reports from other Cities that the ideal maximum size for an RNG was an area which could be contacted by hand delivered flyer. Given the council and staff time that we are recommending the City provide, we believe that a lower limit on population is also appropriate.
            2) Activity: Host a minimum number of meetings, social events, and community improvement projects annually attended by a set minimum percentage of membership or number of residents. Similarly, if the City is to devote City resources to support RNGs, the City will want assurances that the RNGs are active and representative of their neighborhood.
            3) Communication Plan: Have a system in place that allows members to communicate with each other, with RNG leadership, and with potential members.
            4) Bylaws & Elections: Hold elections at least every 2 years to give the opportunity for new leadership. Update or reapprove bylaws annually.
            5) Annual Report: Submit a short 1-2 page annual report of activity.
        ii) Land use recognition - to be eligible to participate in the enhanced Land Use processes:
            1) Two people who have completed the City's land use training
            2) Leadership who have completed the City's Civics 101 class
6) Position vacancy circulation
    a) Circulate all board and commission vacancies or other volunteer possibilities to RNGs. RNGs comprise membership that may be ideal for various leadership positions.
7) RNG online presence and website platforms
    a) Provide website platforms for RNGs to build a simple website or web presence to communicate with membership about meeting times and locations, past meeting agendas and minutes, board membership and contact information, and other general information

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about the neighborhood.

b) We're not sure that the City should provide listserv capabilities, when there are free resources that can do the same thing. Rather, information about how to create online groups and email distribution lists should be provided to RNGs.

8) City website resources for RNGs
   a) City website should feature RNG information more prominently to connect community members to RNGs and provide links to RNG website, contact information, listserv sign-up information, etc. should be provided via the City website.
   b) Develop a web page on the City Web site that provides the following:
      i) An interactive map to connect individuals to their RNG
      ii) A brochure on how to, with the City's assistance, make their neighborhoods more beautiful (In English and Spanish – examples are available)
      iii) A two page safety brochure, with phone numbers (in English and Spanish)
      iv) A flyer on 75 ways to a better neighborhood (In English and Spanish – examples are available)
      v) A who do you call list
      vi) A guide to City departments and services
      vii) A link to the City's Land Use education guide
      viii) Templates for meeting agendas and minutes, bylaws, etc.

Examples of the content portion for many of these items are available. We expect that much of the work of pulling these together would be done by CIDBA.

<u>Land Development Code and Land Use Recommendations</u>

Historically, Corvallis neighborhood associations are most active in response to proposed development in their neighborhoods. Often their involvement comes late in the process, after the staff recommendation goes to the Planning Commission. We recommend changes that will educate neighborhood leaders on land use law and provide for their earlier entrance into the process, with the expected benefits of:

- More relaxed communications between developer and neighborhood
- Fewer requests that are outside what is possible without Comprehensive Plan or Land Development Code changes.
- Design accommodations by the developer, where possible, occurring early so as to minimize cost impacts
- Adequate time for the neighborhood to become knowledgeable about the proposed plan.

<u>Toward this end we recommend</u>**:**

1) Land use process amendments
   a) Offer annual trainings for RNG leaders in Land Use process, with focus on qualifying for participating in pre-application process.
   b) Change the land-use development process to require developers to hold pre-development, pre-application meeting with RNGs prior to any applications for minor or major development proposals occurring within a RNG and have meetings facilitated by city staff (done in Lake Oswego, Eugene, Bend, and other cities). This will only be effective in a framework in which involved RNG members have been trained in land use and land development code as required to maintain land use RNG recognition.

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Appendix I: Overview of Neighborhood Connections Process

This appendix will detail the process we engaged in including the websites we reviewed and the cities we called.

Eugene site visit
Phone calls with Eugene, Bellingham, West Linn, Salem, Bend…
Website review of….

Appendix II: Neighborhood Groups Survey Results

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Appendix III: Lake Oswego Document - Benefits of becoming a city-recognized Neighborhood Association

What are the benefits of becoming a City-recognized neighborhood association?

Neighborhood associations are one of the officially recognized channels for citizen participation in Lake Oswego. These volunteer organizations bring neighbors together to improve the livability of Lake Oswego's neighborhoods. Neighborhood members elect boards to represent their views before the Planning Commission, City Council and other public bodies and to maintain ongoing communications with City government.

Why organize a Neighborhood Association?

City-recognized Neighborhood Associations receive these support services and benefits from the City:

- Receives information from the City on all issues (transportation, development, etc.) that may occur in the neighborhood.
- Land use appeal fees may be waived upon request to the City Manager.
- Can be selected to develop a neighborhood plan with assistance from the City Planning Department.
- Eligible to apply for Neighborhood Enhancement Grants, to accomplish activities or projects not funded under other City programs.
- Neighborhood becomes part of the City network of 22 recognized neighborhood associations that work together to create the type of community it wants.
- Recognized associations may testify at public hearings with additional time limits not given to individuals.
- The City can help with mailings to inform your members about upcoming meetings. The City will provide printing and mailing services for two mailings (postcards or newsletters) each year for recognized associations.
- Up to two members of neighborhood association boards are invited to attend pre-application conferences to review potential development projects in your neighborhood (a brief training session is required in order to attend).
- Eligible to have meetings and events covered under the Neighborhood Coalition of Oswego, Inc. liability insurance at no cost to the association. A simple application must be completed and approved for meetings and events to be covered by the insurance policy.
- Neighborhood associations can receive a free drop box for neighborhood cleanup efforts, through the City's franchise agreement with Allied Waste.
- Opportunity to participate in monthly meetings at City Hall with all neighborhood association chairs (held on Saturday mornings; the City manager leads the meetings and the Mayor attends every other month).

My Report

Last Modified: 03/16/2014

1. What Neighborhood Association are you a part of?

Text Response
Garfield Park Neighborhood Association
Chintimini
Chinitimini
Brooklane
Avery Homestead
College Hill NA
Brooklane Neighborhood Association
We have not formalized as a Neighborhood Association yet?
Brooklane
Central Park Neighborhood Association
Whithem Hill but I was part of Harding until 2 months ago
Brooklane NA
Central Park
central park n.a.
Central Park
cpna
Avery Addition
None
Central Park
CPNA
Central Park Neighborhood Association
JANA
JANA
JANA
JANA
Rebuild the boardwalk off of Brooklane
Jobs Addition Neighborhood Association (JANA)
JANA
JANA
JANA
JANA
JANA
JANA (Jobs Addition Neighborhood Association)
Tunison Neighborhood Association
JANA
Brooklane
CHNA
College Hill
College Hill Neighborhood Association
College Hill
College Hill
College Hill
JANA
College Hill
College Hill
JANA
College Hill Neighborhood Association
College Hill Neighborhood Association

College Hill
College Hill Neighborhood Association
Friends of Witham Oaks, if it counts
College Hill Neighborhood Association
JANA
College Hill
Harding
Harding
Harding NA
Harding Neighborhood
Harding
Harding Neighborhood
college hill
Harding
College Hill
Harding neighborhood
College Hill
Harding
Harding
Willamette Landing
none
None
JANA
Harding
Harding
We don't have one.
Cedarhurst
None, yet. I'm working with others to form one.
Harding
Cedarhurst
Central Park Neighborhood Association
Avery Addition
Central Park Neighborhood Association
Central Park
central Park NA
Avery Homestead
Central park
Central Park
College Hill
CACOT
Skyline west
Pleasant Street Neighborhood Association
Job's Addition (JANA)
College Hill NA
Central Park Neighborhood Association
South Corvallis
Tunison park
South Corvallis
South Corvallis
Tunison Neighborhood Association
South Corvallis
S. Corvallis

This table has more than 100 rows. Click here to view all responses

Statistic	Value

Total Responses	121

2. How long have you been a part of your Neighborhood Association?

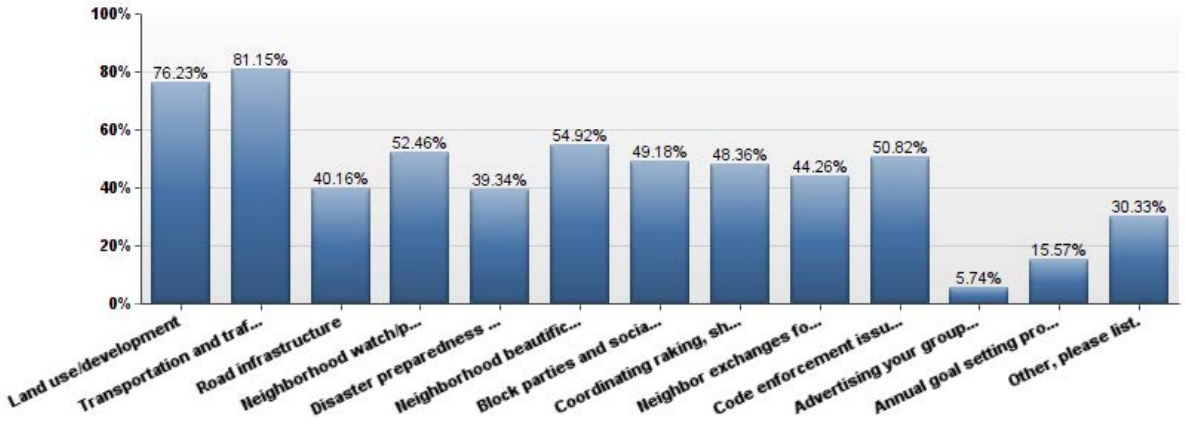
Text Response
Since 2009 at its inception
years
4 years
forever
13 - 14 years
5-7 years
3 years? 4?
N/A
Informally for 10 years; more formally for 2 years.
More than two years.
I was part of the Harding neighborhood for two years.
Over a year
Since it started
about 2 years
3 years
2 yr
over 10 years
N/A
since it was reactivated
1 year
15 years
5 YEARS
almost 8 years
??? lived here 37 years
Several years
Since the boardwalk got removed
Sinceit's inception in 2003: 11 years
6 years
10+ years
One month
been receiving emails for at least 10 years, but lived in the neighborhood for 23 years
18 years
10 years or so, I think
3 years
14 years
?? A year of two??
2 years
2 years
14 years
23 years
1 year
5 years
several years
Since its inception
3 yeara
6 years
10 years
11 yrs
10 yrs
5 years
Since inception
Many years

12 years
Two years
since the beginning
Since it's inception
2 years
2years
2 years
2 years
since it was created
2 years
10 yrs.
I've lived in Corvallis for 33 years
Two years, since inception
6 years
not applicable
N/A
Six yers
since inception - 2 years
since it started
Associated with for roughly 20+ years
no time
1 year
2000
Less than two years.
12 years
3 years
Since it began
8 yrs.
Since it's inception around 1996
6 mo.
6 months
as long as we have lived here and it has been available. 20 years
6 months
20+ years with our most recent activities being about emergency preparedness.
Have lived in this neighborhood for 30 years although we are not very active.
about 10 years
13 years
2-3 years
About eleven and three quarter years plus or minus 1000 hours
2 months?
5 years
3-4 years
Less than 1 year
1 year
last summer
20 years
3 years
~3 years

This table has more than 100 rows. Click here to view all responses

Statistic	Value
Total Responses	117

3. What activities and issue areas are you interested in having you Neighborhood Association work on? Check all that apply.



#	Answer	Bar	Response	%
1	Land use/development		93	76%
2	Transportation and traffic issues		99	81%
3	Road infrastructure		49	40%
4	Neighborhood watch/public safety/crime prevention		64	52%
5	Disaster preparedness and response		48	39%
6	Neighborhood beautification (landscaping, clean ups, tree plantings, etc.)		67	55%
7	Block parties and social gatherings		60	49%
8	Coordinating raking, shoveling, and other assistance to elderly or otherwise vulnerable neighbors		59	48%
9	Neighbor exchanges for neighbors to borrow items like ladders, canopies, tools, etc.		54	44%
10	Code enforcement issues		62	51%
11	Advertising your group at a Farmers' Market or other community event		7	6%
12	Annual goal setting process		19	16%
13	Other, please list.		37	30%

Other, please list.
impact of 509J facilities on neighborhood livability
City assistance without influence. Also, all the above are good ideas but require different amounts of formality.
Wild animimal control. I think that a lot of people in the neighborhood have concerns about the number of deer in the neighborhood.
Boardwalk at Mary's River Park…replacement
deep concern over commercialization of our neighborhood--tearing down perfectly good homes to build massive structures for students.--which decreases quality of life and simply destroys existing neighborhoods. OSU should supply much more housing for its students, as do the Big Ten universities, for example.
Strong neighborhood leadership to facilitate the above
To stop the rampant growth the City of Corvallis and the City Counselors are promoting and supporting
Protect Corvallis historic legacy including historic houses and other neighborhood features. Protect neighborhood integrity and stability and encourage owner occupied residences. Power is in numbers so have neighborhood associations collaborate on common issues and take a larger policy role.
figuring out a way to allow/grandfarther older multiple use homes (duplexes, etc) retian their use even if city paperwork does not reflect htis, as long as houses are safe etc. otehrwise, they get torn down and more student cookie cutter condos go up.
Rebuild the boardwalk off of Brooklane
Projects like hanging bat boxes, bluebird boxes, owl boxes in appropriate location s in the neighborhood; training on the civic process, how to testify effectively at Council meetings, etc.; inter-association events (communal picnic?); coordinating communications with the City, Greek community, and the property management group spearheaded by Jerry Duerksen (were you even aware of that one?).
Currently parking, kids driving too fast, and theft
Removing fees for residents to park in their district.
Cigarette butts from OSU students, litter also.
Keeping the Harding distrinct livable for everyone especially those living in a more permanent way.
residential parking
Public Art & Placemaking Knowledge sharing/Friendly atmosphere
Loose dogs are a safety barrier for disabled people (me) and frail elderly citizens. The Harding school grounds are posted with 10 signs that read, "No Dogs Allowed On School Grounds." How is the leash law enforced? Who is required to comply? Where can disabled or elderly people go in Corvallis to be away from loose dogs?
Address this: student housing (rentals and apartment houses) should not look like a third world trash heap at any time.

please note: I am old and in poor health, and, hence can't participate in some of the activities listed above
Dogs: noise, waste, leashes, owner responsibilities. Also any other noise issues.
challenge of parking due to proximity to OSU Campus
parking
Preserving historic structures both within and without the Avery-Helm Historic District; participating in the Master Steward Program
A limited access emergency exit that could be via the yet to be developed Fair Oaks extension to the Firehouse #5.
There are only nine house on our street and we all know each other and do much of what is listed above.
Controlling increases in property taxes
working with the City to get a free or affordable rate for use of the Tunison Community Center
Adding an alternate method to town - perhaps a bridge from Wake Robin to Brooklane?
Safe paths to downtown, economice development including health affordable foods for S. Corvallis residents. Street art
Facilitate communication among neighbors
Street Murals, Improving the health of those in the neighborhood, Encouraging Bike Riding, Safe Paths to Southtown, Covered bus stop for middle and high schoolers
Noise issues - church and after school activities that take place off of school grounds where there is not a buffer between the residents and the noise
The Tunison area bike path along the railroad to Allen Street (Avenue?) and general area improvement.
Language classes. I don't know as much Spanish as I need.
Making NA's less bureaucratic to establish. We are simply neighbors, afterall. / Knowing we have real weight on decisions.
Encouraging volunteerism in WIll. Park and encouraging Parks Dept to do things in Will. Pk that benefit SE Corvallis.

Statistic	Value
Min Value	1
Max Value	13
Total Responses	122

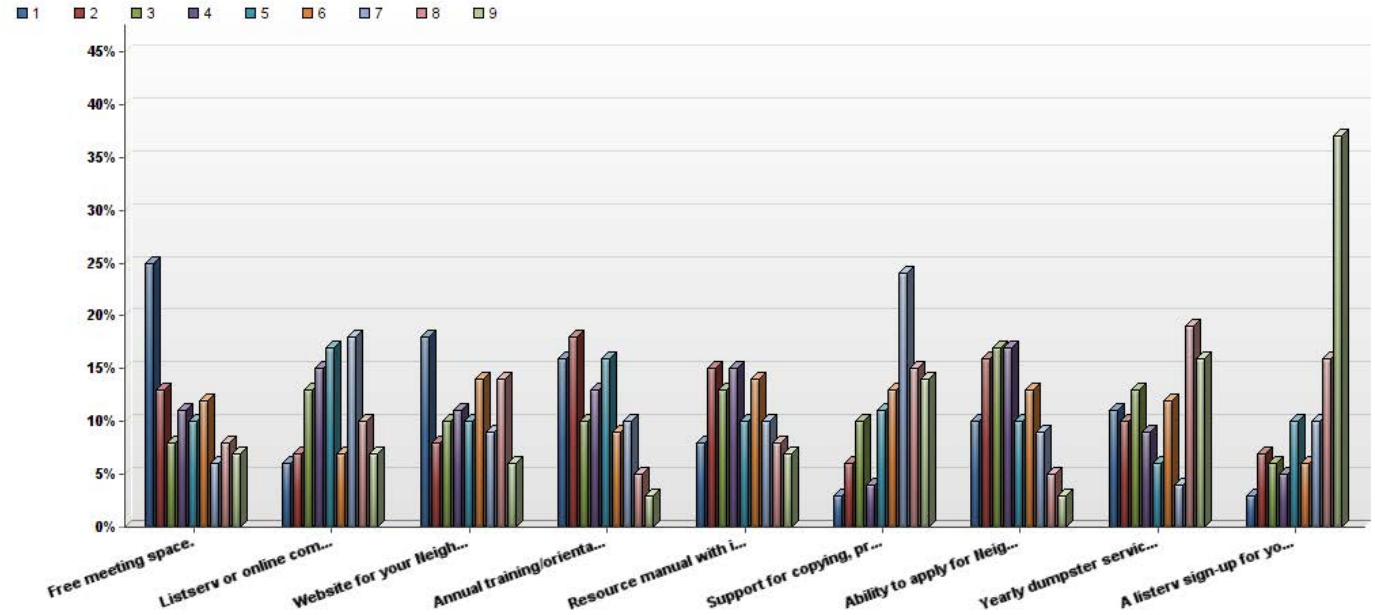
4. Please provide additional feedback about the activity and issue areas your Neighborhood Association has worked on or would like to work on. Please include the top few activities and issue areas your Neighborhood Association is interested in.

Text Response
Elimination of traffic circle; traffic issues; more activities to bring neighbors together;
Traffic/parking(OSU imposition and poor LDC and planning), Noise(parties,pedestrians) and trash(broken glass and furniture)
On going maintenance of Little Fields Park, participated in the land use process concerning so called "7th St. Station"
Our neighborhood has become most active around the active increase in OSUs population and the sudden changes in our city as a result. It feels like everything is happening that we don't like to a place that is very special to us. We would like things to slow down or stop until our city is able to adquately assess the situation and not be jumping around having to put fires out and getting run over by developer
Our tradtional boundaries cover a huge area. There has been so much infill in recent decades that it might be best to split into smaller NAs. We have helped disseminate information about City Council meetings and development projects that affect our neighborhood.
Bringing back Neighborhood Improvement Grants
Our NA is focused on the land use/development and code issues. Individual neighborhoods within the larger NA focus on the block parties, helping out neighbors, and borrowing items.
Current design standards are allow incompatible infill. Residential parking is increasingly difficult due to OSU growth. Livability issues: noise, trash, furniture in streets.
parking districts with two-hour free visitor parking. and see above comment.
Land use, beautification, code enforcement, traffic
Difficult to answer as we haven't had a neighborhood assoc. meeting or gathering for 4 years
"This is what a house looks like" We need neighborhoods that look like neighborhoods and have a mix of buildings, not neighborhoods dominated by large corporate developers who displace OSU's cancerously rampant growth onto each neighborhood
maintain quality and scale of Historic district and surrounding community development 11
Previous Activities: Assumed the lead in rezoning neighborhood during Comp Plan Update, partnered with adjacent neighborhood to establish Corvallis's first historic neighborhood. Members participated on OSU/Corvallis Working Committees. Current Priorities: First and foremost need to rezone to lesser density and establish parking district. Create incentives to keep homeowners in their homes. Protect historic values.
DENSITY - removing single family dwellings and replacing with large apartments and the associated parking issues
Our association would benefit from doing positive outreach to college students in addition to the noise code notifications. I'd like to see more beautification efforts, too, like clean-up days, etc. Housing and parking issues always need work, and it's good we have a voice in the evolution of our neighborhood.
to aovid parking districts.....does not solve problem, jsut creates new problems
JANA helped with the Photo Survey of Neighborhoods and would like to pursue a HIstoric District (at least, I would!), even if Historic District Lite. Everybody's uptight about parking (me, not so much because we bike almost everywhere, all the time), but that's a big issue. Scrape-offs of our little old houses--exaclty the OPPOSITE of what this town acknowldeges it needs, more small, affordable, single-family housing.
Parking, traffic control, idiots in bikes with no safety equipment
I think most neighbors are interested in preserving the "historical" character of the JANA neighborhood. They are also extremely concerned about the issues that arise because of large increases in the student population in this area and the resulting traffic and party problems.
Getting more support from the City and County so that we can use the under utilized facilities (Tunison Community Center) for meetings and community service.
Franklin Park Upkeep, OSU caused parking challenges
Marys River Boardwalk and "rightsizing" the developments going in along Brooklane
Oregon State using our neighborhood as a parking lot - We need to eliminate free 2 hour parking. My property taxes are way to high, not to be able to provide parking for my friends, etc.
See above, but there is support for one free parking pass for each house. Additional passes would cost. Also, better road maintenance such as snow removal and paving/sealing and sewers.
parking and traffic, OSU-neighborhood relationships, rental property upkeep
Not really clear on what our association does. Have only heard about parking. About time to find out.
I am most interested in livability issues as OSU expands. (parking, tearing down historic homes to build townhomes, etc) I feel the city needs more regulation to prevent a "student ghetto" around OSU.
mostly parking
parking
student housing, land use and parking/traffic issues
Reducing traffic/parking woes, beautification, social
OSU students/staff street parking; traffic on Harrison Blvd (especially with Campus Crest approval); bike traffic on the stretch of Harrison Blvd. from 36th to 29th light...very dangerous.
Our neighborhood is involved with many of the activities listed above, but largely just within our neighborhood itself and not requring the official Neighborhood Association structure. The Neighborhood Association is needed for larger issues such as the ones I checked off above. We can clean up our yards, lend tools to each other and plan parties on our own!
Code enforcement and path clean-up
Parking has been a big area. I think we were the first to have 2 hour parking and permits for home owners.
town and gown issues are the biggest concern
It boils down to the volunteer levels and interest of people in each neighborhood.
Pocket park at 30th and Lincoln
Parking and safety. With the highly congested parking, the city needs to considered "no parking" on one side of many streets as a fire engine or ambulance might be

delayed with cars parked on both sides of the street. Also, speed in neighborhoods need to be clarified and cameras that monitor and is due speeding tickets are sorely needed.
I'm concerned about the growth in population, housing developments, and traffic in Corvallis and how it is affecting/changing the quality of life on a daily basis. I would like to know how the city is planning to protect the community from overdevelopment and sprawl.
student housing/noiseissues, , parking issues, traffic issues
How the City disaster preparedness updates and bulletins can be automatically forwarded to our association web site for subsequent delivery to neighbors.
N/A we crrently don't have an association
Public safety, historic preservation, student rentals
Having a meaningful response from the city to Neighborhood groups
Cedarhurst hasn't held a meeting for quite a while - but I'd say two issues are student parking and problems w/ accessing 35th street due high vehicle speeds on 35th in a 25mph zone w/ limited site distance due to on street parking.
The biggest issue for me at least is parking and the possibility of establishing a parking district for residents.
The neighborhood is threatened by out of date code and zoning. Poorly designed student housing is a problem not appreciated by city staff or the city council.
Parking
zoning; parking; rental prop. maintenance; traffic; neighborliness
Creating a historic district, creating a small park, downzoning
Parking and development
Land use/ development (zoning and new construction) Parking (none available during days OSU is in session)
Our neighborhood is concerned about maintaining its existence as a family-oriented place to live.
We aare just formally reorganizing our neighborhood association with new members taking the lead. Roads are a big issue for us.
The ever increasing traffic on Highland is probably our top, and possibly only, primary concern. The traffic keeps getting worse with no particular solution in sight.
The primary issues that CHNA has been involved in and continues to be involved are related to cut-through traffic due to insufficient routing around OSU; maintaining the cohesion between the historical neighborhoods north and south of Harrison Blvd-- keeping the arterial street from becoming an arterial highway; dealing with increased commuter parking and parking search in the neighborhood; dealing with OSU's growth and the increased nearby high-density student housing; livability issues related to impact of increased traffic, parking, and single-family home conversions to rentals; and keeping the very fragile traditional neighborhood feel and lifestyle intact.;
Encouraging continuation of Parking District "C" which has greatly helped our community
South Corvallis Neighbors has worked on a large myriad of issues and activities. We have promoted feeding families with food insecurity. We have encouraged community building. We keep each other up to date on issues. We share resources. It's actually kind of nice even if it is less organized than some others.
We have worked on beautification and plan to continue working on them. We would like more support from the City. Last year we had to supply all the tools and rent and dumpster. We didn't have enough tools to get all the work done.
Ecomic Development, slowing down 3rd street (s.Corvallis) Neighborhood art including street mural, healthy affordable food
we would like safe bike route into downtown, redefine the plan for Crystal Lk Dr to a public walkway and not a major feeder street, like to create low income housing and a shopping center for a cafe and small specialty food shops at the old auction yard.
Maintaining Willamette Park & Crystal Lake Sports Cmoplex for trail users. Getting potable water to all areas of the park/sports fields. Concerns regarding bus service & speeds in various areas of Route 6.
Our neighborhood is pretty decentralized and there appears to be little desire or need for an Association to "represent" us. So communication is key, with people doing st
We worked to have a bike path from Avery Park to the Tunison Neighborhood added to the CIP list, try to promote neighborliness by having monthly gatherings, helped start a monthly free family meal program called Corvallis Family Table, Starting to have Neighborhood Beautification Days a few times each year, About to start the process to create a City sanctioned street mural in our neighborhood, Working with other Southtowners to improve S 3rd St. for bicyclists and pedestrians.
Bike/Pedestrian trail from Tunison Park to Avery Park--because biking to town on busy Hwy 99 is risky. We need City to support, materially, a grocery store in Southtown
The extent of our organization is a small email list that has moved onto Nextdoor.com and has consisted of contractor recommendations and discussions of a couple car breakins
sidewalk infill, parking issues
The Tunison group seems to have a busy agenda working on the immediate area as well as helping low income people.
kWe do a summer garden food exchange and give away
S.H.A.R.E. has met for produce sharing and swapping. We've cooperatively raised potatoes and beans together and combined for a bulk purchase of grains and beans as well. The listserv has advertised for housing and odd used goods, done some community organizing as well.
We already have a free meeting space and you are using the website so I put these at bottom of list. I don't have enough knowledge to rand the itmes below. Do not use
Bike path, neighborhood clean-up of common spaces, park improvements, community involvement
Neighborhood annual picnic have happened due to a few who eagerly invited others to their place. Good turn out.
Park stuff that Benifits Southtown, better paths for biking walking in and out of the bottlenect at Avery/CLD (ODOT interface)

Statistic	Value
Total Responses	76

5. Please rank the resources you would find most useful. Please drag and drop these items to represent your rank order.



#	Answer	1	2	3	4	5	6	7	8	9	Total Responses
1	Free meeting space.	25	13	8	11	10	12	6	8	7	100
2	Listserv or online community system sanctioned by the city.	6	7	13	15	17	7	18	10	7	100
3	Website for your Neighborhood Association.	18	8	10	11	10	14	9	14	6	100
4	Annual training/orientation for neighborhood leaders on how to engage in city government, participate in land development issues, utilize city website, facilitate meetings, and establish goals and vision.	16	18	10	13	16	9	10	5	3	100
5	Resource manual with information about land development code, meeting agenda templates, meeting minutes templates, goal setting, outreach and marketing strategies, facilitation techniques, etc.	8	15	13	15	10	14	10	8	7	100
6	Support for copying, printing, or mailings for meetings or events.	3	6	10	4	11	13	24	15	14	100
7	Ability to apply for Neighborhood Empowerment grants for neighborhood improvement projects.	10	16	17	17	10	13	9	5	3	100
8	Yearly dumpster service available for neighborhood clean-ups.	11	10	13	9	6	12	4	19	16	100
9	A listerv sign-up for your Neighborhood Association on the city website.	3	7	6	5	10	6	10	16	37	100
	Total	100	100	100	100	100	100	100	100	100	-

Statistic	Free meeting space.	Listserv or online community system sanctioned by the city.	Website for your Neighborhood Association.	Annual training/orientation for neighborhood leaders on how to engage in city government, participate in land development issues, utilize city website, facilitate meetings, and establish goals and vision.	Resource manual with information about land development code, meeting agenda templates, meeting minutes templates, goal setting, outreach and marketing strategies, facilitation techniques, etc.	Support for copying, printing, or mailings for meetings or events.	Ability to apply for Neighborhood Empowerment grants for neighborhood improvement projects.	Yearly dumpster service available for neighborhood clean-ups.	A listerv sign-up for your Neighborhood Association on the city website.
Min Value	1	1	1	1	1	1	1	1	1
Max Value	9	9	9	9	9	9	9	9	9
Mean	4.10	5.15	4.71	4.05	4.68	6.08	4.19	5.32	6.72
Variance	7.06	5.10	6.81	5.28	5.63	5.02	4.70	7.80	6.32
Standard Deviation	2.66	2.26	2.61	2.30	2.37	2.24	2.17	2.79	2.51
Total Responses	100	100	100	100	100	100	100	100	100

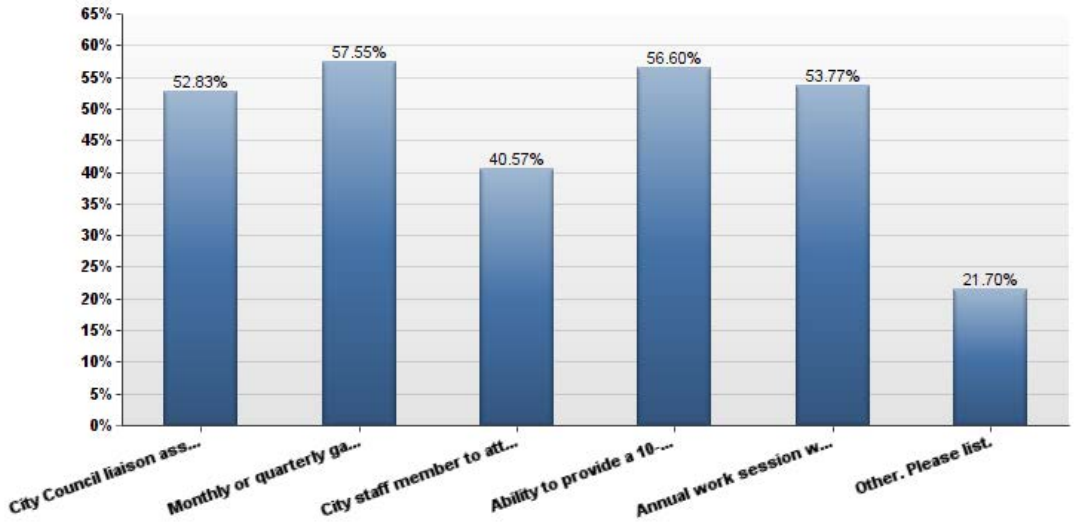
6. Please provide additional feedback about resources that would allow your Neighborhood Association to be more effective and successful. Would any resources be helpful that are not included above?

Text Response
hae dity councilor attend our meetings; maps of neighborhood showing addresses, names of property owners, phone numbers and email addresses of owners and residents, whether house is rented or owner occupied;
I can't figure out how to rank, so. Free meeting space. 10-12 dumpsters in June, 3-4 in December. Enpowerment grants are nice.
no way to rank the above, but the last one is first on my list
Teach us how to access the names and addresses of all the owners of homes in our NA boundary so that we can email/mail them info about our Association.
Notices in city publications about how to sign up for listservs or whom to contact to join a NA. These should be listed in every mailing from the city, or at least several times/year.
City staff assistance in organizing a Neighborhood Association.
The listserv sign-up would be great but only if it was linked to from the city website, not on the city website itself, not requiring the city's sanction, and if the names and emails that people submit are available only to the NA, not the city.
City assistance with communication: free meeting space; dedicated website for each NA; NA Leaders website and quarterly meetings; Dedicated City staff (0.5 FTE) to support NA actions, answer questions.
Since we don't have a grid system, it is harder to get to know the neighbors so ways we can communicat better are needed.
I think the city should help foster NAs, but should not be involved with them. They should not be or seem to be part of the official city structure.
Would like easy access to the city's historical neighborhood/home surveys that used to be online.
Can't think of any other than finding a strong leader
How to fund a full time staff position to counteract the deleterious affects of the 2 new positions for 'Economic Development' (I.e. the rape of our community)
Work sessions and training on development code, historic districts, how to engage in effective policy advocacy
have a city council person take more involvment in neighborhood concerns, answer emails.....
It seems like fund raising to match federal funds is the big need. If that falls through, maybe a volunteer work force with a better design than let time may be needed.
The web site might do it, but a way for NAs to hear about shut-ins or elderly or others who might need help with yard work, or a lift to the grocery store, or...
I couldn't drag and drop, my ranking is as follows 1, 7, 8, all others ranked the same
NListening to and caring about our neighborhood parking challenges. Holding OSU accountable for the increase in student cars and decreasing on campus parking availability.
Address the parking issue in college Hill, more and more "nice" homes are becoming dumpy rentals, as home owners do not like the vroom-vroom that goes on all day long with people circling the blocjk,trying to get parking and almost hurting pedestrians in the process.
Free wifi in neighborhood for universal conectivity
city staff to support neighborhood associations, the city's assoc contact list is years old and no support is offered,
No
I think it would help most if the City Council and City staff would actually take action on issues brought up by the Associations instead of just seeming to listen, then ignoring the concerns brought up. That is what they do now. The list of resources above will not really help with the problem. Our Associations are effective at collecting and presenting our concerns, but the Council and City staff (not to mention OSU) are NOT effective at taking action to solve the probelms.
If someone opther than me would step up to lead the Witham Hill Neighborhood Association
The ability for all members to vote on goals and objectives, not just those who go to meetings. A web site would work for this.
Direct, accurate and timely information about topics relevant to our neighborhood and adjacent neighborhoods so that we can be well informed!
Facebook is huge and the primary tool used by our association even though it is a private individual volunteering their time. The city weblinks are too static and limit enthusiasm and participation.
Volunteers to monitor and report addresses that need to prune scrubs and trees. Wet leaves on sidewalks can make walking hazardous. Apparently those currently responsible for overseeing these things do not have ample helpers to review our neighborhood and enforce city policy.
Risk management assistance for sidewalk safety, arbor care.
Ward meetings
No
A paid community advocate (similar to economic development office) that would act as a community resource in time &/or expertise intensive matters (LDC, land use in general, etc.).
A neighborhood advocate trained in law and land development code. Developers and city staff simply run over neighborhoods lacking resources.
direct access to applications for advisory boards, task forces, etc. City Council and staff take our concerns seriously
for the representative(s) on City Council to remember they are REPRESENTING, not just voting their own opinions!
Per the previous response we have a small, fairly tight, neighborhood and after Item 3 not sure there is much need/interest.
Meeting space is less important, because we have a good free space already.
We already do some things on that list, so they aren't needed. Clean up day sounds neat, as does free space for the community members to use.
In my ranking, 1-4 are equally extremely important. 5-9 are equally stupid and unnecessary.
Wasn't able to drag and drop: 1, 7, 8, 2, 6, 4, 9, 3, 5
need help with organization, keeping records, setting up meetings
Agree with the ones listed above.
We already have a listserv; we don't need one sanctioned by the city, but having info about it on a city website would be great; the G-T has refused to mention it (seeing it as

competition?)
Using Firefox and couldn't rank the resources, they would be 1, 7, 8, 4, 3, 2, 6, 5, 9
Nextdoor website works fine; no need for City website or listserv
Nextdoor is a great resource that eliminates the need for listserv or website - the city should work with them and encourage everyone to join (no, I'm not affiliated with them ;-))
The meeting space needs to be in the neighborhood. Otherwise, we'll just use a restaurant table that is handy to us.
Opportunities to speak with City officials and employees as guests at meetings.
Richard Hervey is tremendously informative to neighbors, and Torsten Pihl does our listserv, so we don't CURRENTLY need those.

Statistic	Value
Total Responses	50

7. What type of communication would you like to have with other neighborhood groups and the city? Check all that apply.



#	Answer	Bar	Response	%
1	City Council liaison assigned to each Neighborhood Association.		56	53%
2	Monthly or quarterly gathering of Neighborhood Association leaders.		61	58%
3	City staff member to attend a meeting of your Neighborhood Association.		43	41%
4	Ability to provide a 10-15 minute annual update to City Council.		60	57%
5	Annual work session with City Council, Mayor, and Neighborhood Associations leadership.		57	54%
6	Other. Please list.		23	22%

Other. Please list.
Ability to take items off of council packet and email it to association members; list of who to contact to get particular tasks done such as repair of potholes, sidewalks, trimming street trees,
All are good ideas, but control of NA's needs to stay in the hands of the NA's and their members
A functional city web-site would be very useful. It is very hard to navigate and find things. An updated list of NA contacts would be helpful.
welcoming attitude by city to concerns of NA's over all issues.
A real effort to use Vision 20/20 to create our vision BEFORE allowing other people's visions to be put in place first.
Please note our City Counselor does not respond to emails or telephone calls regarding setting up a meeting with the neighborhood.
Dedicated City Staff (0.5 FTE) to answer questions; assist with data-gathering; arrange annual training in City planning and decision-making processes.
Have our City Councilperson show up
Meetings with building development staff
Website for all neighborhoods to share information
As I mentioned earlier, it would be helpful to have City staff actually do something about the concerns we raise
Quarterly gathering of NA's, NOT monthly
All of these!!
Annual neighborhood mtg. and reps to serve on city committess and communicate with city on issues as needed
A city council/neighborhood association leaders meeting held separate from other city council agenda. i.e. Focused and concise.
We would like to continually reinforce the traffic issue on Highland.
Quarterly NA Leader gatherings would be sufficient; our City Councilor has been and should continue to be available as liaison to our NA.
It would be really nice if the City Council actually listened to the concerns of the community. A recent annexation has created some considerable distrust of council. The citizens were subject to a confididence game, and it feels ikky.
We have a city councilor who sends and receives emails on our listserv about stuff we care about. We don't need another layer of bureaucracy.
I'm so new to this(and only peripherally involved) that all the above sound beneficial.
Our council person is very involved iin what's going on in the 'hood' (Richard Hervey)
The meetings that I've been to with our councilor and city department heads were excellent! Do you still do those?
I'd like to spank them for being outrageous NIMBYs and spank them again for the way they continue to perpetuate stigmas of Southtown. That anti-Campus Crest campaign entitled, elitist nimbyism was atrocious. I commend the city on not capitulating to their provincial, self-serving demands. And I'm disappointed in the bordering councilors who forsook their city-wide responsibilities in order to look good to thier constituents.

Statistic	Value

Min Value	1
Max Value	6
Total Responses	106

8. Please provide additional feedback about communication between Neighborhood Associations and to/from City staff and City Council. Please include the top 1-2 formats of communication you're interested in.

Text Response
email. I am unclear as to what is being requested.
Individual testimony at meetings seems not listened to, and formalizing the roles of the NA's and their officers may reduce individual testimony by recognizing NA reps and not the individuals
better and more accessible city website on all issues, especially land use. Now the city's website is harder to use than before. No removal of massive e-files from city website when city voting in progress.
I would like to form a committee that looks at the 'big' picture for land development and begins implementing plans for preserving buildings or spaces that we value and maintains the charm that we have had for a very long time and is now threatened.
person-to-person meetings. email.
Email
Our NAs already have a City Council liaison - our ward representative on the Council. Our current Council representative has been very responsive to us and any issues that have come up, and communication with her is excellent. This is a marked improvement over the recent past, so perhaps Council members are the ones who need some training on listening to the concerns of the people they are elected to represent. Top communication format: face to face occasional meetings, with email for items that need a quick response. Quarterly NA leader meetings would be useful.
Quarterly NA meetings with City Councilor(s). Improve City website navigation tools: it's hard to find information in current system.
Would like city councilors to take group field trips to each other's wards. Each councilor could point out their concerns/issues. Would like to try a true council forum whereby everyone sits in a circle and gets a chance to speak from their heart about a certain issue. Each person has a few minutes to express their concerns, longings. Sounds woo woo but it could encourage deeper listening, conflict resolution and consensus building
The best form of communication is face to face but that is difficult considering all the meetings already being held. Email just doesn't seem to do the job. Perhaps an interactive web site between all of the above, but again, everyone has about enough of this to contend with.
The City government is out of touch. You want involvement? Then actually listen to the people who live here, not the developers who pour money into city coffers.
Need to establish semi annual meetings between City Council Members and Neighborhood Association leaders. Similarly with City Department Heads or relevant staff as needed.
would like communication with someone other than our ward councilman, who has different goals than many of us
Face-to-face meetings and email communication with City staff would be fantastic. It would be nice to have someone else besides our City councilor with whom we could communicate as a group.
Websites and email
It would be creepy if the city was overly involved in our neighborhood association. it would be good to know that someone in the city is accessible to work with.
Currently our city councilor is hands off our JANA group. He doesn't answer my emails. He said he won't read our JANA listserv comments because he doesn't want to be biased.
I feel the neighborhood associations do not have any impact on city planning. I do not feel we are listened to.
I like getting updates by e-mail from our representatives.
email, occasional meetings (semi annual ?)
liaison
email
again, I think neighborhood issues are being communicated effectively to the City - everyone knows we are concernced about inadequate parking due to lack of infrastructure being provided by OSU, code and tenant behavorial violations in rentals, tearing down of single family houses to build rooming houses and unregulated dormitories. The City Council, City staff and OSU need to do something about these problems and stop pretending that more communication is what is needed!
E-mail lists and a NA website would be great. One website would be fine, with one link being just the leaders of each NA
unknown
The City Council says it wants input from the citizens. It then disregards it.
Our leadership would have to answer this one.
Web forum and listserv
email and internet
see above
Should be proactive in soliciting neighborhood input on such things as the parking; the response of the Urban Resource Committee to recent suggestions of including those impacted but not included in the district was a dismal discovery.
Email, yearly meeting
E-mail
I want citizen input to actually make a difference, which it currently does not. They don't listen to regular citizens. Get rid of staff bosses.
In person city staff/council update on issues affecting neighborhood
Residents should know their voices will be heard. That is the whole point of our representative democracy.
e-mail, face-to-fce
The open meetings with our Council Rep (and I have attended two) are generally not useful. Being on the electronic mailing list is good as current events can easily be sent to our neighbors.
I think both City Staff and City Council need to give more weight to the public input and testimony from the NA's, and understand the each of the neighborhoods have different needs anc concerns.
I have no idea what this question means, so I cannot provide a reasonable answer. Who wrote this quesiton? What does it mean? What do you really want to know? I'd like to respond, but it is very unclear what is being asked. Any answer could be misconstrued.

Why is The Man's involvement in Neighborhood Associations necessary? When we need something from him, we'll let him know.
Our Councillor is a regular contributor to our listserve (on google groups)
Being a Ward 2 neighborhood in Ward 3, it would be great to have more connection with Ward 2.
email, listserve
short informal informational meetings
Email communication is very important. City personnel meeting with neighborhood groups (it took over 7 years to finally get Public Works to sit down with a group of neighbors).
There's plenty of avenues for citizen engagement with the city, we don't need more committees, assignments, etc. The main function of the neighborhood association is to facilitate neighbors working with each other.
I would love to see gatherings of other neighborhood leaders for the purpose of discussing best practices about how to build and strengthen neighborhood groups and to learn what other neighborhoods are doing. Face to face interactions between City staff, Council and Neighborhood groups.
email (listserv?); staff attending a meeting
Hopefully the need to get the city involved in anything would be rare, but it would be nice to have someone who's job is to help people get to the right people when something does need taking care of
I don't know enough at this point to comment.
An occasional (maybe quarterly) presence at a meeting and email are fine for communication
Face to face. Email.
Having an on going dialog with city counsil, mayor and other associations, where we can voice our concerns either on a regular basis.
listserv, liaison with the city council
Repeating: Our current councilor and list serv volunteer are amazing, so we currently have amazing communication.

Statistic	Value
Total Responses	56

9. Please provide any other feedback you would like to share with the Public Participation Task Force about improving and strengthening Neighborhood Associations.

Text Response
An association is only as strong as its members. If officers are not out recruiting their replacement the association will die. Members respond when the leaders work on what the members want. That means association leaders need to be talking to members often. That work is more important than anything the city can do. What is needed our leaders who are willing to knock on doors and ask what concerns members have. Also, the association goals need to be positive and supported by at least 80% of the membership.
Vigilance in keeping NA power with the NA's, and minimizing theCity's influence of NA activities.
most important thing is ability to easily create NA's (signing up online) and then being able to access happenings of other NA's and city online as well (easily).
I think we need a process whereby citizens are informed enough to not get swindled into voting for an annexation that results in big problems for the city.;especially when said city changes the zoning afterwards and makes its citizens feel like they are skirting the process.
When a neighborhood association calls attention to a problem, the city council should take it seriously. When neighbors notify the city that developers are not following codes or are deviating from agreements, the city employees should remember that they work for us and not the developers.
City should encourage formation of Neighborhood Associations and citizen participation in them.
Better promotion of NAs with maps and contact information at City Hall kiosk, city TV, G-T, and prominently on city website. Easy to find link to NA maps and contacts on city website, with link to external NA website and listserv signup. Privacy is important so people can communicate confidentially about city issues without the city viewing the information.
Council should adopt an administrative standard requiring developers to meet with NA(s) adjacent to proposed project and incorporate results into the project plans before any permits are issued. In other words, "No meeting with NA, no permit."
NAs often come into being out of concern with or even anger over city decisions (e.g., 7th st station, campus crest, Sather annexation, new and very often rather ugly student apartments (actually, dorm-like arrangements).
Thanks for all the hard work. The main goal is to get good city councilors that care about all the wards and the neighbors that care about preservation.
Avery Addition has a leader but she is not a participant or a representative for us. How do we remove her, find new leadership and move forward?
Collorabation Corvallis is a joke. OSU is NOT paying its fair share, nor is the Hospital. The new Parking areas are dead wrong. I (luckily) do not live in any of them and I still see them as a worsening of the problem, not a solution.
I believe that the number 1 issue facing neighborhoods near OSU is the loss of historic resources and inappropriate development. Some of the historic neighborhoods need to be rezone to protect the historic features. The City Council and Planning Commission need to address these issues proactively which it has never done.
City services like the use of a under utilized community center should be more affordable. $36/hour. We leave the room as clean as we found it and use the lights and bathroom in an already climate controlled room. I can't figure out why it is so expensive.
Our neighborhood association is diluted by the large number of new rentals in our neighborhood
a city staff person as liaison to the associations
Do something! Stop talking about it! I mean the CIty and OSU!
We do nbot havea Witham Hill Neighborhood Assocaiton, because, while there is plenty of interest, no one else has stepped up to take the leadership role. I do not filling out more paperwork!!l.
It's hard to get to meetings, so web-based communications would really help those of us that are interested, but unable to attend very many meetings.
I had not heard of the Public Participation Task Force before today. Educate us; get the GT on board or use social media.
Associations are great for bringing problems and concerns to the attention of our city manager but the city manager is the one who must decide what action to take and either delegate his/her personnel to solve the problem or recruit volunteers to do the job if city personnel and finances are not available.
I want to walk in Corvallis without being jumped on or chased by a loose dog !
zoning issues
Would be nice to have maps of boundaries and names for the associations along with contacts.
Strength of the Neighborhood Assoc. is up to the citizens involved. Anything to ease xfer of information is a good idea.
Empowerment and earnest representation
Citizen committees are appointed (including the planning commission) and their hard work and recommendations are ignored by city staff and the council.
Keep them independent from the city. Let them be a force unto themselves and maybe they would actually have a meaningful role in city government.
Now it's remedial for the Witham Oaks neighborhoods; how will you repair the hurt?
I, Elizabeth Waldron, I not received any emails from the City's "Public Participation" meeting.
The sense in the NA is that City Staff and City Council are not taking input from the NA seriously nor giving much weight to it in their decision-making process that has a direct impact on NA livability.
Take us seriously
Thank you for doing this. Right now getting more support, especially affordable use of the Tunison Community Center is my priority. Not only for meetings, but community development programming like Corvallis Family Table, group meetings, classes, work parties, etc.
S Corvallis is a treasure of committed citizens and natural beauty, I'd like to see some restrictions on signage on 99 and more large conifers along with other plantings on 99. We also want a slower speed limit up to Lincoln school to create a more neighborly feeling. 99 is so fast it separates the sides of the street
South Corvallis has specific needs that are not always addressed. Concerns about lack of services in our area (such as reasonable grocery store - 1st Alternative Co-Op, 7-11, Circle K do not meet the needs of the neighborhood). Concerns that if a major earthquake was to occur Lincoln School is our emergency services center. Baed on the earthquake studies down over the past decade, Lincoln School will be flattened. What is the secondary plan? What happens if we lose the bridges?
I would like if more City staff would show more respect for neighborhood groups and the work that they are doing to build community. A large portion of our dealings with City staff consist of us asking for help/support and being told that there is nothing the City can do to help. We need a culture change within the ranks of those employed by the City. My hope is that increasing the amount of contact between City staff, Council and Neighborhoods will result in a better understanding of where each group is coming from and foster a new age of cooperation amongst all parties resulting in a better Corvallis for all.
Tunison NA helps sponsor Mesa Familiar, an important social service/charity in South Cvo; yet it has to pay the city rent on the the community center and the county a food service license; this is not helpful

Same as above.
I like the fact that much of our neighborhood 'business' happens on a casual basis, with different folks organizing things they care about. We've hosted a Polst form meeting, a cob oven building meal, and others have donesimilar sorts of things. I'm not a fan of formal "meetings".
Lots of regulations is a burden and off-putting to the average citizen, so keep it simple. Ease will open the door to more involvement by residents.
Thanks!

Statistic	Value
Total Responses	41

ATTACHMENT C

To: Public Participation Task Force **March 20, 2014**
From: Dan Brown, Ward 4

Subject: Goals and Expectations

I appreciate the work the Task Force is doing on behalf of the City of Corvallis. The Council and the Task Force all know that there is room for improvement in the arena of public participation, and any help you can provide will be appreciated..

The charge to the Task force is a limited one; it focuses on providing advice about the process of Public Participation. It is bounded by a list of criteria specified in the Council's Public Process and Participation Goal. When the Task force presents recommendations to the Council, I will look for an evaluation of the proposals [i.e. Plan A] and the status quo compared to the criteria:

	Status Quo	**Plan A**	**Etc.**
Effectiveness			
Efficiency			
More diverse leaders			
Better communication with Council			
Better connection among citizens			
Better utilization of citizen expertise			

The Task Force recommendations should serve the Council's other work. The Council has already established broad goals, priorities, policies, programs, and organizational structures. The existing public participation structures were created to serve in that context. Further, the City is facing increasing budget constraints in the future.

I look forward to your recommendations.

CITY OF CORVALLIS
Public Participation Task Force
DRAFT Minutes
March 27, 2014

Members Present:	Kent Daniels, Chair; Annette Mills, Vice Chair; Lee Eckroth; Richard Hervey; Penny York; Rocio Munoz; Emily Bowling; George Brown
Members Absent:	Brenda VanDevelder, Mary Beth Altmann-Hughes, Becki Goslow
Staff:	Mark Lindgren, Scribe
Visitors:	Stewart Wershow

Agenda Item	***Key Discussion Points***	***Action or Information Only***
1. Check in, introductions, review ground rules (Chair)		Daniels said future weekly work sessions would be held from 11 a.m. to 1 p.m. in the Madison Avenue Meeting Room; except for public meetings and the April 17th meeting at the Parks Dept. Admin Building in Avery Park.
2. Review Agenda (Chair)		
3. Continue discussion; Plans for April 28 public meeting	Daniels reported PPTF was still within its budget for 11 more meetings. He related that Altmann-Hughes found recorders for those meetings. The Neighborhoods USA conference is in Eugene on May 21-24, at a cost of $225 per person; he and a Development staffer will attend, and he'll investigate the City subsidizing a couple more people to attend. Munoz said that there would be people at the April 28 meeting who didn't speak English, and suggested a bi-lingual presentation, with two languages on a single screen.	

	Daniels related that VanDevelder has a PowerPoint similar to what was used at the January meeting, which can be updated. Mills suggested using the same format. Mills suggested the agenda include "We will be presenting draft recommendations." Bowling related VanDevelder was proposing "Connected Communities: Part II," or "Continuing Our Conversation" as a name. Bowling said RSVP's needs to go out very soon. York proposed posting it at the City website. Bowling noted the group had decided to send out notices more widely to more distribution lists. Eckroth said members posting to Facebook could provide additional exposure.	
4. Continuing discussion: review of TTF recommendations and plans to reformat into a draft document for distribution prior to the next April public meeting.	Hervey estimated that his work group needed two or three more meetings. Daniels said initial drafts from two work groups need to be formally accepted, except Boards and Commissions; there would be further refinements. The full PPTF needed to accept the Boards and Commissions draft before it is sent out to staff. Mills related she heard from the Council the need for rationales or explanations for any re-organization recommendations, and to acknowledge that there is already a good level of participation. Mills said the group needs to include	There was consensus to delete asking for a Council Goal to accomplish robust Registered Neighborhood Groups (RNG) programs for the city.

	findings on what other communities are doing beyond what Corvallis is doing. Daniels said if CCI is re-instituted, it will require staff support; he estimated that all the recommendations, if implemented, would take roughly a half-time position. York said changing the way minutes are done will reduce those costs by half, and standing committees' review of committee work plans will also reduce costs. Eckhart added that goal setting will also save time and money. Mills advocated using a consistent format throughout the report, and having it be readable, with main recommendations jumping out. Bowling cautioned that with different types of information, it probably won't be entirely consistent. Munoz suggested prioritizing guiding principles. There was discussion on the first recommendation, on ways to create a warmer, more welcoming environment for public testimony. Daniels suggested adding e) Public testimony guidelines for community members. Hervey suggested asking elected officials, key City staff, and appointed leaders to specify the best way to contact them that will ensure a response. Discussion occurred on re-ordering the Diversity section. Bowling highlighted improved outreach on advisory board position vacancies.	

	Munoz said the recommendation is for the Council to research how to make the website more user-friendly. Hervey said the website just got a major rework; PPTF needs to make specific recommendations, and give examples. York said the site was hard to search and retrieve documents. Daniels said there were no links on the home page about neighborhood groups or boards and commissions. Brown highlighted the West Linn site. York said she'd heard a survey should be conducted to help improve gender balance on the Council and to learn obstacles to diverse representation in all levels of government. Daniels suggested outreach and publicity on the process for selecting boards and commissioners; Eugene has an online application form. He suggested looking at the City of Eugene's budgeting process. Bowling noted "Public Participation 101" overlapped "Civics 101;" there was discussion on changing the name. Mills said the list of acronyms needed to be added. York suggested "A recommendation is to post the Guiding Principles on the City webpage, along with ways to implement the principles." Bowling reported the current draft from her work group had incorporated most	

	comments but was similar to the last draft; members commented on it. In discussion on RNGs, Bowling stated the City should provide free meeting space; that should be part of the budget. York cautioned that there could be resistance to providing funding in the coming fiscal year, given how late it is in the process and how tight the budget is. Mills suggested clarifying to ensure that every part of the city be within a neighborhood association. She noted that some neighborhood associations had used Neighborhood Empowerment Grants (NEG) to fund their activities; Bowling added the hope was that every RNG would have access to a modest amount of funds. Mills said Neighborhood Empowerment Grants need to be more clearly differentiated from the proposed “small RNG budgets.” Brown related that West Linn provided umbrella non-profit status for neighborhood associations, thus allowing them to apply for grant funds. Daniels added that a separate (non-City) Eugene non-profit provided the same umbrella function. Mills said that that would be a huge benefit, but wasn’t sure if the City should have role in establishing that, and suggested contacting Eugene and West Linn. Wershow emphasized that liability insurance and records keeping were a big issue for non-profits.	

	Under the section Connecting Neighbors to Neighbors, Bowling noted having a website was one of the top three issues of neighborhood group participants on the recent survey. It is very common to have transitions where leadership leaves town and takes the expertise, leaving a group to flounder. Mills disputed that the City had the responsibility to help neighborhood groups to set up their websites, which are now cheap and easy. Mills expressed concern about not yet engaging boards and commissions whose groups would be sunsetted under recommendations. Daniels replied that something will be sent out to all boards and commissions next week asking for comments, so it can be re-drafted before April 18 and then taken to the public meeting. He added that the recommendations wouldn't affect most boards and commissions, and even with those, a larger, more productive group would be formed.	
5. Visitor's comments, ideas, suggestions	Stewart Wershow suggested including faith community contacts as a way of expanding noticing on openings on commissions. He suggested consulting the City Attorney about whether neighborhood groups, as they take on more with the City, would come under public records and public meeting law. He suggested having hard copies of PPTF drafts for the audience at future meetings.	Daniels will make hard copies of PPTF drafts for the audience at future meetings.
6. Continuing discussion #5 above		

7. Timeline, responsibilities and roles for PPTF and others for critical path from May 5 to Dec. 31 2014.		
8. Check-out: Was time used efficiently? Was everyone prepared? Everyone heard? Meeting process okay? Can we do better? Agenda for next meeting?	Daniels said the April 3 meeting would focus mostly on boards and commissions. Mills asked if there was any way to quantify efficiencies; York replied that that was part of the next agenda. She suggested work groups consider phasing and prioritizing.	
9. Adjournment	The meeting adjourned at 2:12 p.m.	

MEMORANDUM

To: City Council Members

From: Julie Jones Manning, Mayor

Date: March 19, 2014

Subject: Vacancy on Corvallis-Benton County Public Library Board

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Isabela Mackey has resigned from the Corvallis-Benton County Public Library Board effective March 31st. Her term on the Board expires June 30, 2014.

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

1011

MEMORANDUM

March 31, 2014

TO: Mayor and City Council

FROM: Ken Gibb, Community Development Director

RE: Scheduling a public hearing to receive input related to a draft FY 14-15 Corvallis CDBG/HOME Program Action Plan

In order to meet public participation requirements and complete planning activities related to the development of a FY 14-15 Action Plan for the City's Community Development Block Grant (CDBG) and HOME Investment Partnerships (HOME) Programs, the City Council must conduct two public hearings prior to staff submitting the final Plans for HUD consideration and approval.

The first City Council hearing, to receive input prior to drafting the Plans, was held on January 6, 2014. This memo requests scheduling of the second CDBG/HOME public hearing for the City Council meeting of May 5, 2014, in order to receive citizen comments related to the draft Action Plan. The draft Plan was approved by the City's Housing and Community Development Commission on March 12, 2014, and will be made available for public review beginning April 4.

Review and Concur:

James A. Patterson, City Manager

URBAN SERVICES COMMITTEE
MINUTES
March 18, 2014

Present
Councilor Roen Hogg, Chair
Councilor Dan Brown
Councilor Richard Hervey

Staff
Jim Patterson, City Manager
Nancy Brewer, Finance Director
Jon Sassaman, Police Chief
Mary Steckel, Public Works Director
Emely Day, City Manager's Office

Visitors
Gary Angelo
Mike Blair
Randy Chakerian
Courtney Cloyd
Herb L. Heublein
Tom Jensen
Mindy Perez
John Wydronek

SUMMARY OF DISCUSSION

Agenda Item	Information Only	Held for Further Review	Recommendations
I. Residential Parking Districts			Approve a Residential Parking District Program
II. Other Business			

CONTENT OF DISCUSSION

Chair Hogg called the meeting to order at 5:00 pm.

I. Residential Parking Districts

Staff distributed a Councilor-requested handout regarding the alternative Residential Parking District (RPD) Program designs (Attachment A), a public outreach postcard e-mail received after the meeting packet material was compiled (Attachment B), and additional e-mails to Mayor and Council (Attachment C).

Councilor Brown referenced the City Council's March 17 meeting discussions regarding the timing of the RPD project for implementation September 1, 2014. Extensive work must be completed to meet the target implementation date, and a recommendation to the City Council from tonight's Committee meeting was important. He asked that those who had previously testified to the Committee regarding the RPD project not repeat their earlier testimony, which was part of the Committee's discussion records.

Courtney Cloyd, Central Park Neighborhood Association (CPNA) President, reviewed a written statement (Attachment D).

Gary Angelo of the College Hill Neighborhood Association (CHNA) concurred with much of Mr. Cloyd's testimony regarding supporting Councilor Brown's proposals and staff's recommendation to implement significant parking changes in neighborhoods surrounding Oregon State University's (OSU) campus. OSU presented to the Council March 17 its proposal for significant changes to OSU's on-campus parking system; the changes could seriously impact surrounding neighborhoods. He advocated for a RPD Program with permit-only parking in documented "hot spots" in the two blocks immediately adjacent to OSU's campus and two-hour, free-parking allowances in the remaining areas within the proposed RPDs. Within the permit-only parking areas, he suggested allowing multiple dangling visitor parking permits that identified the "host" residence and were purchased the same as resident parking permits. He urged that severe consequences be imposed for any abuse or mis-use of visitor parking permits. If residents were allowed only one parking permit within a permit-only area, they would have difficulty hosting guests during the year. He did not believe relaxing the parking regulations when OSU was not in session would be sufficient, as people typically had social activities throughout the year. An accurate count of available parking spaces was needed for the areas proposed for permit-only parking, as there were several discrepancies between the neighborhood's calculations and those Group Mackenzie provided to the OSU/City Collaboration Project Parking and Traffic Work Group (PTWG).

In response to Councilor Hervey's inquiry, Mr. Cloyd explained that he recently measured all of the block faces within the CPNA boundary and found a 26-percent difference between staff's calculations and his. He acknowledged that the calculations could vary, depending upon parking space lengths.

Councilor Hervey reported that he spoke with Davis, California, city staff regarding its parking district plan, which was developed over a long time period with gradual additions of more areas. He suggested incorporating into the RPD Program some flexibility for adding RPDs. Berkeley, California, required parking permits with two-hour, free-parking allowances. Davis was expanding its parking program into its downtown area to address migrating parking problems.

Mr. Angelo responded that Davis, California's program was an example of the possibility of having different parking regulations for different RPDs. Davis' program evolved, as the parking problem spread and residents requested inclusion in RPDs.

Mr. Angelo confirmed for Councilor Brown that resident permit-only parking and two-hour, free-parking allowances should be compatible and successful. Mr. Angelo clarified that he suggested modifying the RPD Program "hybrid" alternative to require resident permit-only parking in the documented "hot spots" and allowing two hours of free parking elsewhere within the proposed RPDs.

Mr. Cloyd concurred that "permit-only" parking should mean resident permit-only parking. He hoped the idea of selling non-resident parking permits would be postponed until after the initial RPD Program elements were implemented and evaluated. Selling non-resident

parking permits before knowing parking utilization could unnecessarily complicate the Program and create problems.

Councilor Brown asked how parking capacity would be used in a resident permit-only scenario. Mr. Angelo suggested that resident parking permits be sold only to the 75-percent parking capacity level. The remaining parking permits would be sold for visitors and contractors.

Councilor Hervey inquired whether the two-block radius around OSU's campus would be large enough to prompt students to park on OSU's campus or merely move existing parking problems farther from the campus.

Mr. Angelo said the PTWG did not discuss the issue of a two-block radius of permit-only parking.

Chair Hogg said the initial PTWG proposal involved permit-only parking within a two-block radius of OSU's campus and the remaining areas of the proposed RPDs would allow two hours of free parking.

Mike Blair previously served on the Downtown Parking Committee as a neighborhood representative. He resided along SW Fifth Street (Fifth) between SW Washington Avenue (Washington) and SW Western Boulevard (Western). He noted that on-street parking along Fifth was removed to create bicycle lanes. On-street parking was not allowed along Western. During gatherings at his home, he and his guests parked along Washington. He suggested that the proposed RPD F boundary be extended to SW Fourth Street. He explained that the parking problem in his neighborhood involved OSU students and staff and Downtown employees. He suggested that his neighborhood be designated as permit-only parking without two-hour, free-parking allowances. His friends who resided near Portland State University paid $45 per year for each parking permit and could purchase daily parking permits for $1; the system seemed to work well.

Mr. Blair noted that the City and OSU were beginning to review their transportation master plans. He suggested that the City, OSU, and the cities of Albany and Philomath collaborate to increase public transit options to encourage people to not use private vehicles, thereby reducing parking issues in the community and on OSU's campus.

Randy Chakerian, Harding Neighborhood Association (HNA) President, noted that HNA's boundary was not included in the proposed RPD Program Phase 1 area; so its members were observing the Program development and anticipating future impacts to their neighborhoods. He believed resident permit-only parking in the "hot spots" would be critical, but he expected that it would put pressure on the areas three blocks from OSU's campus, where two hours of free parking would be allowed. He urged the Committee to consider a process to amend the RPDs in the future to resolve unforeseen problems resulting from the RPD Program implementation. He expected that each neighborhood would want to partner with the City and have input in the process of amending the RPDs.

Mindy Perez of the HNA concurred that RPD adjustments would be needed. Amending the RPDs via the current neighborhood petition process would be inefficient for neighborhoods and City staff. She urged that the RPD Program Phase 2 recommendation include a process for RPD amendments without need for neighborhood petitions.

Herb Heublein resided along NW 13th Street in one of the proposed RPDs. He referenced OSU's proposed parking system changes. He opposed allowing non-residents to purchase parking permits within the proposed RPDs. He said non-resident parking permit fees would not equal the property taxes and fees he paid for street and sidewalk maintenance. He expected that residents would complain if they could not park near their homes because non-residents were using available on-street parking. He asked how the proposed RPD Program and a resident parking permit would guarantee him a parking space near his house, when a resident from a nearby street within the RPD sought parking near his house. He urged the Committee to consider the potential of encroachment by other residents within the proposed RPDs. He would like a guarantee of a parking space on the same side of his block as his residence and within three or four spaces of his house. He would also like the City to mark parking spaces, as many people parked in a manner that used more than one parking space, reducing the number of vehicles that could potentially park in the area. Marked parking spaces would also provide an accurate count of available parking spaces.

Tom Jensen suggested that the Committee recommend a means of preventing people without vehicles from purchasing parking permits they could sell. He liked the idea of resident-only permit parking and two-hour, free-parking allowances, especially within two blocks of OSU's campus. He suggested that drivers without parking permits be allowed to park free for two hours once per day throughout the RPD system to reduce non-permitted vehicles being moved among the RPDs.

Mr. Jensen said the intersection of NW 26th Street and NW Fillmore Avenue was closer (seven blocks) to OSU's classrooms along SW Monroe Avenue than the intersection of SW 26th Street and Washington Way by Gill Coliseum and OSU's parking garage, with student parking 300 yards farther south. He urged full implementation of the proposed RPD Program, as implementing Phase 1 would negatively impact the neighborhoods slated for Phase 2. He believed the proposed RPD boundaries should be far enough from OSU's campus that commuters to the campus were not tempted to park within the RPDs.

Mr. Jensen opined that non-resident parking permits would undermine the purpose of the RPDs and urged that the City not sell parking permits to non-residents. He elaborated that non-resident parking permits would give OSU students another option unavailable to residents and OSU staff. He appreciated Mr. Angelo's suggestion that visitors be required to park on the block face of the person they were visiting with a hanging permit valid for a specific time period.

Mr. Jensen suggested that employee parking permits be issued based upon the number of full-time equivalent (FTE) employees at each business and that employees be considered the same as residents.

John Wydronek owned three rental properties within some of the proposed RPDs. He was concerned about how resident parking permits would be allocated. Two of his properties were in neighborhoods zoned for high-density residential development. Based upon the square-footage allocation methodology previously discussed by the Committee, the properties would not be allocated enough resident parking permits for all of his tenants. Tenants of one of the properties would need to park five or six blocks from their homes, which he considered an unreasonable situation for them. He urged the Committee to consider options for high-density residential developments other than one resident parking permit per 2,500 square feet of lot size. He noted that many of the developments were constructed several years ago.

In response to Councilor Hervey's inquiry, Mr. Wydronek said, under the current RPD Program resident parking permit allocation methodology, his property would be allocated enough parking permits for his tenants, even if the allocation rate was one resident parking permit per kitchen.

Councilor Brown reviewed his submission to the meeting packet and offered additional information.

- The City had a 30-year history with parking issues in neighborhoods surrounding OSU's campus; the PTWG reviewed the parking issues for three years before submitting recommendations to the Collaboration Project Steering Committee; and Urban Services Committee discussed a proposed RPD Program for six months. Livability (the goal of the RPD Program review) was difficult to define but generally easy to understand. Residents near the campus recognized a lack of livability because of non-residents parking in the neighborhoods.
- Retaining the existing RPD B and C designations, rather than re-naming them RPDs D and F, respectively, would reduce the costs of sign creation. He supported Mr. Jensen's suggestion that two hours of free parking without a permit be allowed once per day throughout the RPD system.
- Employee parking permits were allowed in existing RPDs B and C under different Corvallis Municipal Code provisions, and this should be reconciled to one scenario.
- "Temporary visitor" should be defined in the Municipal Code.
- Enforcing the RPD Program only during OSU's academic year would allow residents to have unlimited visitors during OSU term breaks and summer months.
- Three areas in parts of existing RPDs A, B, and C were documented as "hot spots." Parking demand in excess of parking capacity was documented for the areas via OSU surveys and the PTWG consultant's study.
- The resident parking permit allocation methodology (e.g., one permit per 2,500 square feet of lot size, with a minimum of two permits per lot) could be re-considered.
- Visitor parking permit privileges should be revoked if permit use was violated.

- Electronic devices could greatly enhance parking enforcement accuracies and efficiencies and provide useful data for future RPD Program review.
- Parking in neighborhoods surrounding OSU's campus varied by academic term, with Fall Term having the most parking activity and Spring Term having the least parking activity. Parking utilization should be measured during Fall Term.
- Areas documented as "hot spots " should be restricted to resident permit-only parking.

Councilor Hervey reported that he spoke with city staff in Davis and Berkley, California. Davis had multiple, different parking districts that developed over time. Similarly, Corvallis could adjust RPD regulations to address the needs of new RPD neighborhoods. The City Council would approve new RPDs, providing some oversight of the RPD Program and individual RPD's regulations. Berkley reported having one parking enforcement officer per eight-block area and had many parking districts that allowed two hours of free parking and resident parking permits. Berkley's parking district regulations were similar to those of the "hybrid" plan the Committee was considering.

Councilor Hervey, having missed a recent Committee meeting, asked if the Committee discussed a RPD Program "hybrid" alternative that included permit-only parking and more parking meters, which would have lower enforcement costs.

Councilor Hervey referenced the March 4 meeting staff report chart comparing the RPD Program alternatives and factors of cost, safety, and motivating on-campus parking. He urged the Committee to consider the factors during today's deliberations.

Public Works Director Steckel responded to the Committee's discussions.

- In the March 4 staff report chart referenced by Councilor Hervey, the item titled "reduces neighborhood traffic" was intended to address the element of neighborhood safety. More traffic would increase the risks of accidents.
- Parking meters as a means of encouraging short-term parking had an inherent cost element (e.g., collecting coins, maintaining the meters, enforcing the meters).
  - Parking meter enforcement could require more staff time.
  - Parking meters in a permit-only parking area would require two levels of parking enforcement because of the different time limits that would need to be patrolled.
  - Staff did not calculate the potential additional cost of having parking meters in the proposed RPDs.
  - Some residents did not want parking meters in front of their homes or in their neighborhoods.
  - Parking meters would require marking parking spaces, which must be re-painted every two years.
- Group Mackenzie counted the number of vehicles parked along the streets in the proposed RPDs. Actual counts would likely be higher than counts based upon measurements, as people tended to squeeze more vehicles in unmarked areas than would be possible if parking spaces were marked.

Councilor Hervey said he considered having only a limited number of parking meters to accommodate businesses' patrons and clients, which should not require a large increase in parking enforcement staffing.

Ms. Steckel explained that the proposal for a permit-only parking scenario required one additional FTE parking enforcement officer. Officers' tours through RPD permit-only parking areas could be less frequent or more random. Combining permit-only parking and parking meters increased parking regulation and more officer tours to enforce the various time limit regulations.

Ms. Steckel asked the Committee to consider whether permit-only parking areas would include permits issued to employees and/or contractors. She also asked the Committee to consider allowing two hours of free parking throughout the proposed RPD system and use the petition process to establish areas of permit-only parking.

Ms. Steckel clarified that a one-block segment of street had two block faces.

Ms. Steckel said the Committee's request for RPD Program variations at its March 4 meeting prompted questions for staff regarding impacts and how those impacts could be addressed.

- Enforcing the RPD Program only during OSU's academic year could affect RPD signage size and content and the need to change signs each year to match different beginning and ending dates of the academic year.
- Staff recommended not selling non-resident RPD parking permits in the two-hour, free-parking scenario.
- Two hours of free parking throughout the RPD system would decrease staff's ability to control the 75-percent parking utilization target, so that factor may become moot. In a permit-only RPD scenario, staff could control the number of people parking in the RPD by limiting, to an extent, the number of permits sold. If two hours of free parking was allowed, staff would not be able to estimate the number of people parking in the RPD during the day, negating the effectiveness of the 75-percent parking-utilization target. Potentially, all available parking spaces could be utilized by people parking for two-hour time increments. It might better match the Program goals to not put a limit on the total number of parking permits that could be sold in order to maximize residents' ability to have RPD parking spaces before they were occupied by short-term non-residents.

In response to Councilor Brown's comment regarding existing RPD B's documented "hot spots," Ms. Steckel said only 20 percent of available resident RPD parking permits were purchased each year. She acknowledged Councilor Brown's presumption that RPD B residents may not purchase parking permits because of the lack of available on-street parking. She understood that most of the proposed RPDs could accommodate the 75-percent parking-utilization threshold approach.

In response to Councilor Hogg's inquiry, Ms. Steckel said, of the cities with RPD programs that staff contacted, all of them enforced the RPD regulations year 'round. Staff's contacts

included communities with colleges and universities. She explained that an additional parking enforcement officer was being hired because of the expanded RPD Program. The officer would be paid from the RPD Program revenue. If the RPD Program was not enforced during OSU's term breaks and summer months, the additional parking enforcement officer would work elsewhere without an identified revenue source, other than the General Fund, for their wages and benefits. There was no General Fund capacity to pay for additional parking enforcement officers. Theoretically, resident RPD parking permit fees could be increased to pay for a parking enforcement officer who would not be working in the RPDs for the portion of the year when the RPD Program was not enforced.

Police Chief Sassaman added that, as OSU's student enrollment increased, more OSU students were in Corvallis year 'round. This prompted a need for year 'round RPD Program enforcement.

Councilor Hervey referenced the staff report discussion of RPD parking permit costs only covering RPD Program administrative costs. The final decision regarding visitor parking permits may impact resident parking permit fees. If the RPD Program did not sell a substantial quantity of resident parking permits, it would not generate enough revenue to cover Program costs. The resident parking permit fee rate was a minor matter in the overall Program. Non-resident parking permits would be the key means of covering Program costs, but the Committee was not considering selling non-resident parking permits. The PTWG recommended a goal of implementing a financially self-sustaining parking management strategy. He did not expect any strategy without substantial non-resident parking permits being financially self-sustaining. He anticipated that more Program costs would be paid from the General Fund.

Finance Director Brewer explained that the Corvallis Municipal Code required that parking ticket fine revenue be held in the Parking Fund for parking operations, maintenance, and capital expenditures (acquisition of parking spaces). Parking tickets were issued to change parking behavior; raising revenue was a side effect of issuing tickets. The revenue was based upon issuing tickets, the number of tickets issued, how the Municipal Court Judge handled the tickets (full payment, reduction, waiver, etc.), and whether the tickets were paid. During 2013, staff issued almost 4,600 parking tickets in existing RPDs A, B, and C and approximately 18,000 parking tickets throughout the city. If the ticket rate was applied to a seven-fold expansion of the RPD system, staff could potentially issue 31,000 parking tickets only in the RPDs. She doubted that quantity of tickets would actually be issued. She noted that the number of tickets issued in the existing RPDs varied significantly. RPDs were created to change parking behavior; if the behavior changed, it was possible that no parking tickets would be issued, with no resulting revenue to fund any portion of the RPD Program. If that happened, enforcement officer staffing would probably be reduced because of lack of work.

Ms. Brewer said staff estimated parking revenue for a permit-only RPD Program scenario, with many caveats and assumptions, including a reduction in the number of parking tickets issued. A permit-only scenario should result in most of the on-street parking being utilized

by permit holders. That scenario could be enforced with one FTE parking enforcement officer; most permit holders would park their vehicles for the day, and officers would not need to patrol frequently. If the RPDs allowed two hours of free parking, the revenue estimate would change, due to the expectation of more parking tickets because of less behavioral change. If the current ticket data was increased seven-fold, the resulting revenue would be approximately $1.5 million, which was not realistic. Until the RPD Program was implemented and staff had time to work with the new Program, it would be difficult to predict revenue.

Ms. Steckel emphasized Ms. Brewer's comment that the parking tickets issued did not generate the full fine revenue they represented; the Judge had the discretion to reduce or dismiss ticket fines. She added that the Parking Fund, rather than the General Fund would be expected to pay RPD Program costs not covered by RPD Program revenues.

Councilor Hervey concurred that a substantial portion of neighborhood areas immediately surrounding OSU's campus should be included in RPD Program Phase 1, and RPD Program implementation should coincide with implementation of OSU's new parking program in order for the community to achieve success from the RPD Program.

Councilor Hervey urged the Committee to consider the testimony of neighborhood residents who did not want to be included in RPDs and were concerned about RPD size, RPD quantity, and an expedient means for neighborhoods to join the RPD Program. Staff had suggested that Step 2 *[parking study]* of the current RPD formation process could be eliminated. He suggested that Step 3 *[enforcement impact report]* be postponed until after determining how parking enforcement staff would be hired and paid; this could result in adding RPDs that could not be fully enforced with existing staff. Step 5 *[Downtown Parking Committee review]* was only applicable to RPDs in the Downtown area. Step 6 *[City Council review and approval]* could be accomplished by submitting multiple small RPD areas for review simultaneously.

Ms. Steckel responded that Step 3 of the RPD formation process could be eliminated because it was known already that any increase to any RPD would require more parking enforcement staff, involving hiring an additional staff person.

In response to Councilor Hogg's inquiry, Ms. Steckel said the formation process questions must be decided by April to meet the September 1 RPD Program implementation target only if the Committee recommended continuing the petition method of forming RPDs.

Councilor Hervey referenced the work conducted by the PTWG and neighborhood associations and said he would be surprised if the City Council denied a RPD formation request because it would involve hiring another parking enforcement officer. The current tenor of the parking situation caused him to believe a RPD request would be approved, even if funding for staffing was unknown.

Ms. Steckel explained that the staffing analysis would be another information piece for the Council's consideration in evaluating RPD formation requests. Staff would not recommend forming a RPD that could not be enforced, as community members would expect results that staff could not produce.

Councilor Hervey clarified that the Council could approve forming a RPD but not make it effective until the City had staffing to enforce the RPD provisions.

Councilor Brown said the February 26 staff report included information supporting hiring another parking enforcement officer. He noted that enforcement could be a variable in the RPD Program. Conceptually, the Council could approve hiring another parking enforcement officer. The efficacy of the parking enforcement staffing level would not be known until there was indication that the level was too low. It was unknown how many additional RPDs would be requested or created; however, one additional FTE parking enforcement officer would be approved to enforce the additional RPD(s); a future decision would be made about adding more enforcement officers. He did not anticipate a large number of new RPD requests within the next few months, but there may be a few during the next year and later. Parking enforcement was a variable in the RPD Program in terms of the number of enforcement tours through and staff time spent in the RPDs.

Ms. Steckel reported that parking enforcement was currently below the acceptable level in the three existing RPDs. Neighborhood residents continually indicated that their enforcement expectations were not being met. She added that, regardless of an expedited petition process for RPD formation, she did not have staff dedicated to respond to RPD formation requests; the requests were absorbed into existing workloads. If the petition process was used to form new RPDs, delays in processing would occur, or additional staff must be hired.

City Manager Patterson suggested that the Committee consider four elements in developing its recommendation for the City Council:

- The City should deal with the known problems (e.g., "hot spots") immediately.
- The City should consider the problems it might create for other neighborhoods by acting immediately.
- The City should err on the side that the public was right.
- The City should create immediately a plan for later implementation to address future needs and challenges.

Mr. Patterson suggested retaining the petition-based RPD formation process. This element was discussed during the March 17 City Council meeting. The Committee's recommendation should be formulated to ensure City Council approval.

Councilor Brown <u>moved</u> to use his handout for today's meeting as a beginning format for developing a Residential Parking District Program. Councilor Hervey and Chair Hogg responded that it might be better to begin with the RPD Program "hybrid" alternative and modify it by adding Councilor Brown's proposed design outlined in his March 13, 2014,

memorandum to the Committee. Chair Hogg noted that the "hybrid" alternative had been thoroughly investigated by staff and was a good base from which to make modifications. Councilor Hervey seconded the motion.

Councilor Hervey moved to amend the motion that the initial residential parking district formation would be based upon a Council-approved boundary with modifications.

Councilor Hervey said he liked some of Councilor Brown's suggestions, which were supported by public testimony. He was most concerned that the City's RPD Program implemented enough change in conjunction with OSU's parking plan implementation to avoid creating "havoc" in neighborhoods surrounding OSU's campus. Therefore, he wanted the majority of the initially proposed RPDs created by the Council, rather than by a petition process.

Chair Hogg said he liked the RPD Program "hybrid" alternative Councilor Brown suggested, except the petition process element. The RPD Program review was initiated in part because the petition process was creating problems. He noted that three years of work had been invested in the review project, and he believed it was appropriate to proceed with the City Council creating the initial RPDs but incorporate Councilor Brown's suggestions.

Councilor Brown moved to amend the motion to include a petition process to form new residential parking districts.

Councilor Hervey said he concurred with Councilor Brown's basic RPD Program proposal except that the initial RPDs should be created by the City Council, rather than neighborhood petitions. The Committee could then discuss a petition process for adding RPDs.

Councilor Brown moved to amend the motion to eliminate Councilor Hervey's suggestion. The motion died for lack of a second.

Councilor Hogg seconded Councilor Hervey's amending motion that the initial residential parking district formation would be based upon a City Council-approved boundary with modifications.

Councilor Hervey inquired whether the RPD Program would be imposed on all of the RPDs discussed thus far or on a subset of the RPDs. He had not seen indication that all of the proposed RPDs were currently needed.

Chair Hogg explained that the initial recommendation involved two RPD Program implementation phases. All of the RPDs included within the Phase 1 boundary experienced parking issues. Neighborhood residents testified that they wanted some of the RPD boundaries expanded. He recommended that the proposed RPDs be retained and not reduced in size. In response to Councilor Hervey's comment that some neighborhoods did not want to be included in a RPD, Chair Hogg said the initial proposal involved creating

permit-only RPDs. Of the numerous people who testified at the Committee's February 4 meeting, a few people indicated they did not want to be in a RPD, and the remainder were concerned about permit-only RPDs and the impacts on their businesses, which needed ability for clients to come and go during business hours.

Councilor Brown opined that the concept of a permit-only RPD Program, selling parking permits to non-residents, and the City imposing the RPD Program was a burden. The Committee was now discussing allowing two hours of free parking to meet the needs of more areas and create less burden on businesses. The scenario under consideration would provide relief to the documented "hot spots." That scenario should be more acceptable to more people. He would not want the City to impose on citizens a RPD Program they did not want. He did not envision a problem with the existing RPDs.

Mr. Patterson said his earlier suggestions captured testimonies to the Committee. People acknowledged that RPDs may encompass their neighborhoods, but they did not suggest that they liked the idea of RPDs. Neighborhood residents indicated a preference for how RPDs were formed. He heard citizens indicate that they did not want the City to create problems where none existed; they recognized that problems may occur in the future, at which time they would approach the City for assistance. That may have prompted Councilor Brown's suggestion of amendments to create an easier, expedited petition process for RPD formation. He acknowledged his initial position that the RPDs should express uniformity and certainty of RPD regulations. However, neighborhood residents indicated a different preference.

Chair Hogg said staff mailed 3,000 postcards to potentially affected properties; 80 people attended a subsequent Committee meeting. Early in the RPD Program review process, residents in the areas slated for Phase 2 implementation indicated they did not have parking problems, as the problem was concentrated in neighborhoods closer to OSU's campus. He believed the RPD Program "hybrid" alternative addressed the concerns expressed at the February 4 meeting by allowing two hours of free parking and requiring permit-only parking in the documented "hot spots" that had parking demand in excess of parking capacity. That scenario matched the recommendations of the neighborhood associations and the PTWG. He believed the Committee was responding to the community's desires for a solution to parking issues and improved quality of neighborhood life. He further believed the Committee was proceeding appropriately. RPD Program Phase 1 focused on the areas where neighborhood residents expressed concerns about parking problems. The proposal under consideration also responded to testimony to the Committee and responses to the public outreach postcards. He appreciated the Committee's conservative approach to resolving the parking problems.

Councilor Hervey said he was unclear whether the RPD boundaries could be amended to better meet citizens' testimonies. He understood from Chair Hogg that citizens' concerns were addressed. He wanted to be sure the RPD Program would not create "chaos" when OSU implemented its parking program. In that case, he would be willing to err by including too much area within the Phase 1 boundary. He noted that it would not be difficult for some

people to walk five blocks to OSU's campus and that OSU would improve its on-campus shuttle service for ten-minute service. He was satisfied with the proposed RPD boundaries, but he wanted to ensure that they would meet neighborhood residents' concerns.

Councilor Hervey referenced testimony from owners of rental properties, some of which were developed many years ago. The previously discussed methodology of allocating resident parking permits at one permit per 2,500 square feet of lot size would result in some properties not being allocated enough permits for all of their residents. He recalled that the previous methodology was based upon kitchens. A street-frontage methodology suggestion was investigated but deemed not feasible. The Committee selected 2,500 square feet of lot size as a compromise. He inquired whether the Committee should consider retaining the current allocation methodology.

Councilor Brown expressed a preference for the lot size allocation methodology. Chair Hogg concurred that lot size would address some of the parking issues. Some neighborhoods did not have enough on-street parking. The lot size methodology would provide a more equitable distribution of parking permits and provide parking to smaller properties.

Councilor Hervey said a large component of the OSU/City Collaboration Project was an endeavor to modify OSU student behavior. For long-term success, the Collaboration Project also needed to offer incentives that would benefit OSU students. OSU discussed developing remote parking lots, which may be beneficial. He considered the RPD Program a negative motivator for neighborhood residents and property owners. He would prefer a RPD Program that may not be beneficial for property owners but accommodated OSU students' needs, while maintaining neighborhood character.

Chair Hogg referenced situations of large apartment complexes that charged tenants for use of on-site parking facilities; many of the tenants chose to use on-street parking. The RPD Program may encourage more of the tenants to use the on-site parking facilities. It may also address neighborhood livability issues by allocating resident parking permits based upon lot size.

Councilor Brown opined that the change under consideration would improve neighborhood sustainability by getting people out of their private vehicles.

Councilor Hervey noted that the Committee would need to address issues involving Benton County Health Department, Chintimini Senior Center, hardship cases, and an appeal process.

Chair Hogg said he supported year 'round enforcement of the RPD Program, based upon information from staff, experiences of other cities, and statements from neighborhood residents who expressed a preference for year 'round enforcement as OSU's student enrollment continued increasing.

Councilor Hervey said he would support a motion for year 'round enforcement, but he was not convinced that year 'round enforcement was needed. When unclear about staff recommendations, he preferred to support staff's researched recommendations.

Councilor Hervey moved to amend the Residential Parking District Program "hybrid" alternative being considered by Urban Services Committee to include year 'round Residential Parking District Program enforcement.

Councilor Brown believed partial-year RPD Program enforcement would dramatically increase neighborhood livability, but year 'round or OSU academic year enforcement was not a "deal breaker" for him. He would oppose the amendment but could support the enforcement schedule thereafter.

Ms. Steckel reviewed RPD Program elements from Councilor Brown's handout:

- Employee parking permits in existing RPD B – This was currently the same as resident parking permits (three permits per property). In existing RPD C, employee parking permits were allocated according to office square footage. Staff recommended that the allocation methodologies be uniform among the RPDs.

Councilor Brown moved to adopt the existing Residential Parking District C employee parking permit allocation methodology for all employee situations. Chair Hogg seconded the motion. Councilor Hervey said he did not have an opinion on this issue and would support the majority vote of the Committee.

Ms. Steckel continued reviewing RPD Program elements from Councilor Brown's handout:

- Rental property owners – Landlords could be eligible for contractor/service provider or visitor parking permits or be exempt from the two-hour free-parking allowance.
    - Noting that rental property owners were accessing their rental properties within the existing RPDs without problems, Councilor Brown suggested that no further accommodation was needed.
    - Councilor Hervey surmised that allowing two hours of free parking once per day throughout the RPD system could inhibit a landlord's ability to respond to problems at multiple rental units. He would like landlords to be eligible for special permits so they could respond to their tenants.
    - Ms. Steckel noted that landlords could use a tenant's visitor parking permit for all-day parking purposes.
    - Chair Hogg concurred with Councilor Brown that the current process should continue. Future problems could be addressed.
- Neighborhood associations submitting complaints regarding visitor parking permit mis-use or abuse – The Police Department would not be able to act on reported complaints but could patrol neighborhoods, observe parking permit violations, and initiate appropriate action.
- Delete Central Park, Chintimini Park, and Franklin Square blocks – If the park block faces were removed from the RPDs, they would have no RPD-associated parking restrictions.

- Councilor Brown suggested that the existing parking regulations remain unchanged for the referenced block faces. The Downtown Commission and neighborhood residents disagreed about possible parking regulations for the east side of Central Park. The Committee should address this issue.
- Ms. Steckel noted that the Downtown Commission recommended some alterations to a RPD boundary affecting SW Sixth Street along the east side of Central Park. The Commission recommended installation of ten-hour parking meters along all portions of NW/SW Sixth Street that did not have parking management controls. The proposed RPD Program included the west side of SW Sixth Street as a RPD boundary. The Committee agreed that this issue could be decided by the City Council.

Councilor Hervey suggested that Ms. Steckel explain the Committee's proposal to the City Council with suggested amendments the Committee may not have considered.

Ms. Steckel reviewed the Committee's proposed RPD Program:

- The RPD Program "hybrid" alternative was the base scenario.
- City Council direction would implement RPD Program Phase 1 to meet the September 1, 2014, target implementation date.
- Adjust RPD boundaries as follows:
  - Add the west side of SW Sixth Street between Washington and SW Jefferson Avenue (Jefferson);
  - Add the west side of SW 11th Street (11th) between Washington and Jefferson;
  - Add NW Polk Avenue from NW Sixth to NW Ninth Streets;
  - Delete the Central Park, Chintimini Park, and Franklin Square blocks; and
  - Delete the Corvallis-Benton County Public Library block.
- Limit permit-only parking to the documented "hot spots."
- Enforce RPD Program regulations year 'round.
- Allocate employee parking permits for all RPDs on the basis of one permit per 400 square feet of office space.

Councilor Brown said he was no longer considering non-resident parking permits, as neighborhood residents indicated they did not want non-resident parking permits issued.

Councilor Hervey said he was uncomfortable with Councilor Brown's suggestion that RPD boundaries could be modified to achieve majority approval for RPD formation. Chair Hogg and Councilor Brown concurred with removing the suggestion from consideration.

Councilor Hervey referenced a statement that residential blocks should not be allowed to join a RPD other than the one to which they were assigned based upon land use zoning. He suggested that the RPD Program indicate that RPDs were based upon similar land use zoning and that future RPDs would be comprised of blocks with similar land use zoning. Councilor Brown concurred.

Councilor Hervey quoted public testimony regarding how Davis, California, visitor parking permits were administered and could be used. Ms. Steckel responded that the details of visitor parking permits could be resolved later.

Chair Hogg referenced the CPNA recommendation to expand proposed RPD F to include the west side of 11th between Jefferson and Washington and the south side of Washington between SW Ninth and SW 11th Streets. Councilor Brown said his suggestions included the addition of 11th but not the addition of the properties on the south side of Washington; he did not object to the latter addition; Councilor Hervey concurred.

Councilor Brown said he would support the proposed RPD Program, but he would present to the City Council the issue of neighborhood residents petitioning for RPD formation.

Councilor Brown suggested that the two-hour, free-parking allowance be applicable throughout the RPD system. Chief Sassaman said an electronic parking enforcement system should be able to handle the suggested regulation.

Ms. Steckel cautioned that someone could be parked in multiple RPDs for legitimate reasons but be ticketed for violating the rule.

Councilor Brown withdrew his suggestion.

Mr. Patterson elaborated that Program enforcement would be a key element to maintaining neighborhood livability and having a successful Program.

Ms. Steckel reviewed the Committee's proposed RPD Program:

- Points outlined in Councilor Brown's March 13, 2014, memorandum to the Committee with the following changes:
  - Allocate employee permits for all RPDs at the rate of one permit per 400 square feet of office space.
  - Enforce RPD Program regulations year 'round.
  - Do not provide special parking permits for landlords.
  - City park blocks removed from proposed PRDs would retain their existing parking restrictions.
  - Implement RPD Program Phase 1 boundary, as amended, by City Council direction without a neighborhood petition process. An amendment, in addition to those outlined in Councilor Brown's memorandum, involved adding the south side of Washington to proposed RPD F.
  - Restrict to resident parking permit only the areas documented as "hot spots" via OSU's studies and the Collaboration Project PTWG consultant's study.
  - Do not issue non-resident parking permits at this time.
  - Under a petition process to form RPDs, RPD boundaries would not be adjusted to achieve the democratic majority support needed for RPD formation.

Ms. Steckel clarified Councilor Brown's memorandum regarding current on-street parking allowances that would continue. Vehicles were allowed to remain in one location along a street with a valid resident permit for 48 hours, not 72 hours, as was stated in the memorandum.

Ms. Steckel suggested that the issues that still needed to be addressed and resolved would be presented at the Committee's next meeting.

Based upon a motion moved and seconded by Councilors Hervey and Brown, respectively, the Committee unanimously recommends that Council approve a Residential Parking District Program as outlined by Public Works Director Steckel in the staff report included in the April 7, 2014, Council meeting packet.

Chair Hogg thanked everyone involved in the RPD Program discussions.

II. Other Business

A. The next regular Urban Services Committee meeting is scheduled for April 8, 2014, at 5:00 pm, in the Madison Avenue Meeting Room.

Chair Hogg adjourned the meeting at 7:23 pm.

Respectfully submitted,

Roen Hogg, Chair

Councilor-Requested Handout for the March 18, 2014 USC Meeting Excerpted from the March 4, 2014 USC Meeting Staff Report

Alternative Program Designs

Status Quo

The components of this alternative are:

- Three districts
- Enforced all year, Monday through Friday, 8 am to 5 pm
- On-street parking allowed with a valid permit or for 2 hours without a permit once per day
- Parking meters and other parking limitations exist within the districts
- Resident permits allocated by kitchen; up to 3 permits per kitchen
- Group homes (i.e., fraternities) allocated up to 20 permits per kitchen
- District C businesses allocated transferrable permits at 1 per 400 square feet of office space
- Resident and District C business permits valid only in one district
- Ten free one-day guest permits per resident permit; use not restricted to one district
- No guest permits for business, civic, religious (BCR) properties
- Fee for all permits is the same--$15

USC February

The components of this alternative are:

- Seven districts
- Enforced all year, Monday through Friday, 8 am to 5 pm
- On-street parking allowed only with a valid permit; no free on-street parking
- Parking meters and other parking limitations that currently exist would remain
- Resident permits allocated on square footage of lot; 1 per 2,500 square feet; minimum of two
- Parking in the first two blocks surrounding campus restricted to resident permit only
- Permits for residents and non-residents valid only in one district
- Permits for contractors/vendors valid in all districts
- One transferable permit for guests per address valid only in associated resident district
- No guest permits for BCR properties
- Transferable business (employee) permits allocated on 1 per 400 square feet of office space
- Business (employee) permits valid only in the district of the associated business
- Permits sold first come/first served to a 75% threshold of available spaces in the district
- Fees for different permits differ:
  - Resident permit—$20
  - Guest permit—$20 or $30 depending on whether purchased with a resident permit
  - Contractor permit—$100
  - Business (employee) permit—$100
  - Non-resident permit—115% of OSU faculty annual permit price

The distinguishing features of the Status Quo alternative are the ability to park for free on the street for a limited time, the single type of parking permit, and the number of free guest permits provided. The distinguishing features of the USC February alternative are the requirement to have a permit to park on the street, the creation of multiple permit types, the change to one transferable guest permit, and the limitation on the number of permits sold in a district based on a 75% parking capacity threshold.

The majority of the comments received at the last meeting spoke to a desire to have some level of free parking in the new program to accommodate customers, clients, property managers, and guests. To address this concern, staff suggests a Hybrid alternative that mirrors the USC February alternative, but adds the ability to park on the street for free for up to 2 hours.

In developing the Hybrid alternative, staff also discussed whether keeping the 75% threshold for the sale of permits would be prudent. With free parking available, it is no longer possible to control the amount of parking on the street. In fact, the threshold might be detrimental to the resident parker. This is because, once the threshold number is reached, residents who have a right to a permit will not be able to purchase one, restricting their access to long-term on-street parking. At the same time, short-term commuters will be able to use the available spaces for free. Removing the threshold will maximize the number of permits that residents can buy and use, and minimize the amount of parking available to short-term commuters.

In addition, staff considered the benefit of the non-resident permit program element in developing the Hybrid alternative. At this point, there is not enough information about how allowing 2 hours of free parking will impact the availability of spaces on the street and by extension the capacity to offer permits to non-residents. Gaining experience with the new RPD program and the resulting behavior of motorists will allow more informed decisions about this capacity to be made at a future date.

RPD Boundaries

Testimony has also been received from the public and USC members requesting changes to the currently proposed RPD boundaries.

1. Remove the Library block (District J)
2. Remove the Central Park block (District F)
3. Include Polk from 9th to 6th , the area south of LBCC Benton Center (District E)
4. Remove the Good Samaritan Church parcel (District A)
5. Remove The GEM parcel (District J)
6. Remove the commercial property south of Washington (District F)

Staff reviewed these requests and recommend that numbers 1, 2 and 3 be incorporated. The meters currently located on three sides of the Library block would remain, providing the necessary turnover to meet patron needs. The 2-hour parking restrictions on three sides of Central Park would remain, meeting the needs expressed for that public space. The area around LBCC was not included in the original boundary of District E because it was outside the OSU/City Collaboration project area. This was a mistake that needs to be corrected, as the parking pressures in this neighborhood are long-standing and the result of commuters to the Benton Center.

RESIDENTIAL PARKING DISTRICTS

EMAIL RESPONSE TO PUBLIC OUTREACH POSTCARD
From Noon on March 11, 2014 to Noon on March 18, 2014

From: Karin and Tim
Sent: Saturday, March 15, 2014 10:20 AM
To: Public Works
Subject: expanded parking districts

I, like the majority of the people to testify at the February meeting, am against expanding parking districts. Let OSU try their new system for a year before adding to the mix-with fewer variables, seems like it would be easier to adjust and focus on what works and what does not work. Expanding parking districts now would just add new problems.

But if the city chooses to still pursue an expansion, please consider:

*let the expansion **favor and benefit the residents.** Make it harder for commuters to park, NOT the residents. Two street permits per resident in the Jana neighborhood would not work, as so many older homes in this area have no off street parking.

*If the north boundary is set on Polk, consider adding parking to the north side of Taylor, from 11th west, as it already is allowed on Taylor between 11th and 10th. Parking in this area is often full, even on weekends and evenings, as I observed this Saturday morning while walking my dog. With a parking district ending on Polk, parking will be pushed north, making it a real hardship for Residents to find places during the day as they need to come and go.

*Remove the *No Parking during the school day* signs on Taylor between Fillmore and Pierce. With the realignment of CHS, student parking and bus driving are no longer an issue on this section of Taylor, and some residents already park here. Removing the signs would make it a legitimate place to park for residents.

*Make expanded parking districts a nine month designation, not year round, as in the summer and during OSU breask, parking is less of an issue. Using the 9 month designation goes along with favoring the residents, not punishing them.

thanks for considering my testimony.

Karin Krakauer

MAYOR & COUNCIL EMAIL

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Comments on RPD's from Harding Neighborhood Association

- *To*: Ward3 <ward3@xxxxxxxxxxxxxxxxxxxxxxxxxxxx>, ward4@xxxxxxxxxxxxxxxxxxxxxxxxxxxx, ward2@xxxxxxxxxxxxxxxxxxxxxxxxxxxx
- *Subject*: Comments on RPD's from Harding Neighborhood Association
- *From*: Randy Chakerian <raven@xxxxxxxx>
- *Date*: Sun, 16 Mar 2014 21:43:43 -0700
- *Cc*: Mary Steckel <mary.steckel@xxxxxxxxxxxxxxxxxxx>, jim.patterson@xxxxxxxxxxxxxxxxxxx, Sherri Johnson <sherrijohnson717@xxxxxxxxxxx>, mindyp Perez <Min.perez@xxxxxxxxxxx>

Councilors Hervey, Brown and Hogg,

Harding Neighborhood Association has followed with great interest your deliberations on the expansion of the Residential Parking District program. We would like to offer a couple of brief comments here as you bring the current discussion to a close -- while at the same time recognizing clearly that this is by no means the end-point of this process!

First, we urge you to implement an expanded RPD program *now*, at the very least for those neighborhood blocks closest to campus which are already experiencing severe parking issues, the so-called "red zones." In that context we strongly support the staff comment in today's packet, that "If the City does not make a parking change in conjunction with a change to campus parking, the situation for the surrounding neighborhoods, especially those to the north of campus, will get much worse. As OSU faculty, staff and students face increasing costs for parking in the north portions of campus, it is.not hard to imagine even more of that parking finding its way onto the city streets where free, unlimited-duration parking will be available. It seems critical to reducing neighborhood discontent to align implementation of any City changes with OSU's efforts."

We would emphasize staff's comment above regarding the relative appeal of "free, unlimited-duration [neighborhood] parking" once OSU levies significant parking charges, particularly in the north portion of the campus. It is clear to us that the *only* parking regime which will address this issue in the red zones (and undoubtedly considerably further into the neighborhoods once this process is set in motion) is permit-only parking.

Second, we disagree with staff's resistance to neighborhood input, in the form of petitions or otherwise, in the formation and design of RPD's going forward. Indeed, we strongly support Councilor Brown's proposal, in his "RPD Expansion Hybrid" memo in today's packet, that the USC and Council "create a framework for future expansion which will play out as the community sees what actually happens to the volume of commuters and what the initial impacts of the RPD expansion are."

There will unquestionably be unintended consequences resulting from an expanded RPD program, no matter how well-intentioned it may be. Indeed, our (sic) next order of business should be the development of a clear process to remediate these unintended consequences as they appear -- a process that includes neighborhoods as equal partners with the City. (I would refer you to the City's pamphlet on Neighborhood Associations, which "acknowledges citizens as experts on their neighborhood issues": http://archive.corvallisoregon.gov/ElectronicFile.aspx?docid=342327)

Finally, we strongly support neighborhood-specific District policies rather than a one-size-fits-all plan. It is misguided to think that the "livability" of neighborhoods as different as Central Park, College Hill, Chintimini and Harding, to name just a few, could be supported and enhanced by a single set of parking rules. At the very least differences in zoning and development patterns clearly demand different parking regimes.

We thank you for your efforts over the past months on this issue, and hope that you will continue to serve the City and its neighborhoods in similar fashion in the months and years to come.

Randy Chakerian, President
Harding Neighborhood Association

- Prev by Date:**Re: Upcoming meetings dates - Orientation Availability**
- Next by Date:**[VIDEO] Corvallis Police Incident - Officer should be punished.**
- Previous by thread:**Collaboration Corvallis -- Materials for March 19 Steering Committee Meeting**
- Next by thread:**[VIDEO] Corvallis Police Incident - Officer should be punished.**
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MAYOR & COUNCIL EMAIL

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Urban Services Committee: RPD - 3/18/2014 Meeting

- *To*: <ward4@xxxxxxxxxxxxxxxxxxxxxxxxxxxx>, <ward2@xxxxxxxxxxxxxxxxxxxxxxxxxxxx>, <ward3@xxxxxxxxxxxxxxxxxxxxxxxxxxxx>
- *Subject*: Urban Services Committee: RPD - 3/18/2014 Meeting
- *From*: "Gary Angelo" <gcangelo@xxxxxxxxxxx>
- *Date*: Mon, 17 Mar 2014 21:58:25 -0700
- *Cc*: <jim.patterson@xxxxxxxxxxxxxxxxxxx>, "Steckel, Mary" <Mary.Steckel@xxxxxxxxxxxxxxxxxxx>, "mike middleton" <mike.middleton@xxxxxxxxxxx>

To: Urban Services Committee Members

After reviewing the USC Packet for the March 18. 2014 meeting concerning the program design for implementing new and/or expanded Residential Parking Districts (RPD), the following top priority comments and recommendations are provided below. Given that there has already been a significant amount of testimony by neighborhood association representatives, business owners, and individuals, in addition to the City/OSU Collaboration Workgroup recommendations, these will be presented in bullet fashion.

Let me first begin with the statement that CHNA generally supports Dan Brown's March 13 "RPD Expansion Hybrid". However, there are a few additions and clarifications that we would like to make to the Hybrid as outlined below. We would also like to call out a couple of Staff's comments in their March 11 memo. First, is the Staff is absolutely correct in their expressed concern: "If the City does not make a parking change in conjunction with a change to campus parking, the situation for the surrounding neighborhoods... will get much worse." Second, Staff rightly expressed a concern that "There has been conflicting testimony from these two types of property owner [i.e., non-owner-occupied and owner-occupied] about what program design works best for them..." CHNA wholeheartedly supports the first comment indicating that it is imperative that a significant change is needed in the neighborhoods surrounding OSU by this September. We also feel the second comment strongly indicates the need for an RPD program that meets the individual needs of the diversified neighborhood districts, rather than using a "one-size-fits-all" method. Our parking enforcement people are as capable as the City of Davis parking enforcement staff, so they should be able to handle different sets of rules for different districts.

With that, here are our main concerns and recommendations:

Top Priority

* *Each district program needs to be catered to the needs of that district.* CHNA is primarily a traditional owner-occupied neighborhood, which is distinct from CPNA, which has numerous types of occupants, including businesses, public buildings, parks, high-density rental properties, as well as single-family homes. These districts, for example, should not be forced into the same program rules, if customizing them somewhat will better meet each's needs.

* *The districts need to retain boundaries based upon zoning densities, as was recommended by the City/Collaboration Workgroup.* Regardless of whether all districts, some districts, or parts of districts are set up in the initial and later phases, residential blocks should not be allowed to join another district other than the one they were assigned to based on zoning.

* *Permit-only zones should be set up in the first two-block areas from campus in the initial phase for the "red zones" that have previously been documented by the City, OSU, and the City/OSU Collaboration Workgroup.* As Dan Brown points out, future permit-only zones should be allowed, if future parking counts support their inclusion as new "red zones".

* *Permit-only zones should follow the City of Davis' lead on Temporary Visitor Permits, allowing residents to purchase* ***multiple*** *"dangling" reusable visitor permits.* However, the permits must have the primary residence location indicated on the tag, the permits may only be used within a blockface of the primary residence, and the City enforces highly deterrent penalties for abuse (e.g., very high dollar fines--->$200, removal of visitor permit priveleges on repeated offense). Allowing residents to purchase multiple permits is a MUST for permit-only zones to be acceptable to residents. This has been the biggest concern and complaint about the proposals for permit-only zones. Also, the visitor tags for other two-hour free parking permit zones should not be usable in the permit-only zones.

* *New and accurate Available Parking Counts need to be established for permit-only districts to replace the highly inaccurate counts provided by Group Mackenzie as a part of the Collaboration effort.* Accurate and reliable standardized parking space counts are critical for the success of permit-only districts. The current counts have already been demonstrated to be inaccurate, so new counts need to be conducted and these approved by the Neighborhood Association representatives.

With the forgoing modifying Dan Brown's "Hybrid" proposal, CHNA will support what amounts to a quasi-alternative option "Hybrid 2a", as previously cited by Staff in the March 4 USC Packet. We see

making some significant enhancements to our existing RPD District "A" coincident with OSU's planned on-campus changes as being imperative. Otherwise, we will have not only missed a significant opportunity to improve our neighborhood livability, but also to ward off potential serious detrimental consequences of just keeping the status quo.

Best regards, and thank you for all you effort, concern, and commitment to the community.

Gary Angelo
College Hill Neighborhood Association
President

- Prev by Date:**Linn-Benton SBDC programs for start-ups**
- Next by Date:**Cornvallis war veteran - Mr. William Horton**
- Previous by thread: **Linn-Benton SBDC programs for start-ups**
- Next by thread:**Cornvallis war veteran - Mr. William Horton**
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fTo: **City of Corvallis Urban Services Committee**

From: **Courtney Cloyd, Central Park Neighborhood Association, President**

Date: **3/18/2014**

Re: **Residential Parking Districts**

The Central Park Neighborhood Association (CPNA) supports most elements of Councilor Dan Brown's March 13 recommendations for Residential Parking Districts (RPD). However, CPNA agrees with City staff and the College Hill NA (CHNA) that significant changes to parking management in the surrounding neighborhoods should be made by September 2014, in conjunction with implementation of OSU's Zoned Parking System. Using the existing petition process for RPD formation, as proposed by Councilor Brown, will significantly complicate the already frustrating parking situation in the neighborhoods around OSU by delaying formation of any new parking district for at least six months. Further, it would result in incomplete coverage of regulated parking zones, creating an enforcement nightmare.

CPNA recognizes the need for an RPD program that meets the needs of the various neighborhoods surrounding OSU. A 'one-size-fits-all' approach will not address the diverse zoning and housing patterns that are the foundation of the Parking and Traffic Work Group's parking zone recommendations. For example, the College Hill NA's primarily residential area, zoned RS-5, will benefit from Permit-Only parking, while much of the CPNA will benefit from 2-Hour Free parking.

As the City of Davis, California has demonstrated, parking enforcement can successfully be adapted to meet the varying needs of neighborhoods with diverse patterns of housing, business, and other uses. Corvallis's parking enforcement staff are more than capable of meeting similar requirements.

With that background, the CPNA urges the Urban Services Committee to recommend, and the City Council to adopt, City Staff's Residential Parking District Hybrid 2 option (*permit-only parking in the first two blocks surrounding campus; 2-hour free parking on all other blocks*) with the following modifications:

- **2-Hour Free parking east of the west side of 9th Street in Zone F**
- **2-Hour Free parking east of the west side of 10th Street in Zone J**

CPNA supports all six of the RPD boundary adjustments listed in the March 4, 2014 USC Meeting Packet. In addition, we recommend expanding Zone F to include:

- **West side of 11th Street between Jefferson and Washington Ave.**
- **South side of Washington Ave. between 11th and 9th Streets.**

Including these two street faces in Zone F would allow thirty-five additional permits to be sold to residents of the nearby townhouses and apartments, and would reduce parking-search traffic.

CPNA also supports allowing residents in permit-only zones to purchase multiple 'dangling' reusable visitor permits that identify the primary residence of the host. Significant fines for abuse or counterfeiting are warranted.

MEMORANDUM

March 11, 2014

TO: Urban Services Committee

FROM: Mary Steckel, Public Works Director

SUBJECT: Collaboration Recommendation to Expand Residential Parking Districts—Petition Formation Process; Cost of Residential Permit

ISSUE

The Urban Services Committee (USC) requested staff input on suggestions for the Residential Parking District (RPD) program made at the previous meeting and continued progress on program element design.

BACKGROUND

In a memorandum dated March 13, 2013, the Collaboration Corvallis Parking and Traffic Work Group (Work Group) recommended a RPD program design, which included retaining the ability for anyone to park free on the street within a district for up to 2 hours. Staff suggested an alternative program design that would require anyone desiring to park on the street within a district to first obtain a parking permit.

At the August 6, 2013 meeting, USC formulated a recommendation to the full City Council to expand RPDs, to not pursue a pilot district, and to not employ a petition process when making decisions about RPD expansion. At the August 19 meeting, the City Council approved those recommendations.

At the August 20, 2013 meeting, USC reviewed expenditure and revenue assumptions for the 2-hour free and permit-only program designs. They established that USC would take public input on this topic, that the goal of the RPD program should be neighborhood livability, that a phased approach was preferred, and that multiple districts should be created. USC agreed that the RPD program elements would be shared with the full Council via committee report, and that the Council vote would occur after USC developed a fully-formed proposal. On September 3, the Council approved the goal of neighborhood livability and concurred with USC's direction on the other items.

At the September 17, 2013 meeting, USC addressed parking options for various groups in the permit-only scenario and the feasibility of completing the RPD expansion by January 2014. They also deliberated on the desired level of enforcement. They came to a consensus to move forward with a permit-only program design, to target a September 2014 implementation date, and to aim for two parking enforcement trips through each of the RPDs in an eight-hour period. On October 7, the City Council heard this information and did not provide any different direction to USC.

At the October 8, 2013 meeting, USC discussed areas in the proposed RPDs that might require special consideration due to past high parking usage (hot spots) or because of parking pressures from civic facilities in the neighborhood.

At the November 5, 2013 meeting, USC agreed to assign "resident only" parking to a two-block area immediately adjacent to the Oregon State University (OSU) campus; to address the parking situation in the proposed District C (Chintimini Park) in a separate effort with a proposed strategy to be implemented concurrent with the main expansion effort; to not offer free permits for residents; and to target a 75% parking utilization as the desired level to achieve neighborhood livability. On November 18, the City Council received a report from USC and did not offer direction different from USC's proposed approach.

At the December 3, 2013 meeting, USC came to consensus that street frontage is not the preferred permit allocation methodology; that the strategy developed for new District C (Chintimini Park) will be implemented with the rest of the Phase I expansion; and that postcards will be sent out to affected properties in January.

At the December 17, 2013 meeting, USC reviewed data on the number of parking spaces per block face in the Phase I RPD area and the milestone dates for key decisions in order to implement the expanded program in September 2014. The members agreed that annual resident permits would cost $20 and that annual non-resident permits would cost 115% of the OSU faculty annual permit price. They preferred the square-footage methodology for allocating resident permits and discussed using a different methodology for business, religious, and civic entities in an RPD. One option they considered is the allocation scheme used in the current District C for business properties, which is one permit per 400 square feet of office space.

At the January 7, 2014 meeting, USC approved the public outreach postcard text sent to affected properties in the expanded RPDs and discussed in detail the proposed guest permit program element. The topics included how 'guest' would be defined, how these permits would be allocated (per property, per address, or per resident permit) and the consequences of a transferable guest permit. USC requested staff bring back information on the parameters of a separate permit for employees of businesses located in the planned RPDs.

At the February 4, 2014 meeting, USC heard testimony from the public regarding the RPD program as currently designed.

At the March 4, 2014 meeting, staff presented a hybrid RPD program design that retains most of the elements of the proposal as discussed to date with the inclusion of 2-hour on-street parking in the proposed districts. Public testimony was heard for the remainder of the meeting time.

DISCUSSION

The Committee asked staff to follow up on questions about the current process to form RPDs through a neighborhood petition, including the possibility of developing a modified process that would take less time to work through and the feasibility of using the petition process for the current expansion effort.

RPD Petition Formation Process

The current process for creating an RPD (Attachment A) calls for a petition signed by 50% of the property owners in the area to be included, a parking study to determine peak parking demand in relation to supply, a vote by property owners to identify support for the change, and a review and approval by USC and the City Council.

Because the current formation process is a time-consuming one, staff was asked to see if a modified process could be developed for limited-duration use that was more expeditious. The City has recent parking demand information for most blocks in the proposed RPD expansion area from the work done by Group Mackenzie for the Collaboration project. As a result, the current process could be modified on a temporary basis to eliminate Step 2.

Regarding the feasibility of using the petition process for the formation of new RPDs, it is important to note that in August 2013, USC recognized potential negative consequences that could result from using this process to implement the Work Group recommendations (Attachment B). Among these were the patchwork pattern of RPDs that could result, relieving parking problems in one area only to push them onto neighboring streets; and that the proportion of absentee property owners in an area could make it difficult to reach the 50% threshold needed for the petition. As a result, USC made a motion to the full Council, which passed unanimously, that decisions to expand RPDs be made by the City Council (Attachment C).

Staff has some additional concerns about using the petition process. The first is that in areas with a mix of owner-occupied and non-owner-occupied properties, the owner-occupied properties could be at a disadvantage. There has been conflicting testimony from these two types of property owner about what program design works best for them, with the non-owner-occupied property owners that expressed a lack of support for district expansion citing the fact that their properties do not have sufficient off-street parking for tenants. These disparate viewpoints would likely skew the outcome of the petition process toward whichever type of property owner dominates in the selected area. Councilors have stated previously at meetings when this topic was discussed that one of their definitions of 'liveability' is to preserve the neighborhood character for permanent residents, and the only way to ensure parking restrictions are implemented that support that definition is through Council action.

Staff's second concern is about the timing of any approved RPD expansions using the petition process. The Collaboration project was developed to improve relations between OSU and the community and to have the City and OSU jointly address the issues identified. If the City does not make a parking change in conjunction with a change to campus parking, the situation for the surrounding neighborhoods, especially those to the north of campus, will get much worse. As OSU faculty, staff and students face increasing costs for parking in the north portions of campus, it is not hard to imagine even more of that parking finding its way onto the city streets where free, unlimited-duration parking will be available. It seems critical to reducing neighborhood discontent to align implementation of any City changes with OSU's efforts. This would not be possible if each area was moving through a separate petition process at its own pace.

Cost of Permit

There was discussion at the last USC meeting about whether the price of permits should be set to capture some or all of the enforcement costs. The answer to this question is important because relying on the revenue generated from tickets to cover the full cost of enforcement exposes staff to the accusation that tickets are being issued merely to meet the 'quota' needed to secure sufficient funding. In addition, as errant behavior improves over time, the revenue stream from citations should decline, unless Council approves a corresponding increase in the amount of the fine. As such, staff supports an examination of permit pricing and what activities are funded from that source. As an aside, staff anticipates having a broader discussion about citations and fines with the Committee after the particulars of the RPD program design have been decided.

REQUESTED ACTION

That the USC review this information, ask questions, and provide direction to further the RPD program design discussion.

Reviewed:

James A. Patterson, City Manager

Attachment A – Residential Parking District Formation Process
Attachment B – Excerpt from August 6, 2013 Urban Services Committee Minutes
Attachment C – Excerpt from August 19, 2013 Council Minutes
Attachment D – Email Feedback from March 4th to March 11th
Attachment E – Proposed Parking District Maps

Attachment A

Residential Parking District

Formation Process

April 2006

Step 1 Petition to form a new district or expand an existing district

A petition signed by at least 50% of the **property owners** abutting each block face in any area that is interested in forming a new district or expanding an existing district. The petition should clearly indicate the area (include a street map with the proposed district outlined). To assure effective districts, the minimum new district size is **10 block faces**.

Step 2 City staff will complete a parking study that identifies the peak parking demand in relationship to supply. Generally, demand must be **85% of supply** to continue the process. This step may result in adjustments to the proposed district boundaries.

Step 3 City staff will complete an enforcement impact report that discusses the ability to enforce parking controls within the proposed district and/or the need for additional enforcement staff.

Step 4 Property owners within the proposed district will be asked, via ballot, to support the formation of the district. Information regarding the cost and process to acquire parking permits for those living in residential parking districts will be provided with the ballot.

Step 5 Proposed districts within the area included in the 2002 Downtown Parking Plan will be reviewed by the Downtown Parking Commission with a recommendation to the City Council.

Step 6 All the information developed through steps 1-5 above will be provided to the City Council through the Urban Services Committee for a decision regarding district formation or expansion

Note The current annual cost for a residential parking permit is $15. There is no fee to petition to create a new residential parking district or to expand an existing district.

Deliberations and Requests for Additional Information

Should RPDs be expanded?

Councilor Hervey said he was likely to support RPD expansion. Councilor Hogg said he would definitely support RPD expansion, noting two years of study of the issue and a strong demand within the community.

Should new RPDs be created by Council decision or neighborhood petition?

Councilor Hogg supported the numerous recommendations that the Council decide establishment of new RPDs. He referenced the difficulty of obtaining petition support from property owners, when many of the residential properties in neighborhoods surrounding OSU's campus were occupied by tenants. A RPD of the scale recommended by the PTWG should be established by the Council.

Councilor Hervey concurred that the existing petition process was long, laborious, and difficult for neighborhood residents to pursue. He doubted that the petition process was a practical means of expanding the RPDs on the scale recommended, especially since establishing a RPD in one neighborhood could push parking problems to a nearby neighborhood without a RPD. The Council heard extensive testimony recently regarding public process and citizens being heard. The PTWG representatives indicated that they provided opportunities for citizens to offer input, but some citizens may disagree. He referenced Councilor Sorte's suggestion of discussing the issue further during a Council work session. He agreed with Councilor Hogg that the existing petition process should not be pursued.

Councilor Hogg observed that issues were presented to Council Standing Committees so details could be reviewed and developed. The Committees then presented recommendations to the Council for discussion. He did not find need for an additional work session discussion in the process. He believed Councilor Sorte's ideas and concerns could be addressed through the normal process of the Council discussing the Committee's recommendation at a Council meeting. This would also allow the Council to receive public input and give staff any direction.

Mr. Patterson offered that he heard extensive citizen testimony requesting immediate action. The City's process allowed the Council to exercise leadership. The Collaboration Project had been underway for almost two years. Citizens testified that they had been awaiting City assistance for decades. He summarized the theme of citizens' testimony as "act." He was concerned that longer delays would make the resolution of the problem more difficult, postponing staff's ability to implement the Council's direction. From the beginning of the Collaboration Project effort, Mayor Manning and OSU President Ray clearly said that at some point in time, the public would expect to see results. Citizens indicated that it was now time for action. The Committee heard extensive testimony this evening. He believed the community had ample opportunity to provide input to the Collaboration Project process.

He referenced testimony concerning how the City would pay for an expanded RPD Program. He cautioned that delaying actions could result in costlier implementation of results. He believed the Committee had an opportunity to submit a recommendation to the Council for consideration. He said work sessions were intended to provide opportunity for more discussion, and Council meetings were designed to place action issues before the Council and give elected officials opportunity to discuss issues and render decisions. He expressed concern that further delays would place more burdens on City staff, while community discontent increased. He concurred with Mr. Nudelman that no matter what Council action was taken, it would not satisfy everyone.

Councilor Hogg concurred with Mr. Patterson. He expected that the sense of urgency among citizens would increase as more new apartment developments near OSU's campus would begin renting units for Fall Term. The developments would increase traffic and parking pressures in the community. OSU was constructing a new dormitory on a former parking lot, and its occupants must park their vehicles somewhere. Without RPDs or some type of management, the parking problem would increase. The problem was studied for two years with assistance of expert consultants and studies, numerous public meetings, on-line surveys, and ample opportunity for public input. He believed the PTWG did very well reviewing all the information and preparing a recommendation. His constituents asked why it took so long to establish RPDs, when the Council approved the single-use plastic bag ban in less than one year. He opined that the Council should proceed immediately to the next step in the process.

Councilor Hervey said the survey responses did not convince him of the public support Councilor Hogg and Mr. Patterson observed.

Councilor Hogg responded that tenant response rates to surveys was expected to be low because of low interest due to their transient residency. If a block included only three owner-occupied residences, and all three residences responded to the survey, that could be a high response rate by people impacted and concerned. A desire for a response rate of 75 or 80 percent was not realistic for neighborhoods predominantly occupied by transient tenants. He believed the responses provided a good indication of the views of those most impacted by and concerned about the issue.

Mr. Patterson added that Councilors elected to represent specific City Wards clearly stated the need for action regarding RPDs. He speculated that Councilor Brown would convey his position that the Council should proceed immediately with action. He understood that some may find survey data the most compelling factor. However, Councilors Hogg, Sorte, and Brown and their numerous constituents expressed views that action should be taken. He noted that Councilor Brown was absent from the meeting because of a vacation.

Councilor Hervey acknowledged Councilor Hogg's comments about homeowners but noted that they were not the only people affected by the Council's decisions. He said Council decisions would affect all property owners within the RPDs and the occupants of residences in those RPDs, be they owners or tenants. He noted that the Committee

received mixed input regarding desires for RPDs and how far RPDs should extend from the center of OSU's campus core. He expected that people residing three-fourths mile from the center of the campus core would be less supportive of a RPD. He would like a compromise starting point for those most impacted by parking problems and proceed in two phases. The first phase would be a RPD large enough to measure results in coordination with OSU's efforts. Staff could then determine whether that RPD affected neighborhoods farther from the center of the campus core. He could support proceeding to some degree, but he could not support proceeding with all of staff's or the PTWG's recommendations.

Mr. Clark said the survey was not intended to be a referendum on a recommendation; it was intended to gather input from the public within the Collaboration Project area regarding parking and traffic issues. He opined that many communities took steps to address important issues with non-majority votes. He believed elected leadership should not expect that each of its actions would be a referendum by the public. He elaborated that the Council members were elected by citizens to guide the community. He surmised that Councilor Hervey was wrestling with how to pursue a solution effectively, with information, without causing future community constraints. He suggested that the Committee evaluate testimony provided to the PTWG, evaluate survey results, review Mr. Adams' data, review the study, talk with City of Eugene and Portland officials, and then render a decision. Alternatively, the Committee could review the goals set two or three years ago when the Collaboration Project began. He urged the Committee to allow Collaboration Project results to continue toward implementation and to continue pursuing the Project goals. He opined that a referendum vote by the community would probably not result in a simple majority participation rate.

Councilor Hervey concurred with Mr. Clark regarding elected officials' roles. He believed the Committee was discussing how to proceed, rather than whether to proceed. He noted that the recommendations of staff and the PTWG were not identical. He wanted to develop a specific proposal.

Mr. Clark said he believed the PTWG and staff recommendations were fairly similar. He suggested that the Committee analyze and act on the recommendation differences. He encouraged the Committee to work toward presenting a recommendation to the Council for establishing RPDs in the residential neighborhoods surrounding OSU's campus. The PTWG followed this process.

Mr. Nudelman said the survey was conducted fairly early in the PTWG's work. The PTWG debated extensively about survey question content, how the questions should be asked, and who should be surveyed. The survey was intended to obtain citizens' input and identify problems and was considered successful.

Councilor Hogg suggested that the Committee focus on discussion points in the staff report. He further suggested that the Committee address each question in the report and determine if a recommendation could be agreed upon or if additional information was needed.

Mr. Patterson reviewed the requested Council actions cited in the staff report: review the information, ask questions, and provide direction on desired next steps. The Committee could determine the issues on which it could reach agreement and request additional information for further review.

Based upon a motion moved and seconded by Councilors Hogg and Hervey, respectively, the Committee unanimously recommends that Council approve expanding residential parking districts.

Should the RPD Program be designed as recommended by the PTWG?

Councilor Hogg moved to recommend to the Council that new residential parking districts be created by Council decision. The motion died for lack of a second.

Regarding staff's question of whether the RPD program should be designed as recommended by the PTWG, Councilor Hogg referenced extensive discussion regarding the two-hour parking time limit. He would like a cost break-down analysis of the two options: the City's cost to enforce the PTWG recommendation, and the cost to residents and the total RPD program cost if the time limit was eliminated. Councilor Hervey concurred.

Ms. Steckel noted that the costs would change, based upon the radius of the RPD from the center of OSU's campus core.

What size of RPD expansion should be implemented?

Councilor Hogg opined that a pilot area RPD was not needed, as the City already had three RPDs. He believed the City should proceed immediately with RPD expansion. He was uncertain whether the expansion should be one-half or three-fourths mile from the center of OSU's campus core. He asked that staff analyze the costs for the two radius distances.

Councilor Hervey concurred that a pilot area RPD was not necessary, as that small step would not provide information regarding the City's efforts in conjunction with OSU's efforts. He believed the City should take substantial action. He did not know what would be the appropriate RPD expansion distance. He would support taking substantial action that was considerably short of the recommended RPD expansion distance so the City could determine what type of demand was created for the next expansion.

Based upon a motion moved and seconded by Councilors Hogg and Hervey, respectively, the Committee unanimously recommends that Council not pursue a pilot area residential parking district.

Councilor Hervey opined that the City should take substantial action that is considerably short of the maximum recommended RPD expansion distance. He said his intent is that residents who currently do not want RPDs do not have one forced upon them. He expects that the resulting shifts in parking patterns will likely create a demand for the full Parking and Traffic Work Group recommendation.

Councilors Hervey and Hogg, respectively, moved and seconded to not pursue a pilot area residential parking district.

Councilor Brown said it is unnecessary to include a pilot area since the City has been working with RPDs for more than 20 years. He prefers the two-phase approach with a narrow boundary in phase one, expanded to a larger area in phase two. After the first RPD is implemented, the attitudes of residents in more distant areas may change. He opined that the staff map is a better place to start in relation to the geographical limit versus distance from OSU.

Mayor Manning clarified that the motion does not include the parameter of the RPD, it simply states that Council does not want a pilot area pursued.

Councilor Hervey said the one-half and three-fourths mile reference was presented to USC. It is his understanding that the City will work specifically from maps.

Councilor Sorte stated a preference for staff's loading map. He stated opposition to the motion because he believes an eight-hour parking district will be safer. He does not believe that staff or other Councilors will believe this until proven by implementing a pilot area. There is a non-implemented pilot area on SW Orchard Avenue and SW 28th Street. This area is close to OSU and outside of any current RPD. The area is relatively calm when classes are in session. People park in this location for eight to ten hours per day beginning at 6:30 am.

The motion passed seven to one with Councilor Sorte opposing.

Councilor Hervey said USC also discussed whether RPDs should be created by Council decision or neighborhood petition. He said the petition process is difficult for neighborhood residents to pursue and not practical for expanding large scale RPDs. In addition, it could force parking issues into neighborhoods surrounding newly established RPDs.

Councilors Hervey and Hogg, respectively, moved and seconded that decisions to expand existing residential parking districts be made by Council.

Councilor Hervey said establishing RPD C was a long process for all parties. A process on how to make the decision to expand RPDs without forcing parking issues to surrounding neighborhoods needs to be thoroughly discussed.

Councilor Brown said he supports involving people in decisions that impact their neighborhoods, especially decisions that essentially become a tax. He will support the motion; however, if taxes and/or restrictions become too onerous, he will oppose the final decision.

Councilor Sorte said he is not concerned about one RPD forcing parking issues to surrounding neighborhoods. The issues occur within three blocks of the established RPD, causing the next group to quickly adopt a RPD. He expressed concern about the populous approach and how a RPD would be amended.

Councilor Hogg said he assumed USC would revisit this on an annual basis to identify issues and/or areas that need to be included or removed.

Councilor Sorte requested regular review language be added to the policy and/or procedure.

Councilor Beilstein said Council will always be responsible for making decisions about RPDs. He will support the motion since it does not include how the decisions will be made. He understands that the intent is to eliminate part of the public process. If the new process does not include an equivalent public involvement, he will oppose the final version.

The motion passed unanimously.

Councilor Hervey said USC will next review staff responses to questions from the last meeting, cost breakdown analysis based on distances, analysis of two-hour parking versus all-day parking, program costs for resident and non-resident permit fees, coordination with OSU, and other items.

C. Administrative Services Committee – None.

D. Other Related Matters

1. City Attorney Fewel read a resolution accepting a Benton County Foundation grant in the amount of $9,139 for developing the Collaborative Youth Career Exploration Program.

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

RESOLUTION 2013-26 passed unanimously.

Mr. Fewel announced that he has served on the Benton County Foundation for 25 years. It is a City appointment made by the Mayor. The Foundation funds are currently more than $16 million. More than $500,000 is allocated each year for grants and scholarships. An executive director was hired to help the Foundation transition to a community foundation.

Mr. Fewel added that the Foundation will sponsor a 60-year anniversary celebration on November 2, 2013.

2. Mr. Fewel read a resolution accepting the Statewide Airport Pavement Maintenance Program fund through the Oregon Department of Aviation in the amount of $322,000 for Airport pavement maintenance, and authorizing the City Manager to sign intergovernmental agreements and future amendments.

Attachment D

RESIDENTIAL PARKING DISTRICTS

EMAIL RESPONSE TO PUBLIC OUTREACH POSTCARD
(from March 3 at noon to March 11 at noon)

From: Terri
Sent: Monday, March 03, 2014 12:06 PM
To: Steckel, Mary
Subject: Proposed expansion of Residential Parking Districts

Dear Mary,
I have attached a letter with input on the proposed residential parking district expansion. Please include this information with your packets to be distributed to the Corvallis Urban Services Committee.

Thank you so much for your work with the city,
Terri Hellesto

March 3rd, 2014

City of Corvallis Public Works Department
Urban Services Committee

Dear Roan Hogg, Dan Brown, Richard Hervey, and committee members,

We are writing to share our perspective on the proposed parking district expansions in the OSU neighborhoods, and hopefully offer other solutions.

As we are all aware, the cause of the problem is lack of convenient, inexpensive parking on OSU's campus, which is being shifted out into the adjacent neighborhoods.
Merely adding more parking districts will only push the problem out to the blocks just beyond the new districts and cause even more citizens to complain to the city council about lack of convenient street parking.

We would also like to comment on the proposed reduction in the number of parking permits available per address and especially the proposed change to additional limits in number based on square footage of the lot. Most of the neighborhoods adjacent to OSU are zoned medium to high density and thus, properties there were developed as per Corvallis city code. By restricting access to parking permits, you will limit many people from parking in front of their homes. This proposal is biased toward single family homes, which is only one allowed use in these districts.

No matter what the outcome of this proposal, we would recommend enforcing any parking district limits only during the time when OSU is in session, allowing a large savings on enforcement. Summers and winter breaks do not warrant these severe limitations, as anyone driving in the vicinity can see by the multitude of vacant parking spots near campus during these times.

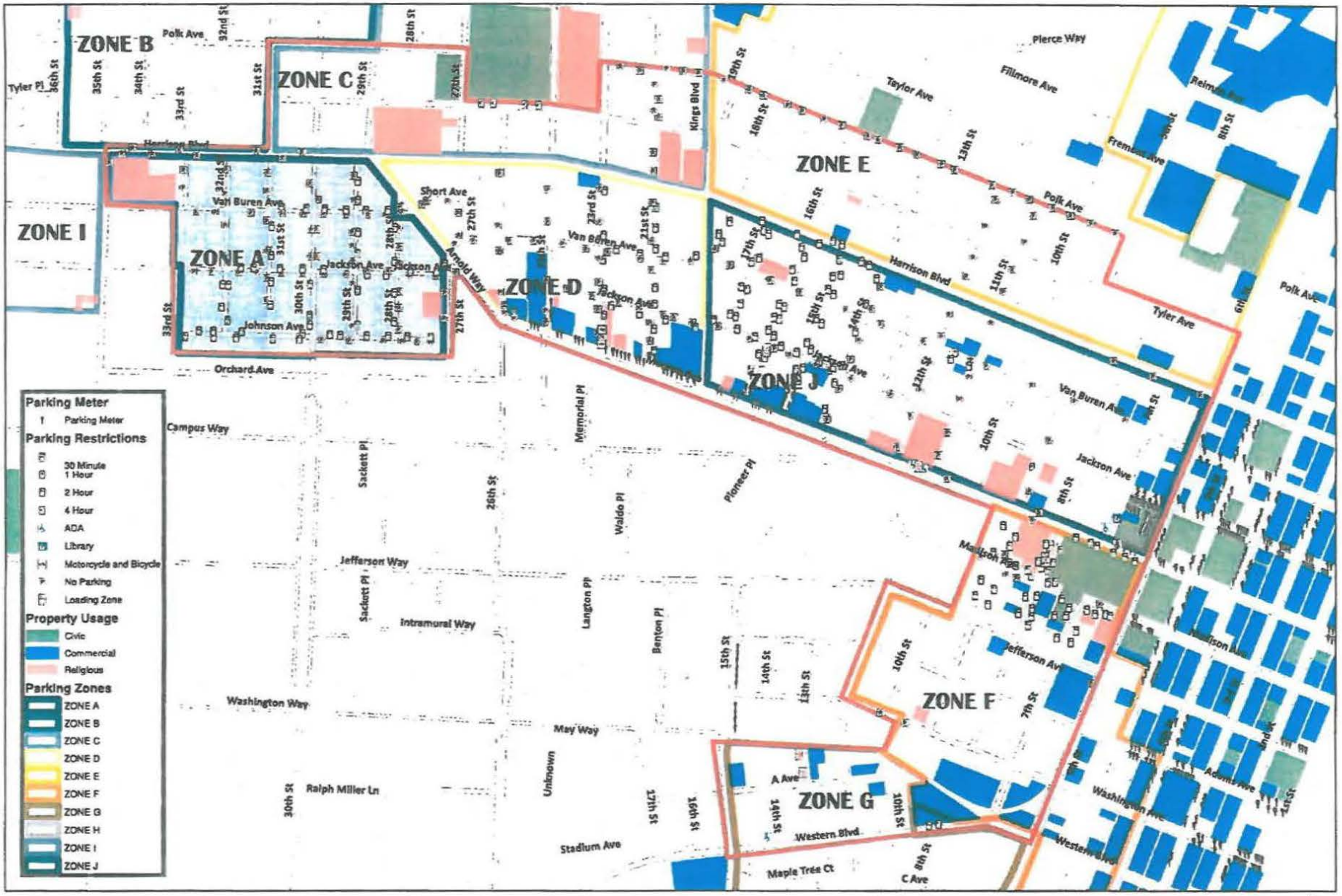
One relatively inexpensive alternative we would recommend is for OSU to be required to provide free off-site parking as well as free Reser stadium parking lot parking, along with shuttles to inner campus during the school year.

Thank you for all of your effort and time spent in attempting to resolve one of Corvallis' livability issues near campus.

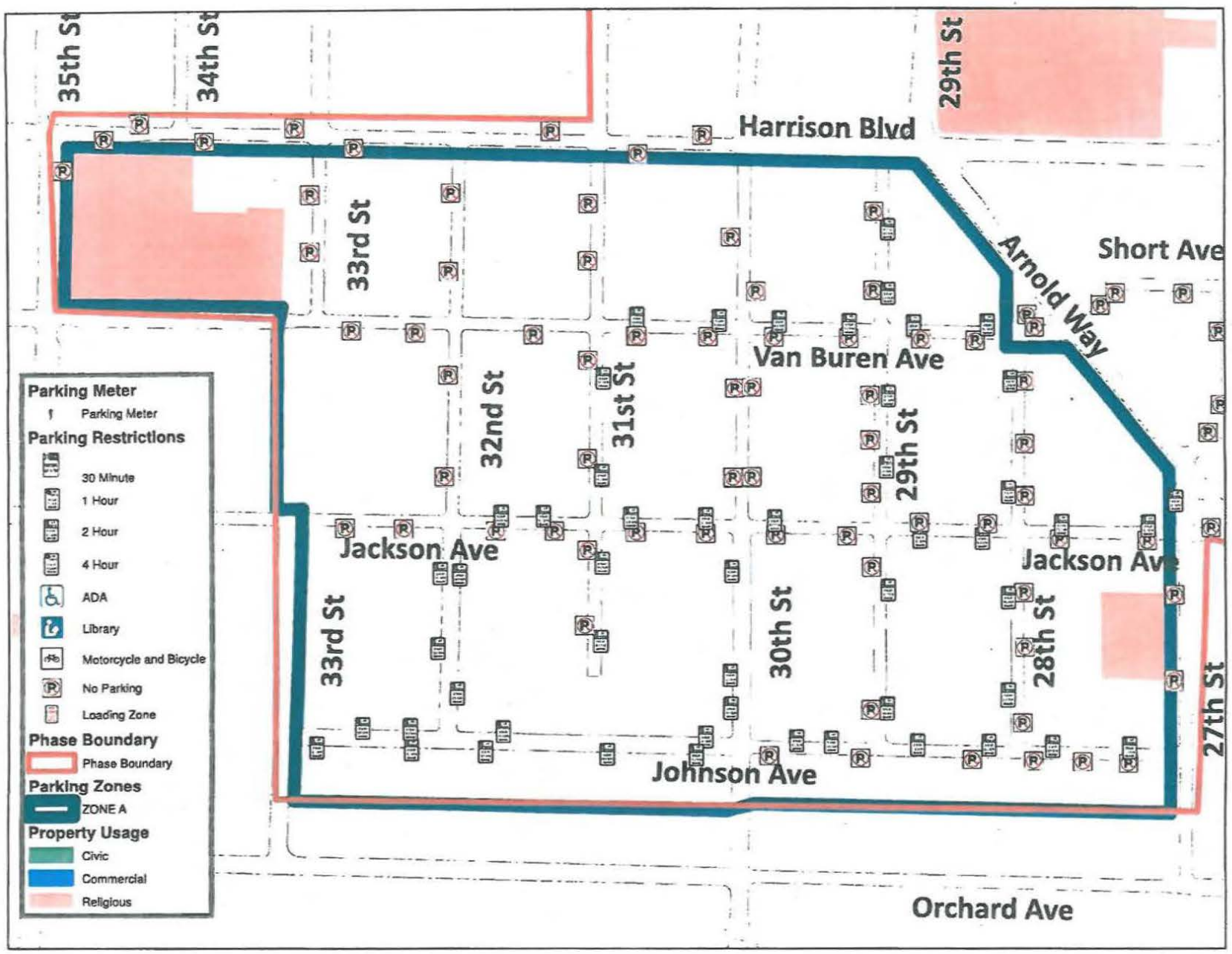
Respectfully,

Larry and Terri Hellesto
Corvallis, Oregon

Attachment E

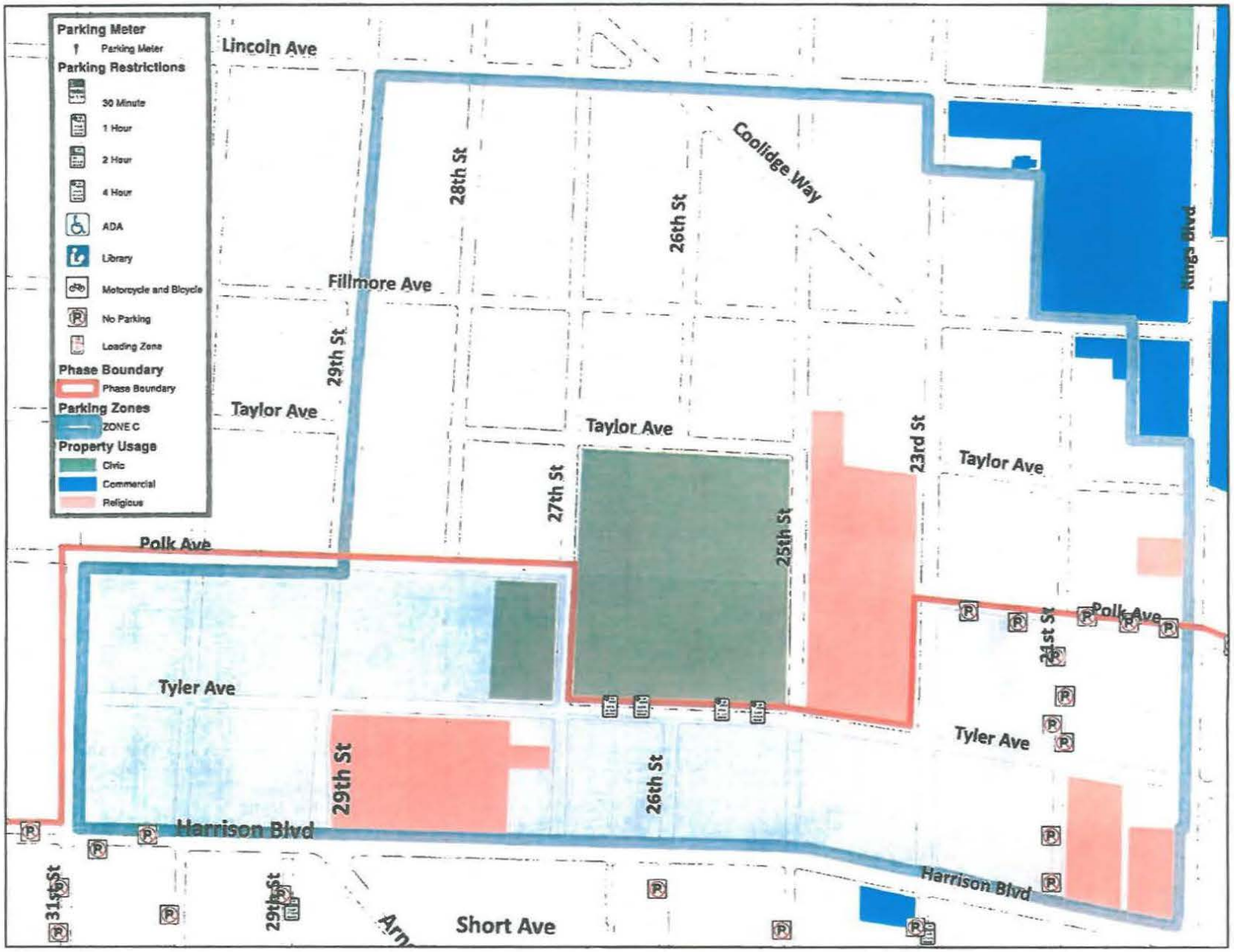


Proposed Parking Districts - Existing Restrictions



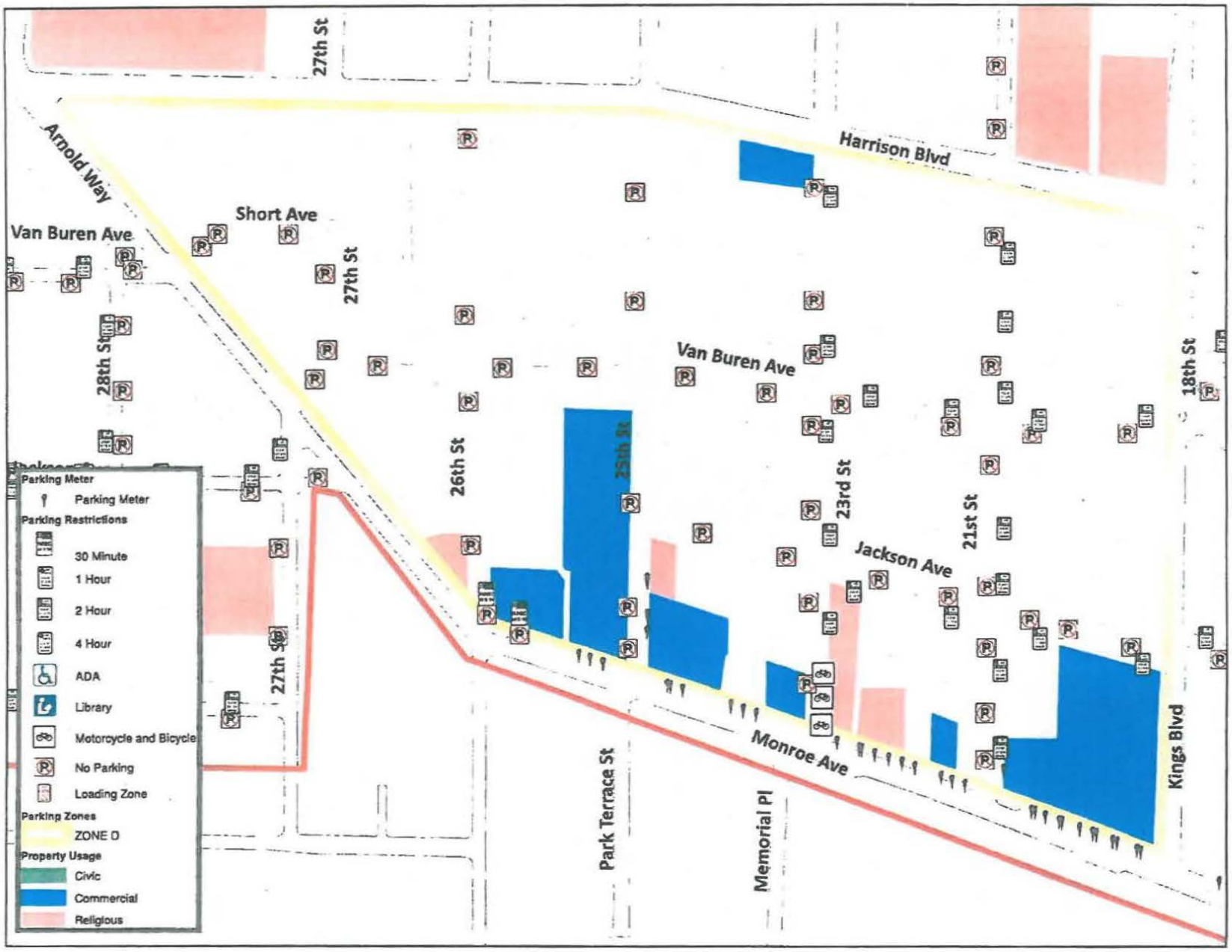
Proposed Parking Districts - ZONE A Restrictions

NORTH



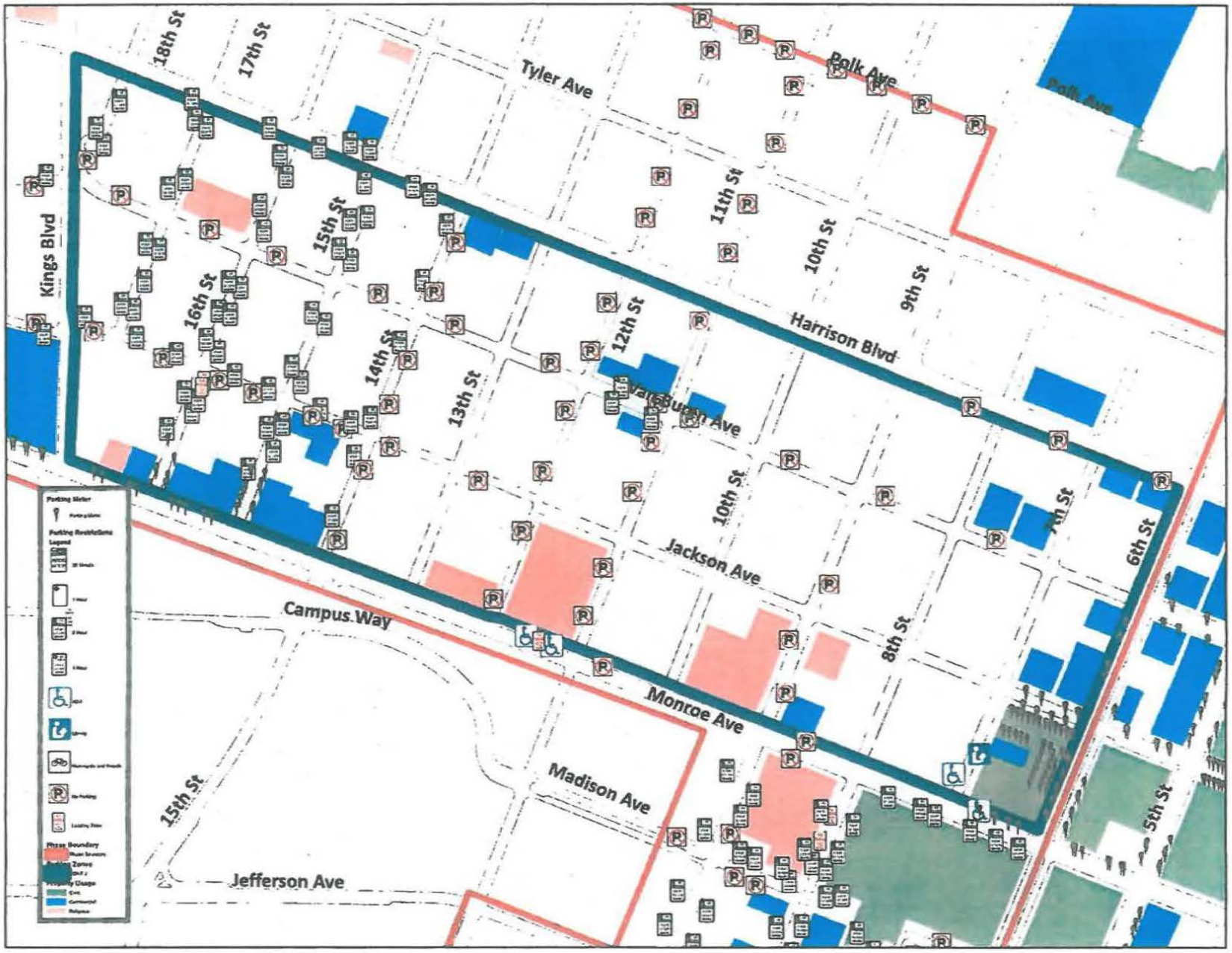
Proposed Parking Districts - ZONE C Restrictions

NORTH



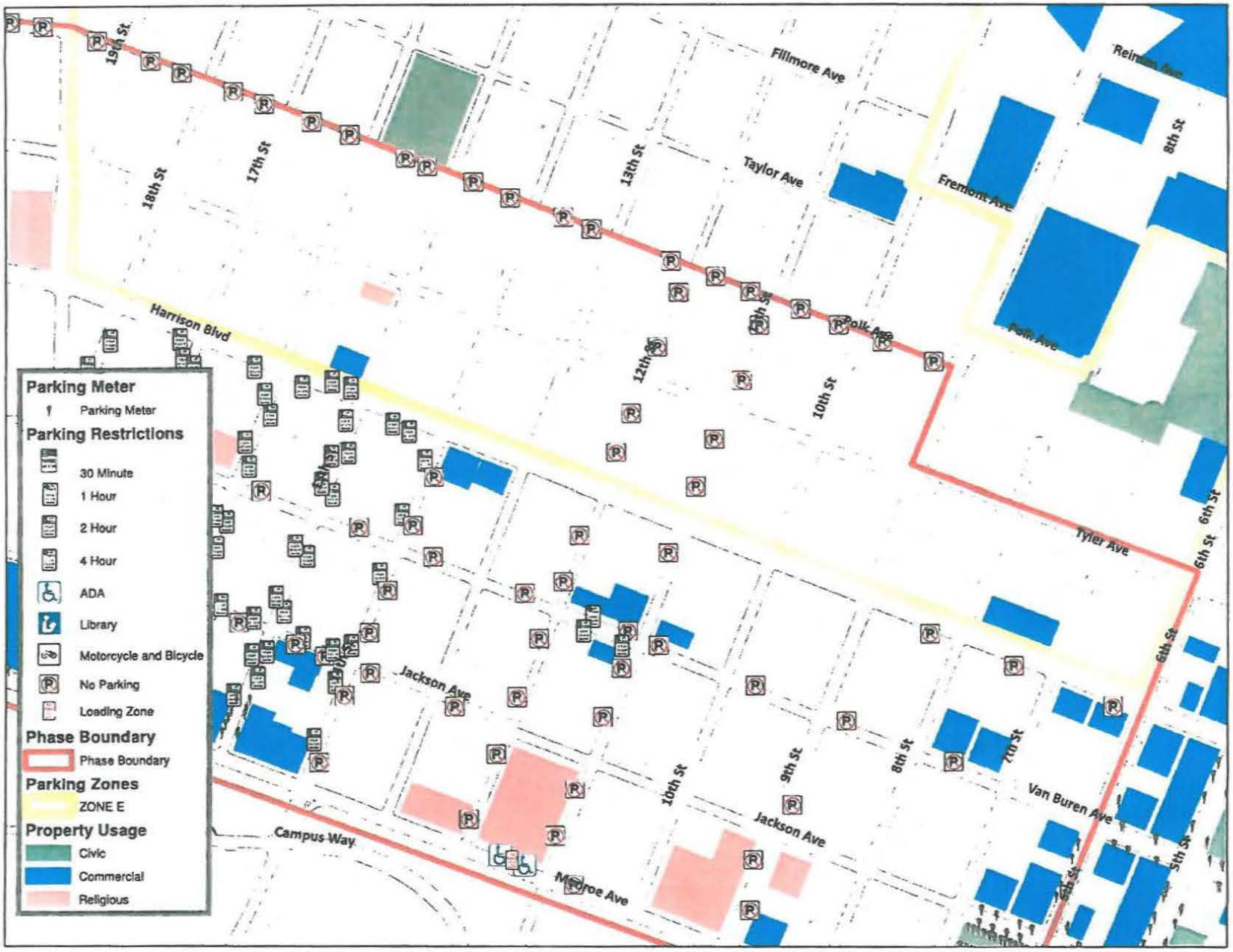
Proposed Parking Districts - ZONE D Restrictions

NORTH



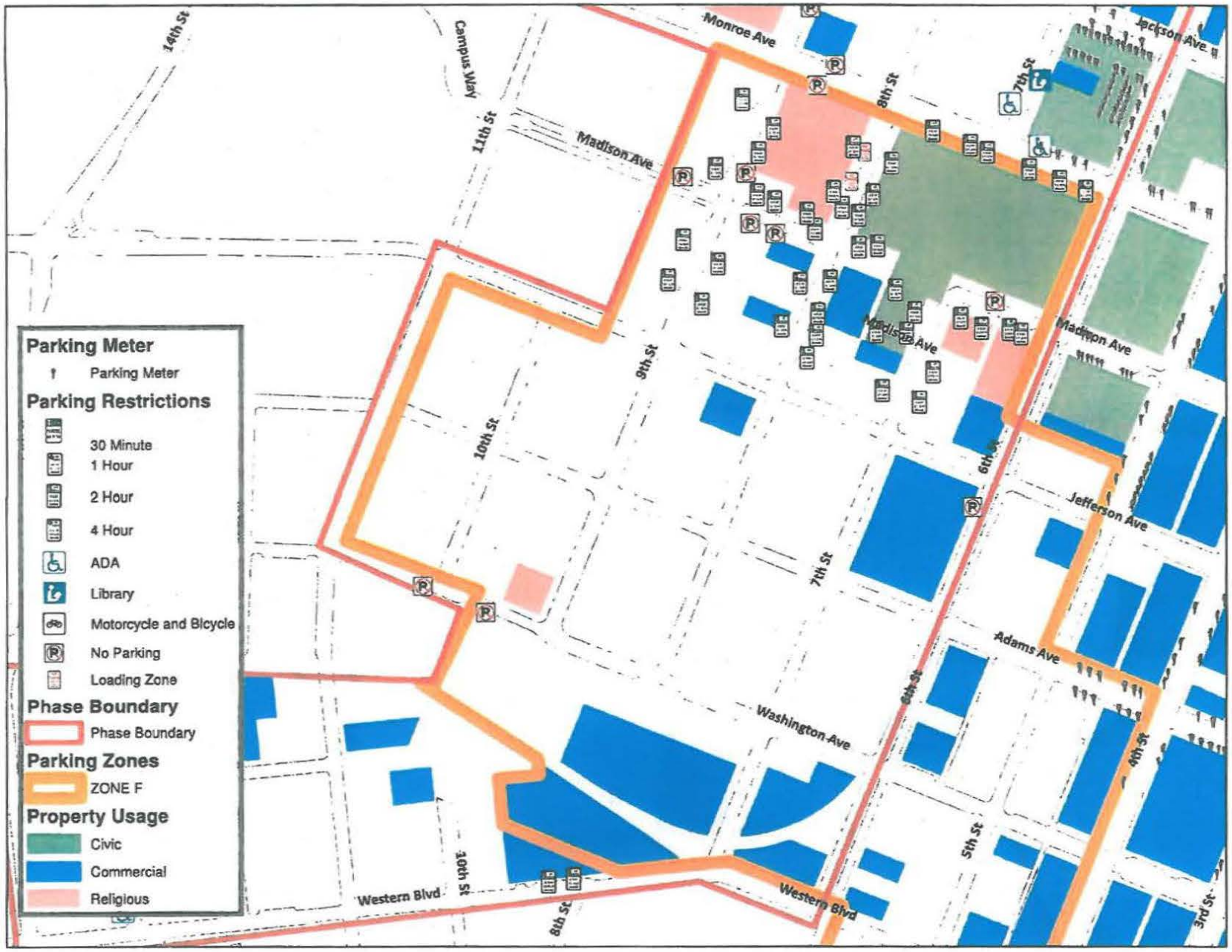
Proposed Parking Districts - ZONE J Restrictions

NORTH



Proposed Parking Districts - ZONE E Restrictions

NORTH



Proposed Parking Districts - ZONE F Restrictions

NORTH

Proposed Parking Districts - ZONE G Restrictions

NORTH

To: Urban Services Committee **March 13, 2014**
From: Dan Brown, Ward 4

<u>SUBJECT</u>: RPD EXPANSION HYBRID -- IMPROVING THE *STATUS QUO*

The date is approaching where the City should delay implementation of the RPD expansion program unless we can get a proposal approved by the Council in April. USC can still submit a proposal for the April 7, 2014 meeting to enable a September 1, 2014 start date. Notification of affected neighborhoods would happen immediately, and a feasible rollout of volunteer neighborhoods would occur during the summer. Then, between September and December of 2014, USC can monitor what happens as the result of OSU and City parking changes and then make modifications as necessary for the following years. To obtain behavioral data, we should ask OSU to conduct their traditional fall neighborhood parking study, as agreed to mutually by the City and OSU in the *OSU Campus Master Plan.*

The biggest problem with the USC's work to date seems to be lack of public consensus that the permit-only approach is the way to go. Although permit-only parking has unmatched advantages over the 2hr-free approach, these advantages may not be recognized by the citizens. Proceeding now with permit-only will likely create a lot of unnecessary strife and unintended consequences for the City. Two guiding principles for the Parking and Traffic Work Group were, "Do no harm," and "One size does not fit all."

The PTWG recommended that we stick with 2hr-free parking. This approach has served the City of Corvallis acceptably well for thirty years. The following proposal begins, first, with the idea that we simply keep the best parts of the *status quo*, including a democratic process for expanding the RPD. Second, the proposal is that we make some significant improvements based on our long-term experience and recent reviews by the PTWG and City. Third, the proposal is that we create a framework for future expansion which will play out in the future as the community sees what actually happens to the volume of commuters and what the initial impacts of the RPD expansion are.

Although not as ambitious as some would like, the modest proposal below will reduce the sudden shock of unilateral implementation. This should reduce risk of error for the city and should be more workable for City staff. It will reduce the required bump in investment for infrastructure, i.e. we can keep existing RPD signs and delay curb painting. We can cease detailed district parking capacity calculations and . The proposal will most likely reduce enforcement personnel expenses until there is a demonstrated need.

Finally, the proposal should be more acceptable to more residents and employers and reduce the volume of public dissention. It will allow neighborhoods to expand the Residential Parking District at their own pace.

<u>Goal of RPD Expansion</u>

The primary goal of the current RPD expansion legislation is "livability." However, other "purposes" listed in **MC 6.15.010** also remain important, including reducing air pollution and motor vehicle miles traveled.

Status Quo **Characteristics to Remain**

This legislative proposal involves keeping basic **MC 6.15** and adding modifications to it. Here is a summary of what will remain:

- Keep current district names 'A' 'B' 'C' and descriptions (Rename other "districts" in alphabetical order as they come on-line);
- On-street parking allowed in RPD:

  (1) up to 72 hours with a valid resident permit; or
  (2) up to 2 hours without a permit once per day.

- Permits valid only in one designated district (resident, visitor, employee);
- Resident permits are affixed to a vehicle and are not transferable;
- Having a permit does not guarantee a parking space will be available in the district **MC 6.15.050.3;**
- Resident permits require proof of residence;
- Parking meters and all other existing parking limitations (30min, 1hr, 2hr, 3hr, etc) will remain;
- Employee permits allowed under **MC 6.15.040.8.a** in 'B' and **MC 6.15.040.9.a** in 'C';
- For all other districts, employees will be dealt with under **MC 6.15.040.9.a**
- Contractors on may reserve on-street parking spaces for Portapotties;
- Temporary visitors will be allowed visitor permits;
- No visitor permits for business, civic, religious (BCR) properties, but their visitors can use 2hr privilege;
- Neighborhoods can petition for creation or expansion of district;
- Fee for a**nnual** resident and employee permits is set by City Council [**MC 6.15.040.4**].
- The fee is currently $15 but rises more or less with inflation [**CP 9.03.020.b**].

Improvements to *Status Quo*

Clear improvements in the design of the RPD will overcome skepticism, decrease objections, increase acceptance of the solution, and encourage more neighborhoods to form districts as a way to improve their own livability:

- Enforcement reduced to OSU academic year only;
- Permit-only parking allowed in documented "red zones" (i.e. exceeds 90% capacity) [**PTWG, p.16**];
- Resident permits allocated on square footage of lot; 1 per 2,500 square feet; minimum of two;
- Permits allowed for contractors, service providers -- maybe for landlords; prices TBD;
- "Temporary visitors" (*bona fide*) explained in code;
- Define temporary visitor violations and other violations;
- Big fines for abuse of visitor permits;
- Neighborhood associations can police visitor permits and submit complaints;
- GEM is not part of the RPD because it is in OSU Zone;
- Replace RPD sign(s) between Arnold and Van Buren on 28th.
- City will investigate electronic devices to facilitate effective and efficient enforcement.

Expansion of RPD

Ten potential residential parking districts will be identified in **MC 6.15** (both Phase 1 and Phase 2).
Boundaries of each RPD district are based on land use zoning;
Letter designation will change for all districts but 'A' 'B' and 'C'

- Changes to potential RPD map boundaries:

  (1) Add - West side of 6th Street between Washington and Jefferson can be included;
  (2) Add - West side of 11th Street between Washington and Jefferson can be added;
  (3) Add - Polk from 9th to 6th can be added to map;
  (4) Delete - RPD changes to Central Park block, Chintimini Park block, Franklin Park block;
  (5) Delete - RPD changes to Public Library block.

- Each neighborhood goes through established process to be included in district or RPD;

- Criteria for expansion:

  (1) Democratic majority (more than 50% of affected neighbors must agree);
  (2) Daytime parking during fall academic term documented to exceed 70% of capacity;

  OR proposed district was part of new area proposed by Task Force (for next three years);

  (3) New districts must be substantial:

  10 block faces within designated potential district;
  If smaller than 10 block faces, must follow "zone" map:

  (proposed G, H, I do not meet 10 block criterion but would qualify anyway).

  (4) After districts are created, expansions may involve small areas (i.e. single block);
  (5) One or both sides of street may be included in boundary;
  (6) Gerrymandering within designated district may be required to reach majority approval;

MAYOR & COUNCIL EMAIL

[Date Prev][Date Next][Thread Prev][Thread Next][Date Index][Thread Index]

Parking

- *To*: "ward2@xxxxxxxxxxxxxxxxxxxxxxxxxxxx" <ward2@xxxxxxxxxxxxxxxxxxxxxxxxxxxx>
- *Subject*: Parking
- *From*: Wanda Terrell <wandajterrell@xxxxxxxxx>
- *Date*: Wed, 5 Mar 2014 15:36:21 -0800 (PST)
- *Reply-to*: Wanda Terrell <wandajterrell@xxxxxxxxx>

Dear Councilor Hogg,

I attended (but did not speak at) the "blue postcard" meeting. I live at 436 NW 9th St. and would be in one of the new parking zones. I'm not going to try for an eloquent response, just a straight-to-the-point email. Parking just isn't an issue in my neighborhood. I was stunned to learn we were included in a proposed zoning area. I feel like I'm being punished. Truth be told, life is enough of a struggle without this parking zone to worry about - especially as it was proposed at the time of the meeting. It's unreasonable and punitive. The only time we have OSU related folks parking this far out is during big football games; it's just not a problem. I understand that parking is a complicated issue in Corvallis, but I also think the new proposal is not a practical response. I hope this area gets taken out of the plan altogether. At the very, very least, put back the two hours free and visitor passes. Ye gads!!

I also want to thank you from the bottom of my heart for stepping up to be on City Council. I can only imagine all of the time and energy you put into your position. I also bet a lot of what you do goes unrecognized. From where I'm sitting, you look to be a thoughtful and ethical man and I'm grateful for all your efforts.

Sincerely,
Wanda Terrell

- **Follow-Ups**:
  - **Re: Parking**
    - *From:* ward2

- Prev by Date:**Chamber Forum -Oregon's Forest Sector 2014-03-12**

MAYOR & COUNCIL EMAIL

[Date Prev][Date Next][Thread Prev][Thread Next][Date Index][Thread Index]

FW: Proposed residential parking districts

- *To*: "ward4@xxxxxxxxxxxxxxxxxxxxxxxxxxxx" <ward4@xxxxxxxxxxxxxxxxxxxxxxxxxxxx>, "ward3@xxxxxxxxxxxxxxxxxxxxxxxxxxxx" <ward3@xxxxxxxxxxxxxxxxxxxxxxxxxxxx>, "ward2@xxxxxxxxxxxxxxxxxxxxxxxxxxxx" <ward2@xxxxxxxxxxxxxxxxxxxxxxxxxxxx>
- *Subject*: FW: Proposed residential parking districts
- *From*: Heather Romsos <rustigih@xxxxxxxxxxx>
- *Date*: Tue, 4 Mar 2014 15:26:57 -0800

From: rustigih@xxxxxxxxxxx
To: public.works@xxxxxxxxxxxxxxxxxxx
Subject: Proposed residential parking districts
Date: Mon, 3 Mar 2014 16:11:23 -0800

Members of the Urban Services Committee,

I would like to applaud you for recognizing the parking issues faced by residents in currently unregulated neighborhood near OSU. While I have heard that some local residents are dismayed by the possibility of paying $20 annually for a residential parking permit to address a problem caused by OSU, I believe that OSU will not take any effective action in a timely fashion, and find $20 per year a small price to pay for less congested neighborhoods.

I do have two issues I'd like you to consider before you decide on a final plan. First, as many others have pointed out, it seems that the plan as it is currently designed has been created with too broad a brush stroke. The Committee should carefully consider creating a more nuanced district design to allow for differences in the parking needs in residential neighborhoods versus areas surrounding the library, businesses, churches, and the senior center. The current plan will likely go a long way to solve parking issues in many of the residential areas immediately around the university, but potentially

cause great inconvenience to citizens trying to access businesses, churches, and city facilities within the current proposed districts. Perhaps parking meters may be more effective in these areas.

Second, while it is wonderful that the Committee is acting on the suggestions of the Collaborate Corvallis group, it is frustrating that they are not following their suggested guidelines. The Collaboration's Parking working group recommended the parking districts be extended out ½ mile from campus. This distance is supported and informed by the Mckenzie Group survey results which found that OSU commuters are willing to walk ½ mile for free parking. It is unclear to me why the Committee is proposing implementing parking districts which extend not the recommended ½ mile, but rather just 1/3 mile.

I live just outside the proposed district, on NW 17th just north of Polk. I often work from home and notice every working day students parking in front of my house and across the street and then walking south to campus. While parking on our street isn't currently completely impossible, it is difficult, and will most likely become much more so once the proposed districts are implemented and all the commuters displaced from parking between Polk and Harrison move north to between Polk and Buchanan.

I believe the Committee is headed in the right direction to improve livability in our neighborhoods currently experiencing great pressure from OSU's growth, but encourage you to rethink the currently proposed boundaries to both better account for the needs of non-resident uses within these areas and incorporate the results of the parking survey and working group suggestions.

Thank you,

Heather Romsos

- Prev by Date:**RE: RPD procedure**
- Next by Date:**RE: Upcoming meetings dates**
- Previous by thread:**RE: RPD procedure**
- Next by thread:**HRC Agenda Packet - March 11, 2014**
- Index(es):

MAYOR & COUNCIL EMAIL

[Date Prev][Date Next][Thread Prev][Thread Next][Date Index][Thread Index]

Urban Services Committee: RPD Plans

- *To*: <ward4@xxxxxxxxxxxxxxxxxxxxxxxxxxxx>, <ward2@xxxxxxxxxxxxxxxxxxxxxxxxxxxx>, <ward3@xxxxxxxxxxxxxxxxxxxxxxxxxxxx>
- *Subject*: Urban Services Committee: RPD Plans
- *From*: "Gary Angelo" <gcangelo@xxxxxxxxxxx>
- *Date*: Thu, 6 Mar 2014 15:40:10 -0800
- *Cc*: <jim.patterson@xxxxxxxxxxxxxxxxxxx>, "Steckel, Mary" <Mary.Steckel@xxxxxxxxxxxxxxxxxxx>

Corvallis Urban Services Committee Members:

As I made reference to the City of Davis and their residential parking districts in my testimony at the March 4, 2014 meeting this week, and I mentioned to Councilor Hervey that I would do so, I am sending to you some portions of the online Davis documentation regarding their current districts and permit regulations. The primary reason I am sending this to you is that we have heard testimony to the effect that we should not make the Corvallis RPD process and rules overly complicated. My testimony indicated that it is more important to ensure we set up RPD rules that meet the needs of the various districts, as they have widely different zoning, commercial, public, and residential compositions. If we choose to make the rules equivalent in all of the districts, then we will be suboptimizing and will not be able to achieve the goal of Livability for many of the districts.

The experience of Davis sets a good example of a city responding to the needs of its residents, as well as its commercial interests. As you can see from the "all-zones" map attached, which shows all the various parking zones as well as the permit rules for each, Davis has chosen to make the needs of the different districts a top priority. You will also note that the permit prices for both residents and the associated visitor permits are $15 each, with no specific limit on the number of visitor permits. How Davis has chosen to mitigate the abuse of visitor permits is to severely limit where (within 100 feet of the primary residence) and for how long such permits may be used, and to make the consequences of any abuse prohibitive (fines of $230 and loss of permit privelege).

My point in putting the Davis program into the USC record is not so much that Corvallis needs to replicate exactly what they have done. Instead, it is to show that there are ways to successfully manage an RPD program for districts adjacent to the university campus, while catering to the needs of

the individual neighborhood districts. Corvallis can use this for gleaning "best practices", as well as to reinforce the idea that we can implement a variable district program and still have it be successful. For comparison purposes, Davis has a population of about 65,000, and UC Davis has a student population of about 33,000-- and it is the top-rated agricultural and forestry university in the country.

Thank you for your consideration, and especially for all the hours you have put into this effort on behalf of the citizens.

Best regards,
Gary Angelo
CHNA President

Attachment:`all-zones.pdf`
Description: Adobe PDF document

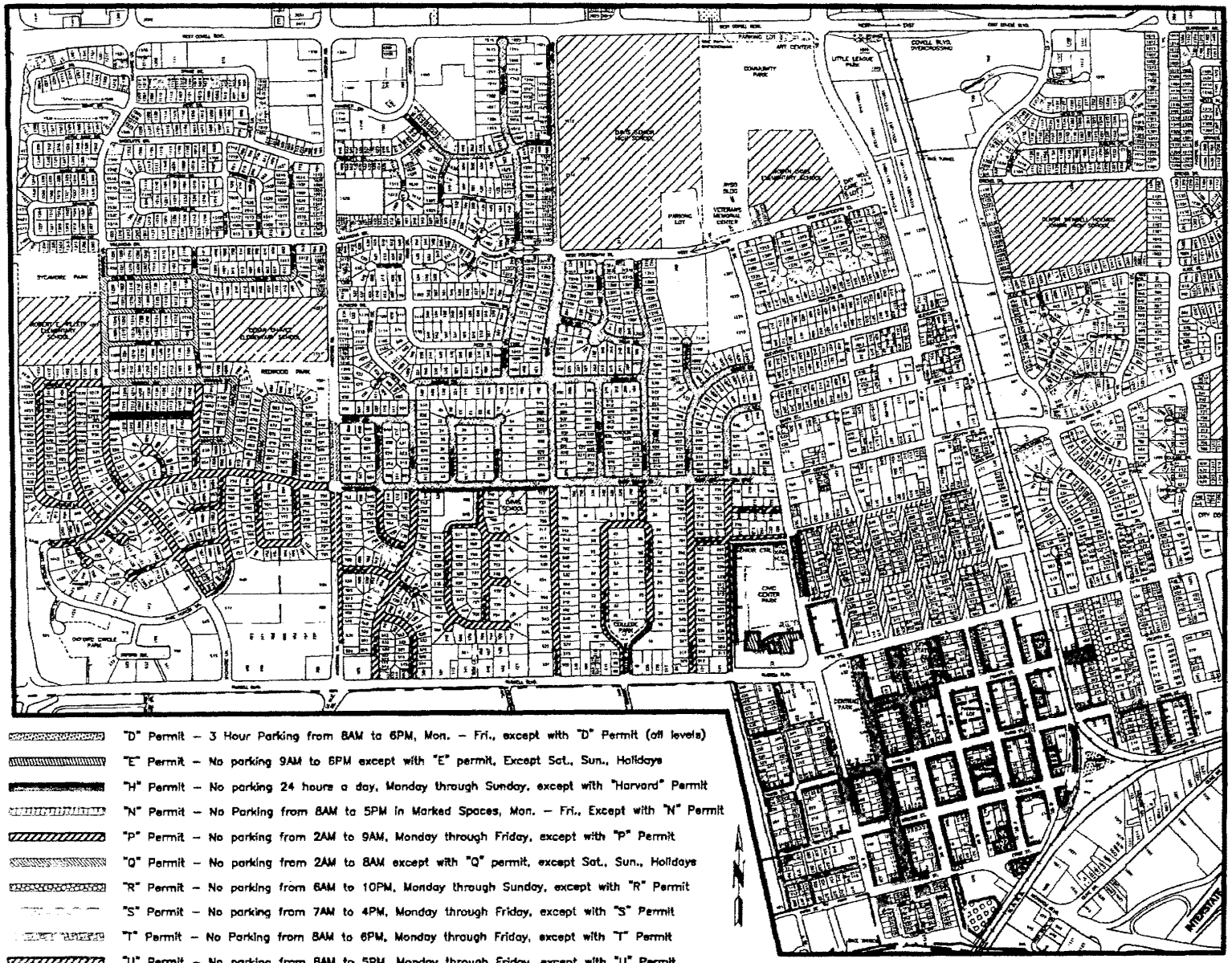
Attachment:`Parking_Permit_Application_Residential.pdf`
Description: Adobe PDF document

Attachment:`Parking-Permit-Application-Commuter.pdf`
Description: Adobe PDF document

Attachment:`Parking-Permit-Purchase-Info.pdf`
Description: Adobe PDF document

Attachment:`downtown-permit.pdf`
Description: Adobe PDF document

- Prev by Date:**Press Release -- Author Diane Hammond: Friday's Harbor**
- Next by Date:**Re: Restroom Policy**
- Previous by thread:**Press Release -- Author Diane Hammond: Friday's Harbor**
- Next by thread:**How Much Longer in Afghanistan?**
- Index(es):
  - **Date**
  - **Thread**



"D" Permit – 3 Hour Parking from 8AM to 6PM, Mon. – Fri., except with "D" Permit (off levels)

"E" Permit – No parking 9AM to 6PM except with "E" permit, Except Sat., Sun., Holidays

"H" Permit – No parking 24 hours a day, Monday through Sunday, except with "Harvard" Permit

"N" Permit – No Parking from 8AM to 5PM in Marked Spaces, Mon. – Fri., Except with "N" Permit

"P" Permit – No parking from 2AM to 9AM, Monday through Friday, except with "P" Permit

"Q" Permit – No parking from 2AM to 8AM except with "Q" permit, except Sat., Sun., Holidays

"R" Permit – No parking from 6AM to 10PM, Monday through Sunday, except with "R" Permit

"S" Permit – No parking from 7AM to 4PM, Monday through Friday, except with "S" Permit

"T" Permit – No Parking from 8AM to 6PM, Monday through Friday, except with "T" Permit

"U" Permit – No parking from 8AM to 5PM, Monday through Friday, except with "U" Permit

"W" Permit – No parking from 8AM to 10PM, Monday through Friday, except with "W" Permit

"X" Permit – No parking from 8AM to 6PM, Monday through Friday, except with "X" Permit

"X" Permit – No parking from 6AM to 10PM, Monday through Sunday, except with "X" Permit

3 Hour Parking allowed without a permit during restricted hours

2 Hour Parking allowed without a permit during restricted hours

90 Minute Parking allowed without a permit during restricted hours

1 Hour Parking allowed without a permit during restricted hours

No Parking 5AM to 5PM except with "AMTRAK" Permit; except Sat., Sun., and Holidays

UCD Enforcement

3 Hour Parking from 6:30AM to 5PM, Monday through Friday, in posted locations (Private Enforcement)

Davis Commons – 2 hour parking from 9AM to 6PM, Monday through Saturday except with "Davis Commons" Permit

Preferential Parking Districts

LOCATIONS ARE APPROXIMATE ONLY.
CHECK SIGNS AND STRIPING FOR PARKING RESTRICTIONS AT ALL TIMES.

A web version of this map is located at:
http://www.cityofdavis.org/police/parkinginfo.cfm

As of March 2007

CITY OF DAVIS

RESIDENTIAL PARKING PERMIT APPLICATION

FOR THE PERIOD: OCT 2011 – AUG 2012

Date Permit Mailed | *Date Stamp Received*

1 APPLICANT INFORMATION

Please print legibly – Roommates must complete separate applications

Name #1 _____ Phone (_____)_____

Address _____ Apt#_____ Alternate Phone (_____)_____

2 APPLICANT TYPE (Please check **ONE** box below)

☐ **HOMEOWNER** ☐ **BUSINESS**

If requesting permits by mail, please specify your mailing address here: (if different from the address in **BOX 1** above)

Name #2 (2nd Owner) _____

Mailing Address_____

City _____

State _____ Zip_____

☐ **RENTER**

Lease Term: ☐ Month-To-Month
☐ Yearly or Fixed-Term, Expires __/__/__

Landlord Name _____

Landlord Address _____

City _____ State _____ Zip_____

Landlords Phone (_____)_____

3 PREFERENTIAL PARKING DISTRICT

☐H – Harvard Dr ☐P – West Davis ☐Q – Q Permit ☐R – I St ☐S – Davis Sr. High School
☐T – Old East Davis ☐U – North Campus ☐W – University Ave ☐X – Core Area (Stickers Only)
☐N – Old North Davis "N" Permits limited to 1 per address; 2nd permit may be purchased beginning Dec 1ST.

4 VEHICLE INFORMATION - (Required For Residential Permits Only)

Residential permits allow residents to park on-street in a preferential parking district. **Residential permits** are non-transferable and are required to be affixed to the left rear bumper of residents' vehicles.

RESIDENTIAL STICKERS	License Plate (EX: ABC123)	State (EX: CA)	Vehicle Make (EX: HONDA)	Vehicle Model (EX: CIVIC)	Color (EX: BLUE)	PERMIT # ISSUED *For Office Use Only*
QTY _____ X $12 EA. = $_____						

5 VISITOR PERMITS (Placards)

VISITOR PERMIT ACKNOWLEDGMENT
PLEASE READ AND INITIAL BELOW

- Visitor permits are to be used only for visiting the residence to which the permit is assigned and only for the duration of the visit*
- Visitor permits are to be used within 100ft of the side lot lines of their residence to which the permit is assigned*
- Visitor permits are not to be used for longer than 14 consecutive days (72 consecutive hours in the "H" parking district).*
- Any other usage may be deemed misuse and result in suspension of parking permit privileges and/or citations ($230 minimum) being issued to both the purchaser and user of unlawfully used permit.

I acknowledge that I have read the statement above and accept responsibility in ensuring the proper usage of visitor parking permits assigned to my residence.

APPLICANT Initial Here _____
*not applicable in the "N" parking district

Visitor permits allow visitors to park on-street in a preferential parking district. Visitor permits are transferable and are required to be displayed on the front driver-side dashboard of the visitors' vehicles. ("N" visitor permits may also be used by residents.)

VISITOR PLACARDS

QTY _____ X $12 each = $_____
(Not available in "X" parking district)

PERMIT # ISSUED *For Office Use Only*

6 ACKNOWLEDGMENT

PLEASE READ AND SIGN

I certify under penalty of perjury that the information provided on this application is true and correct to the best of my knowledge.

Signature _____ Date _____

For Office Use Only

☐ Photo Id ☐ Lease/Homeowner List ☐ Vehicle Registration

☐ Outstanding Citations ☐ Permit Entry ☐ Data Entry

☐ CASH CHECK#_____ Amount $ _____

Receipt # _____ Received By _____

CITY OF DAVIS

COMMUTER PARKING PERMIT APPLICATION

Date Permit Mailed FOR THE PERIOD: SEP 2013 – AUG 2014 *Date Stamp Received*

1 BUSINESS INFORMATION

PLEASE PRINT LEGIBLY

Applicant Status: ☐ Business Owner/Manager ☐ Employee

Business Name _____

Office Contact / Manager Name _____

Business Address _____

Street number, street name, APT or SUITE NUMBER where permit(s) are to be assigned

Business Phone (_____)_____

IF EMPLOYEE PURCHASING FOR SELF

Employee Name _____

Home Address _____

Home Phone (_____)_____

FOR OFFICE USE ONLY – DO NOT WRITE IN THIS SPACE

1._____
2._____
3._____
4._____
5._____
6._____
7._____
8._____
9._____
10._____
11._____
12._____

☐ Photo Identification ☐ Proof of Employment

☐ Vehicle Registration

Hangers / Coils Qty ____X $0.50 Ea = $_____

"X" Permit Hanger Qty ____X $_____Ea = $_____

"X" Permit Stickers Qty ____X $_____Ea = $_____

"D" Permit Hangers Qty ____X $30.00 Ea = $_____

☐ Cash ☐ Check _____

☐ Amount _____ ☐ Receipt _____

☐ Received By _____

2 "X" COMMUTER PERMIT FEES

PRORATED BY MONTH OF PURCHASE

Please check Month of Purchase

☐ Sep '13 . . . . . $96 ☐ Oct '13 . . . . . $88 ☐ Nov '13 . . . . . $80 ☐ Dec '13 . . . . . $72 ☐ Jan '14 . . . . . $64

☐ Feb '14 . . . . . $56 ☐ Mar '14 . . . . . $48 ☐ Apr '14 . . . . . .$40 ☐ May '14 . . . . . $32 ☐ Jun '14 . . . . $24

☐ Jul '14 . . . . . $16 ☐ Aug '14 . . . . . $ 8

3 COMMUTER PERMITS (HANGERS & STICKERS)

PLEASE COMPLETE FOR EACH EMPLOYEE

Enter "NONE" if permit is not assigned to an employee

Check Type of Permit Purchased

Employee Name	"D" Permit Hanger	"X" Permit Hanger	"X" Permit Sticker
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10			

4

- Commuter permits allow downtown employees to park all day without time limits in designated on-and-off street parking areas
- **"X" and "D" permit hangers** are transferable and are required to be displayed on the rear view mirror of commuter's vehicle
- **"X" permit stickers** are non-transferable and are required to be affixed to the left rear bumper of commuter's vehicle.
- **"D" Commuter Permits** may only be purchased by commuters employed at business located in **Parking Assesment District No. 3** – the area bounded by 3rd st (south side) on the north, 1st St on the south, D St (east side) on the west, and the railroad tracks on the east

5

COMPLETE THIS SECTION ONLY IF PURCHASING "X" PERMIT STICKERS

Make (EX:HONDA)	Model (EX: CIVIC)	Color (EX: BLUE)	State (EX: BLUE)	License Plate (EX: 5ABC123)
1.				
2.				

ACKNOWLEDGMENT

PLEASE READ AND SIGN

I certify under penalty of perjury that the information provided on this application is true and correct to the best of my knowledge.

SIGNATURE: _____

DATE: _____

RESIDENTIAL & VISITOR PARKING PERMITS

Expire: August. 31, 2014 ***NEW PRICES FOR PERMITS***

RESIDENTIAL PERMITS (Stickers)

Residential Permits allow residents to park on the street in a preferential parking district

Residential Permits are non-transferable and are required to be affixed to the left rear bump of resident's vehicle.

Pricing . . . . . .$15.00 Each
Parking Districts: H, N, P, Q, R, S, T, U AND X
(N permits are limited to 2 stickers or placards per address)

VISITOR PERMITS (Placards)

Visitor permits allow visitor to park on the street in a preferential parking district.

Visitor permits are transferable between vehicles and are required to be displayed on the driver's side dashboard of the visitor's vehicle. (N permits may be used by residents)

- Visitor permits are to be used only for visiting the residence to which the permit is assigned and only for the duration of the visit.
- Visitor permits are to be used within 100 feet of the residence to which the permit is assigned.
- Visitor permits are not to be used for longer than 14 consecutive days. (H Permits: 72 consecutive hours) * Not applicable in the N parking district.

Pricing . . . . . .$15.00 Each

VISITORS:

Use your emergency flashers while retrieving a visitor permit from your host. Permits must be clearly displayed to be valid

APPLYING FOR RESIDENTIAL & VISITOR PERMITS

Homeowners may apply in person or by mail

- Complete a Residential Parking Permit Application
- Driver's License (not needed for mail-in applications)
- Current DMV registration for each vehicle getting a residential permit. (copy for mail-in applications)
- Mail in payments accepted, Check or money order made payable to the City of Davis.
- MAIL APPLICATIONS TO:
  Davis Police Department
  Attention: Parking Permits
  2600 5th Street
  Davis, CA 95618

RESIDENTS: You are responsible for ensuring against the improper use or display of visitor permits. Misuse may result in suspension of parking permit privileges and/or citations ($230 minimum) being issued to both the purchaser and user of an unlawfully used permit

Renters must apply in person

- Complete a Residential Parking Permit Application
- Driver's License
- Current DMV registration for each vehicle getting a residential permit
- Current Lease Agreement
- Utility bill if month to month Lease Agreement
- Payments accepted: Cash, Check or Money Order
  NO DEBIT/CREDIT CARDS ACCEPTED

REPLACEMENT PERMITS

- **Pricing . . . . . .$15.00 Each**

2013 – 2014

PARKING PERMITS

CITY OF DAVIS

Residential & Commuter

Preferential

Parking Permits

Davis
California

Available Beginning
August 19, 2013
Mon – Fri 9:00am to 5:00pm

**** New Permit Prices ****

Cash or check only. No debit or credit cards accepted

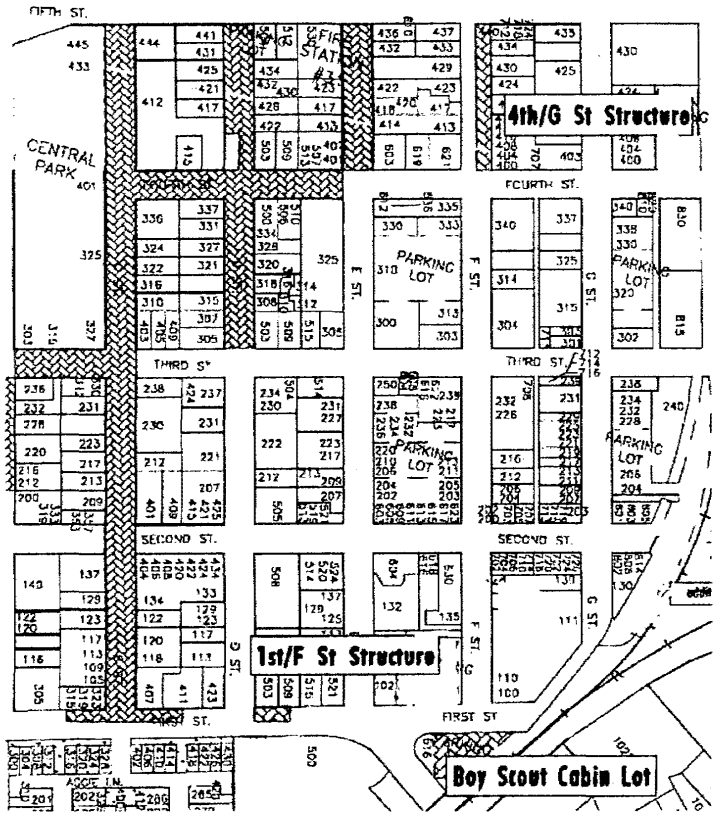
Parking Permit, Parking Enforcement,
Citation Appeals & Immobilization Inquiries:
(530) 747-5400

Citation Payment Inquiries:
(530) 757-5651

COMMUTER PARKING PERMITS

Expire: August 31, 2014

X PERMIT PARKING LOCATIONS



No parking from 8AM to 6PM, Monday through Friday, except with "X" Permit

COMMUTER PERMITS

Commuter Permits allow Downtown employees to park all day without time limits in designated on and off street parking.

X and D Permit hangers are transferable to other vehicles and are required to be displayed on the rear view mirror of the commuter's vehicle.

X Permits stickers are non-transferrable and are required to be affixed to the left rear bumper of the commuter's vehicle.

An employee who leaves employment from the Downtown Core Area must surrender their commuter parking permits to their employer.

Employers: you are responsible for ensuring against the improper use or display of commuter permits, and should notify the Davis Police Department of employees who fail to surrender their permits. Misuse may result in suspension of an employer's parking permit privileges.

X COMMUTER PERMITS

Allows parking in designated on and off street parking areas in the periphery of the Downtown Core Area.

Availability
X Commuter Permits may be purchased by commuters employed in the Downtown Core Area

Additional Requirement when purchasing an X Sticker: For each vehicle: current DMV registration

Pricing starting Aug 2013 . . . . . $96.00 Each
Permits are prorated by month of purchase

September	$96.00	March	$48.00
October	$88.00	April	$40.00
November	$80.00	May	$32.00
December	$72.00	June	$24.00
January	$64.00	July	$16.00
February	$56.00	August	$8.00

D COMMUTER PERMITS

Allows parking in the Parking Structure located at 101 F Street Only.

Availability
"D" Commuter Permits may be purchased by commuters employed at businesses in **Parking Assessment District No. 3** – the area bounded by 3rd St (south side) on the north, 1st St on the south, D st (east side) on the west, and the railroad tracks on the east.

Pricing . . . . . .$30.00 Each
D permits are not prorated

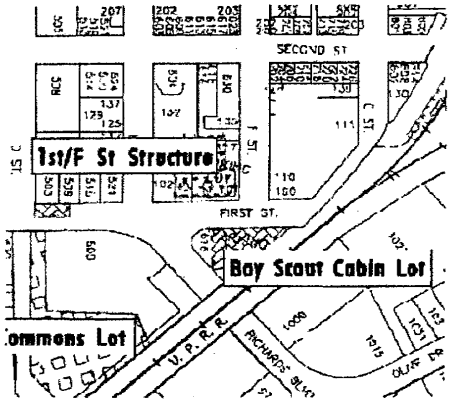
APPLYING FOR PERMITS

Can be done in person or by mail

- Completed Commuter Parking Permit Application
- Driver's License (if in person)
- Proof of employment, including but not limited to: paycheck stub, employee ID, letter from business owner on letterhead
- Payments accepted: Cash, Check or Money Order
  NO DEBIT/CREDIT CARDS ACCEPTED
- MAIL APPLICATIONS TO:
  Davis Police Department
  Attention: Parking Permits
  2600 5th Street
  Davis, CA 95618

D PERMIT PARKING LOCATION

1st/Fst Parking Lot Only: 101 F St.



DOWNTOWN PARKING MAP

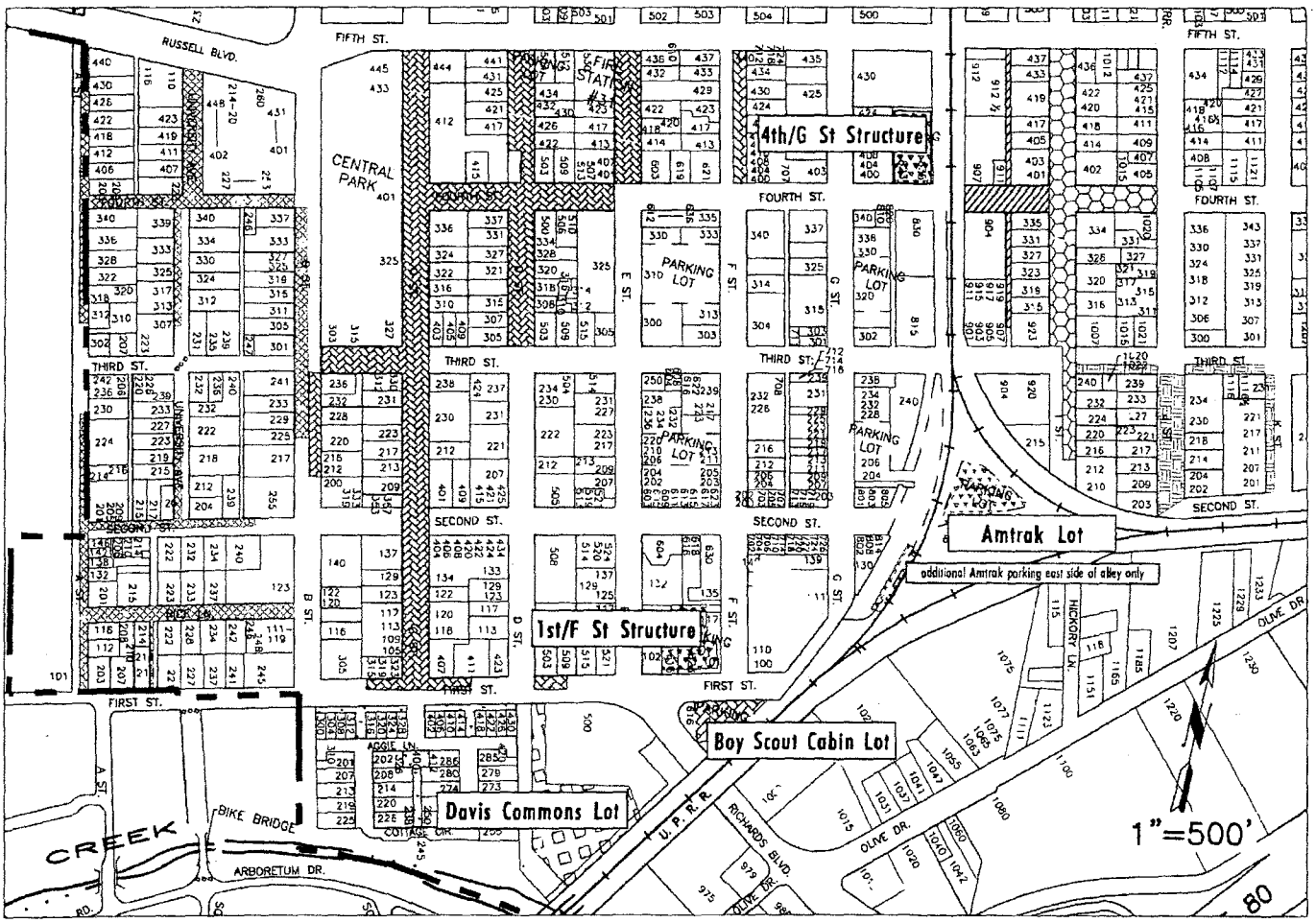
PERMIT PARKING ZONES for RESIDENTS & EMPLOYEES

"X" Permit – Allows Downtown employees to park all day without time limits in designated on- and off-street parking areas.

"D" Permit – Allows parking in the 1st St/F St Parking Structure located at 101 F St. (May only be purchased by commuters employed at businesses in Parking Assessment District No. 3 – the area bounded by 3rd St (south side) on the north, 1st St on the south, D St (east side) on the west, and H St on the east.)

"W" Permit – Available to businesses located in the "W" parking district. (May only be purchased by business owners or managers.)

4th St/G St Parking Structure – Assigned parking spaces are available for $40 per month. (Contact Central Parking at 916-441-1074.)



No parking from 6AM to 10PM, Monday through Sunday, except with **"R" Permit**

No parking from 8AM to 10PM, Monday through Friday, except with **"W" Permit**

No parking from 8AM to 6PM, Monday through Friday, except with **"X" Permit**

No parking from 6AM to 10PM, Monday through Sunday, except with **"X" Permit**

No Parking from 8AM to 6PM, Monday through Friday, except with "T" Permit

3 hour Parking from 8AM to 6PM, Mon. through Fri., except with "D" Permit (all levels)

No Parking 5AM to 5PM except with **"AMTRAK" Permit**; except Sat., Sun., and Holidays

2 Hour Parking from 9AM to 6PM, Monday through Saturday, except with "Davis Commons" Permit

3 Hour Parking from 6:30AM to 5PM, monday through Friday, in posted locations (Private Enforcement)

LOCATIONS ARE APPROXIMATE ONLY.
CHECK SIGNS AND STRIPING FOR PARKING RESTRICTIONS AT ALL TIMES.

A web version of this map is located at:
http://www.cityofdavis.org/police/parkinginfo.cfm

Updated 3/23/07

Councilor-Requested Handout for the March 18, 2014 USC Meeting
Excerpted from the March 4, 2014 USC Meeting Staff Report

Alternative Program Designs

Status Quo

The components of this alternative are:

- Three districts
- Enforced all year, Monday through Friday, 8 am to 5 pm
- On-street parking allowed with a valid permit or for 2 hours without a permit once per day
- Parking meters and other parking limitations exist within the districts
- Resident permits allocated by kitchen; up to 3 permits per kitchen
- Group homes (i.e., fraternities) allocated up to 20 permits per kitchen
- District C businesses allocated transferrable permits at 1 per 400 square feet of office space
- Resident and District C business permits valid only in one district
- Ten free one-day guest permits per resident permit; use not restricted to one district
- No guest permits for business, civic, religious (BCR) properties
- Fee for all permits is the same--$15

USC February

The components of this alternative are:

- Seven districts
- Enforced all year, Monday through Friday, 8 am to 5 pm
- On-street parking allowed only with a valid permit; no free on-street parking
- Parking meters and other parking limitations that currently exist would remain
- Resident permits allocated on square footage of lot; 1 per 2,500 square feet; minimum of two
- Parking in the first two blocks surrounding campus restricted to resident permit only
- Permits for residents and non-residents valid only in one district
- Permits for contractors/vendors valid in all districts
- One transferable permit for guests per address valid only in associated resident district
- No guest permits for BCR properties
- Transferable business (employee) permits allocated on 1 per 400 square feet of office space
- Business (employee) permits valid only in the district of the associated business
- Permits sold first come/first served to a 75% threshold of available spaces in the district
- Fees for different permits differ:
  - Resident permit—$20
  - Guest permit—$20 or $30 depending on whether purchased with a resident permit
  - Contractor permit—$100
  - Business (employee) permit—$100
  - Non-resident permit—115% of OSU faculty annual permit price

The distinguishing features of the Status Quo alternative are the ability to park for free on the street for a limited time, the single type of parking permit, and the number of free guest permits provided. The distinguishing features of the USC February alternative are the requirement to have a permit to park on the street, the creation of multiple permit types, the change to one transferable guest permit, and the limitation on the number of permits sold in a district based on a 75% parking capacity threshold.

The majority of the comments received at the last meeting spoke to a desire to have some level of free parking in the new program to accommodate customers, clients, property managers, and guests. To address this concern, staff suggests a Hybrid alternative that mirrors the USC February alternative, but adds the ability to park on the street for free for up to 2 hours.

In developing the Hybrid alternative, staff also discussed whether keeping the 75% threshold for the sale of permits would be prudent. With free parking available, it is no longer possible to control the amount of parking on the street. In fact, the threshold might be detrimental to the resident parker. This is because, once the threshold number is reached, residents who have a right to a permit will not be able to purchase one, restricting their access to long-term on-street parking. At the same time, short-term commuters will be able to use the available spaces for free. Removing the threshold will maximize the number of permits that residents can buy and use, and minimize the amount of parking available to short-term commuters.

In addition, staff considered the benefit of the non-resident permit program element in developing the Hybrid alternative. At this point, there is not enough information about how allowing 2 hours of free parking will impact the availability of spaces on the street and by extension the capacity to offer permits to non-residents. Gaining experience with the new RPD program and the resulting behavior of motorists will allow more informed decisions about this capacity to be made at a future date.

RPD Boundaries

Testimony has also been received from the public and USC members requesting changes to the currently proposed RPD boundaries.

1. Remove the Library block (District J)
2. Remove the Central Park block (District F)
3. Include Polk from 9th to 6th , the area south of LBCC Benton Center (District E)
4. Remove the Good Samaritan Church parcel (District A)
5. Remove The GEM parcel (District J)
6. Remove the commercial property south of Washington (District F)

Staff reviewed these requests and recommend that numbers 1, 2 and 3 be incorporated. The meters currently located on three sides of the Library block would remain, providing the necessary turnover to meet patron needs. The 2-hour parking restrictions on three sides of Central Park would remain, meeting the needs expressed for that public space. The area around LBCC was not included in the original boundary of District E because it was outside the OSU/City Collaboration project area. This was a mistake that needs to be corrected, as the parking pressures in this neighborhood are long-standing and the result of commuters to the Benton Center.

RESIDENTIAL PARKING DISTRICTS

EMAIL RESPONSE TO PUBLIC OUTREACH POSTCARD
From Noon on March 11, 2014 to Noon on March 18, 2014

From: Karin and Tim
Sent: Saturday, March 15, 2014 10:20 AM
To: Public Works
Subject: expanded parking districts

I, like the majority of the people to testify at the February meeting, am against expanding parking districts. Let OSU try their new system for a year before adding to the mix-with fewer variables, seems like it would be easier to adjust and focus on what works and what does not work. Expanding parking districts now would just add new problems.

But if the city chooses to still pursue an expansion, please consider:

*let the expansion **favor and benefit the residents.** Make it harder for commuters to park, NOT the residents. Two street permits per resident in the Jana neighborhood would not work, as so many older homes in this area have no off street parking.

*If the north boundary is set on Polk, consider adding parking to the north side of Taylor, from 11th west, as it already is allowed on Taylor between 11th and 10th. Parking in this area is often full, even on weekends and evenings, as I observed this Saturday morning while walking my dog. With a parking district ending on Polk, parking will be pushed north, making it a real hardship for Residents to find places during the day as they need to come and go.

*Remove the *No Parking during the school day* signs on Taylor between Fillmore and Pierce. With the realignment of CHS, student parking and bus driving are no longer an issue on this section of Taylor, and some residents already park here. Removing the signs would make it a legitimate place to park for residents.

*Make expanded parking districts a nine month designation, not year round, as in the summer and during OSU breask, parking is less of an issue. Using the 9 month designation goes along with favoring the residents, not punishing them.

thanks for considering my testimony.

Karin Krakauer

MAYOR & COUNCIL EMAIL

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Comments on RPD's from Harding Neighborhood Association

- *To*: Ward3 <ward3@xxxxxxxxxxxxxxxxxxxxxxxxxxxx>, ward4@xxxxxxxxxxxxxxxxxxxxxxxxxxx, ward2@xxxxxxxxxxxxxxxxxxxxxxxxxxx
- *Subject*: Comments on RPD's from Harding Neighborhood Association
- *From*: Randy Chakerian <raven@xxxxxxxx>
- *Date*: Sun, 16 Mar 2014 21:43:43 -0700
- *Cc*: Mary Steckel <mary.steckel@xxxxxxxxxxxxxxxxxxx>, jim.patterson@xxxxxxxxxxxxxxxxxxx, Sherri Johnson <sherrijohnson717@xxxxxxxxxxx>, mindyp Perez <Min.perez@xxxxxxxxxxx>

Councilors Hervey, Brown and Hogg,

Harding Neighborhood Association has followed with great interest your deliberations on the expansion of the Residential Parking District program. We would like to offer a couple of brief comments here as you bring the current discussion to a close -- while at the same time recognizing clearly that this is by no means the end-point of this process!

First, we urge you to implement an expanded RPD program *now*, at the very least for those neighborhood blocks closest to campus which are already experiencing severe parking issues, the so-called "red zones." In that context we strongly support the staff comment in today's packet, that "If the City does not make a parking change in conjunction with a change to campus parking, the situation for the surrounding neighborhoods, especially those to the north of campus, will get much worse. As OSU faculty, staff and students face increasing costs for parking in the north portions of campus, it is.not hard to imagine even more of that parking finding its way onto the city streets where free, unlimited-duration parking will be available. It seems critical to reducing neighborhood discontent to align implementation of any City changes with OSU's efforts."

We would emphasize staff's comment above regarding the relative appeal of "free, unlimited-duration [neighborhood] parking" once OSU levies significant parking charges, particularly in the north portion of the campus. It is clear to us that the *only* parking regime which will address this issue in the red zones (and undoubtedly considerably further into the neighborhoods once this process is set in motion) is permit-only parking.

Second, we disagree with staff's resistance to neighborhood input, in the form of petitions or otherwise, in the formation and design of RPD's going forward. Indeed, we strongly support Councilor Brown's proposal, in his "RPD Expansion Hybrid" memo in today's packet, that the USC and Council "create a framework for future expansion which will play out as the community sees what actually happens to the volume of commuters and what the initial impacts of the RPD expansion are."

There will unquestionably be unintended consequences resulting from an expanded RPD program, no matter how well-intentioned it may be. Indeed, our (sic) next order of business should be the development of a clear process to remediate these unintended consequences as they appear -- a process that includes neighborhoods as equal partners with the City. (I would refer you to the City's pamphlet on Neighborhood Associations, which "acknowledges citizens as experts on their neighborhood issues": http://archive.corvallisoregon.gov/ElectronicFile.aspx?docid=342327)

Finally, we strongly support neighborhood-specific District policies rather than a one-size-fits-all plan. It is misguided to think that the "livability" of neighborhoods as different as Central Park, College Hill, Chintimini and Harding, to name just a few, could be supported and enhanced by a single set of parking rules. At the very least differences in zoning and development patterns clearly demand different parking regimes.

We thank you for your efforts over the past months on this issue, and hope that you will continue to serve the City and its neighborhoods in similar fashion in the months and years to come.

Randy Chakerian, President
Harding Neighborhood Association

- Prev by Date:**Re: Upcoming meetings dates - Orientation Availability**
- Next by Date:**[VIDEO] Corvallis Police Incident - Officer should be punished.**
- Previous by thread:**Collaboration Corvallis -- Materials for March 19 Steering Committee Meeting**
- Next by thread:**[VIDEO] Corvallis Police Incident - Officer should be punished.**
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MAYOR & COUNCIL EMAIL

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Urban Services Committee: RPD - 3/18/2014 Meeting

- *To*: <ward4@xxxxxxxxxxxxxxxxxxxxxxxxxxxx>, <ward2@xxxxxxxxxxxxxxxxxxxxxxxxxxxx>, <ward3@xxxxxxxxxxxxxxxxxxxxxxxxxxxx>
- *Subject*: Urban Services Committee: RPD - 3/18/2014 Meeting
- *From*: "Gary Angelo" <gcangelo@xxxxxxxxxxx>
- *Date*: Mon, 17 Mar 2014 21:58:25 -0700
- *Cc*: <jim.patterson@xxxxxxxxxxxxxxxxxxx>, "Steckel, Mary" <Mary.Steckel@xxxxxxxxxxxxxxxxxxx>, "mike middleton" <mike.middleton@xxxxxxxxxxx>

To: Urban Services Committee Members

After reviewing the USC Packet for the March 18. 2014 meeting concerning the program design for implementing new and/or expanded Residential Parking Districts (RPD), the following top priority comments and recommendations are provided below. Given that there has already been a significant amount of testimony by neighborhood association representatives, business owners, and individuals, in addition to the City/OSU Collaboration Workgroup recommendations, these will be presented in bullet fashion.

Let me first begin with the statement that CHNA generally supports Dan Brown's March 13 "RPD Expansion Hybrid". However, there are a few additions and clarifications that we would like to make to the Hybrid as outlined below. We would also like to call out a couple of Staff's comments in their March 11 memo. First, is the Staff is absolutely correct in their expressed concern: "If the City does not make a parking change in conjunction with a change to campus parking, the situation for the surrounding neighborhoods... will get much worse." Second, Staff rightly expressed a concern that "There has been conflicting testimony from these two types of property owner [i.e., non-owner-occupied and owner-occupied] about what program design works best for them..." CHNA wholeheartedly supports the first comment indicating that it is imperative that a significant change is needed in the neighborhoods surrounding OSU by this September. We also feel the second comment strongly indicates the need for an RPD program that meets the individual needs of the diversified neighborhood districts, rather than using a "one-size-fits-all" method. Our parking enforcement people are as capable as the City of Davis parking enforcement staff, so they should be able to handle different sets of rules for different districts.

With that, here are our main concerns and recommendations:

Top Priority

* *Each district program needs to be catered to the needs of that district.* CHNA is primarily a traditional owner-occupied neighborhood, which is distinct from CPNA, which has numerous types of occupants, including businesses, public buildings, parks, high-density rental properties, as well as single-family homes. These districts, for example, should not be forced into the same program rules, if customizing them somewhat will better meet each's needs.

* *The districts need to retain boundaries based upon zoning densities, as was recommended by the City/Collaboration Workgroup.* Regardless of whether all districts, some districts, or parts of districts are set up in the initial and later phases, residential blocks should not be allowed to join another district other than the one they were assigned to based on zoning.

* *Permit-only zones should be set up in the first two-block areas from campus in the initial phase for the "red zones" that have previously been documented by the City, OSU, and the City/OSU Collaboration Workgroup.* As Dan Brown points out, future permit-only zones should be allowed, if future parking counts support their inclusion as new "red zones".

* *Permit-only zones should follow the City of Davis' lead on Temporary Visitor Permits, allowing residents to purchase* ***multiple*** *"dangling" reusable visitor permits.* However, the permits must have the primary residence location indicated on the tag, the permits may only be used within a blockface of the primary residence, and the City enforces highly deterrent penalties for abuse (e.g., very high dollar fines--->$200, removal of visitor permit priveleges on repeated offense). Allowing residents to purchase multiple permits is a MUST for permit-only zones to be acceptable to residents. This has been the biggest concern and complaint about the proposals for permit-only zones. Also, the visitor tags for other two-hour free parking permit zones should not be usable in the permit-only zones.

* *New and accurate Available Parking Counts need to be established for permit-only districts to replace the highly inaccurate counts provided by Group Mackenzie as a part of the Collaboration effort.* Accurate and reliable standardized parking space counts are critical for the success of permit-only districts. The current counts have already been demonstrated to be inaccurate, so new counts need to be conducted and these approved by the Neighborhood Association representatives.

With the forgoing modifying Dan Brown's "Hybrid" proposal, CHNA will support what amounts to a quasi-alternative option "Hybrid 2a", as previously cited by Staff in the March 4 USC Packet. We see

making some significant enhancements to our existing RPD District "A" coincident with OSU's planned on-campus changes as being imperative. Otherwise, we will have not only missed a significant opportunity to improve our neighborhood livability, but also to ward off potential serious detrimental consequences of just keeping the status quo.

Best regards, and thank you for all you effort, concern, and commitment to the community.

Gary Angelo
College Hill Neighborhood Association
President
541-753-5789

- Prev by Date:**Linn-Benton SBDC programs for start-ups**
- Next by Date:**Cornvallis war veteran - Mr. William Horton**
- Previous by thread: **Linn-Benton SBDC programs for start-ups**
- Next by thread:**Cornvallis war veteran - Mr. William Horton**
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  - **Date**
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fTo: **City of Corvallis Urban Services Committee**

From: **Courtney Cloyd, Central Park Neighborhood Association, President**

Date: **3/18/2014**

Re: **Residential Parking Districts**

The Central Park Neighborhood Association (CPNA) supports most elements of Councilor Dan Brown's March 13 recommendations for Residential Parking Districts (RPD). However, CPNA agrees with City staff and the College Hill NA (CHNA) that significant changes to parking management in the surrounding neighborhoods should be made by September 2014, in conjunction with implementation of OSU's Zoned Parking System. Using the existing petition process for RPD formation, as proposed by Councilor Brown, will significantly complicate the already frustrating parking situation in the neighborhoods around OSU by delaying formation of any new parking district for at least six months. Further, it would result in incomplete coverage of regulated parking zones, creating an enforcement nightmare.

CPNA recognizes the need for an RPD program that meets the needs of the various neighborhoods surrounding OSU. A 'one-size-fits-all' approach will not address the diverse zoning and housing patterns that are the foundation of the Parking and Traffic Work Group's parking zone recommendations. For example, the College Hill NA's primarily residential area, zoned RS-5, will benefit from Permit-Only parking, while much of the CPNA will benefit from 2-Hour Free parking.

As the City of Davis, California has demonstrated, parking enforcement can successfully be adapted to meet the varying needs of neighborhoods with diverse patterns of housing, business, and other uses. Corvallis's parking enforcement staff are more than capable of meeting similar requirements.

With that background, the CPNA urges the Urban Services Committee to recommend, and the City Council to adopt, City Staff's Residential Parking District Hybrid 2 option (*permit-only parking in the first two blocks surrounding campus; 2-hour free parking on all other blocks*) with the following modifications:

- **2-Hour Free parking east of the west side of 9th Street in Zone F**
- **2-Hour Free parking east of the west side of 10th Street in Zone J**

CPNA supports all six of the RPD boundary adjustments listed in the March 4, 2014 USC Meeting Packet. In addition, we recommend expanding Zone F to include:

- **West side of 11th Street between Jefferson and Washington Ave.**
- **South side of Washington Ave. between 11th and 9th Streets.**

Including these two street faces in Zone F would allow thirty-five additional permits to be sold to residents of the nearby townhouses and apartments, and would reduce parking-search traffic.

CPNA also supports allowing residents in permit-only zones to purchase multiple 'dangling' reusable visitor permits that identify the primary residence of the host. Significant fines for abuse or counterfeiting are warranted.

MEMORANDUM

March 28, 2014

TO: Mayor and City Council

FROM: Mary Steckel, Public Works Director

SUBJECT: Proposal to Expand Residential Parking Districts and Update Program Elements

ISSUE

The Urban Services Committee (USC) is recommending a Residential Parking District (RPD) program design for the full Council's approval.

BACKGROUND

In a memorandum dated March 13, 2013, the Collaboration Corvallis Parking and Traffic Work Group (Work Group) recommended an expansion of the current RPD program to form a ring of districts around the Oregon State University campus.

USC used this recommendation as the starting point to deliberate on a preferred RPD program design. They set as a goal for their efforts to improve neighborhood livability in the project area. Over the last seven months, USC worked through many issues, such as fairness in permit allocation, appropriate permit cost to recover program expenditures, expected level of enforcement, and feasibility of permits for non-residents. During the process, deficiencies in the current program were identified for correction in the new program. More detail about USC's work effort can be found through a link on the left-hand navigation bar on the Public Works page of the City's Website (www.corvallisoregon.gov/PW).

In February, 2014, a draft program design was shared with properties that would be affected and feedback was solicited. USC used the input received to refine the draft and to formulate a design for consideration by the full Council.

DISCUSSION

The elements of the RPD design recommended by USC are:

- A permit does not guarantee a parking space will be available in the district

- On-street parking in an RPD:
  (1) vehicles can park up to 48 hours with a valid resident permit; or
  (2) vehicles can park up to 2 hours without a permit once per day in a district, except
      (a) on blocks designated as 'permit-only', defined as those with documented parking demand in excess of 90% of capacity; parking on these blocks requires a valid RPD permit
  (3) parking restrictions are enforced between 8 am and 5 pm, Monday through Friday
  (4) parking restrictions are enforced all year

- District formation:
  (1) boundaries of an RPD are based on land use zoning
  (2) minimum size for a new district is 10 block faces (each block has two faces)
  (3) seven districts are created through City Council action for September 2014 implementation (areas shown in Attachment A)*
  (4) future district expansion or formation follows the established petition method, which will be modified to require documented daytime parking during the Fall OSU academic term in excess of 70% of capacity, except
    (a) if the proposed district is part of the area encompassed in the Corvallis Collaboration project, and
    (b) the request to form the district is made prior to September 2017
  (5) after a district is created, expansions do not have to meet the 10-block minimum
  (6) one or both sides of a street may be included in the district boundary

- Resident permits:
  (1) allocated on square footage of the lot; one permit for every 2,500 square feet, or a two-permit minimum
  (2) must be affixed to a vehicle and are not transferable
  (3) require proof of residence within a district to obtain a permit for that district
  (4) valid for one year and only for one designated district
  (5) fee for annual permit set by City Council

- Visitor or Guest permits:
  (1) only available to residents (not businesses, or civic or religious facilities)
  (2) valid for one year and only in district of associated resident
  (3) transferable; designed to hang from rear-view mirror
  (4) fee for annual permit set by City Council

- Employee permits:
  (1) can only be purchased by an employer located in an RPD
  (2) allocated on square feet of office space in the building; one permit for every 400 square feet
  (3) issued to employer who controls use and is responsible if not used properly
  (4) transferable; designed to hang from rear-view mirror
  (5) valid for one year and only in district of associated employer
  (6) fee for annual permit set by City Council

- Contractor or Service Provider permits:
  (1) valid for one year
  (2) can be used to park in any RPD
  (3) fee for annual permit set by City Council

- Parking meters and other existing parking limitations will remain after district formation

* *The district boundaries have been modified from the previous proposal as follows:*
1. Added--West side of 6th Street between Washington and Jefferson

West side of 11th Street between Washington and Jefferson
South side of Washington Avenue between 9th and 11th
Polk Avenue from 6th to 9th

2. *Removed--Central Park block, Public Library block, Chintimini Park block, and GEM block*

These elements cover the components of the proposed RPD design that need to be decided now in order to achieve the September 2014 implementation deadline. There are other details that remain to be discussed by USC, such as a definition for 'visitor', the number of guest permits per address, the number of service provider permits per business, the fee for each permit category, and the appropriate fine amount for violations of the Municipal Code requirements. A full list of outstanding items can be found in the USC April 8, 2014 packet.

The Downtown Commission submitted testimony (Attachment B) recommending two additional changes to the proposed design. They requested that 6th Street be removed from all RPDs in order to provide parking opportunities for Downtown employees and patrons of businesses on the western edge of Downtown, and that 10-hour parking meters be installed along portions of 6th Street that are currently unrestricted. It is anticipated that the Council will deliberate on these suggestions and provide direction.

OPTIONS FOR COUNCIL ACTION

Staff has identified the following options for Council consideration:

1. Move to approve the proposed RPD design elements as recommended by USC and described in this report.
2. Move to amend the list of RPD design elements by including the recommendation from the Downtown Commission and/or changes to other program elements the Council may determine appropriate.
3. Move to send the RPD design elements back to USC for further review with direction on Council desired modifications.

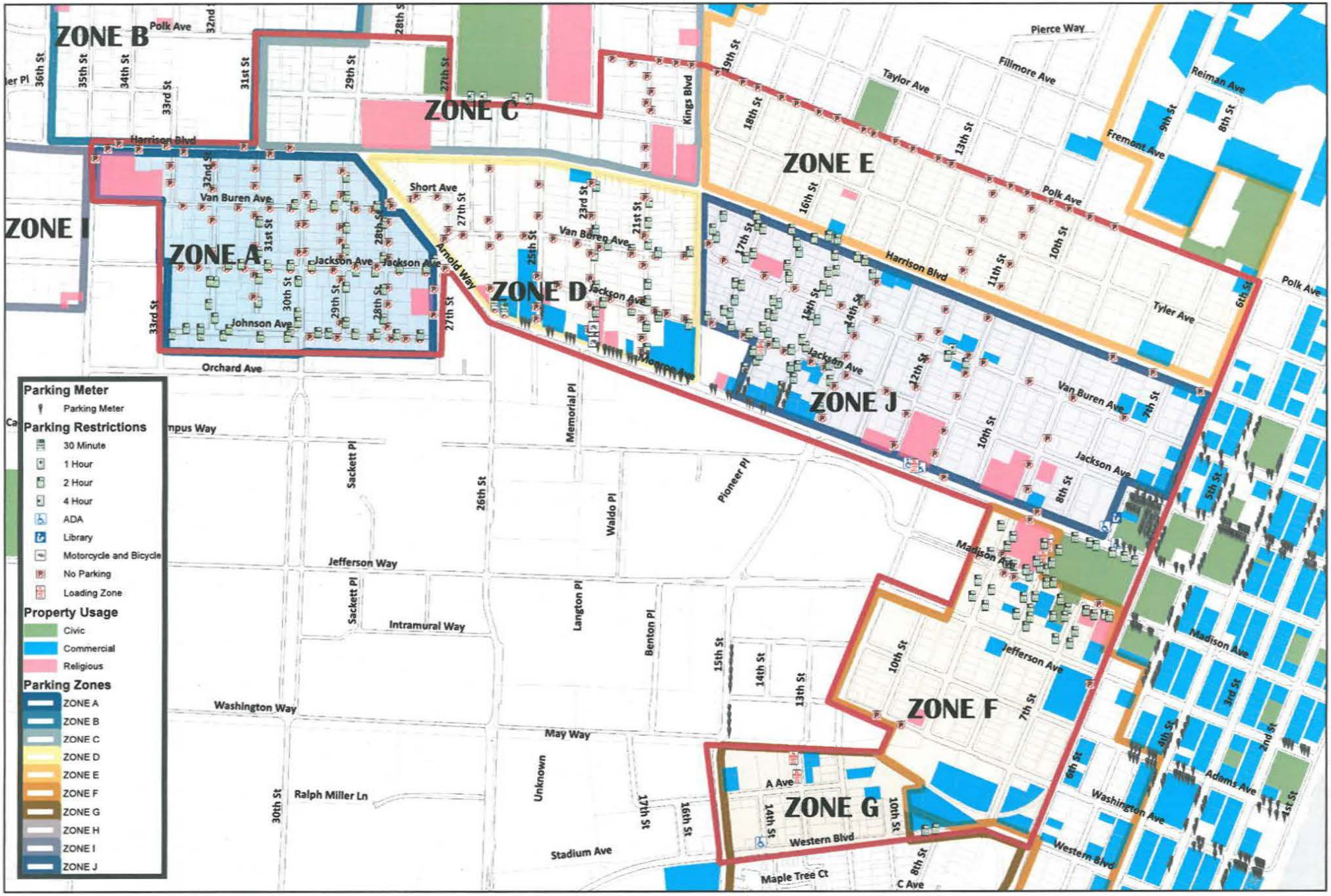
Should the Council approve a motion to approve RPD design elements, i.e. motions 1 or 2 above, the Council may want to approve the following motion:

"Move to request that the Urban Services Committee complete work on the RPD program details and develop implementing ordinances for Council action based on the Council approved RPD design elements"

Reviewed and concur:

James A. Patterson, City Manager

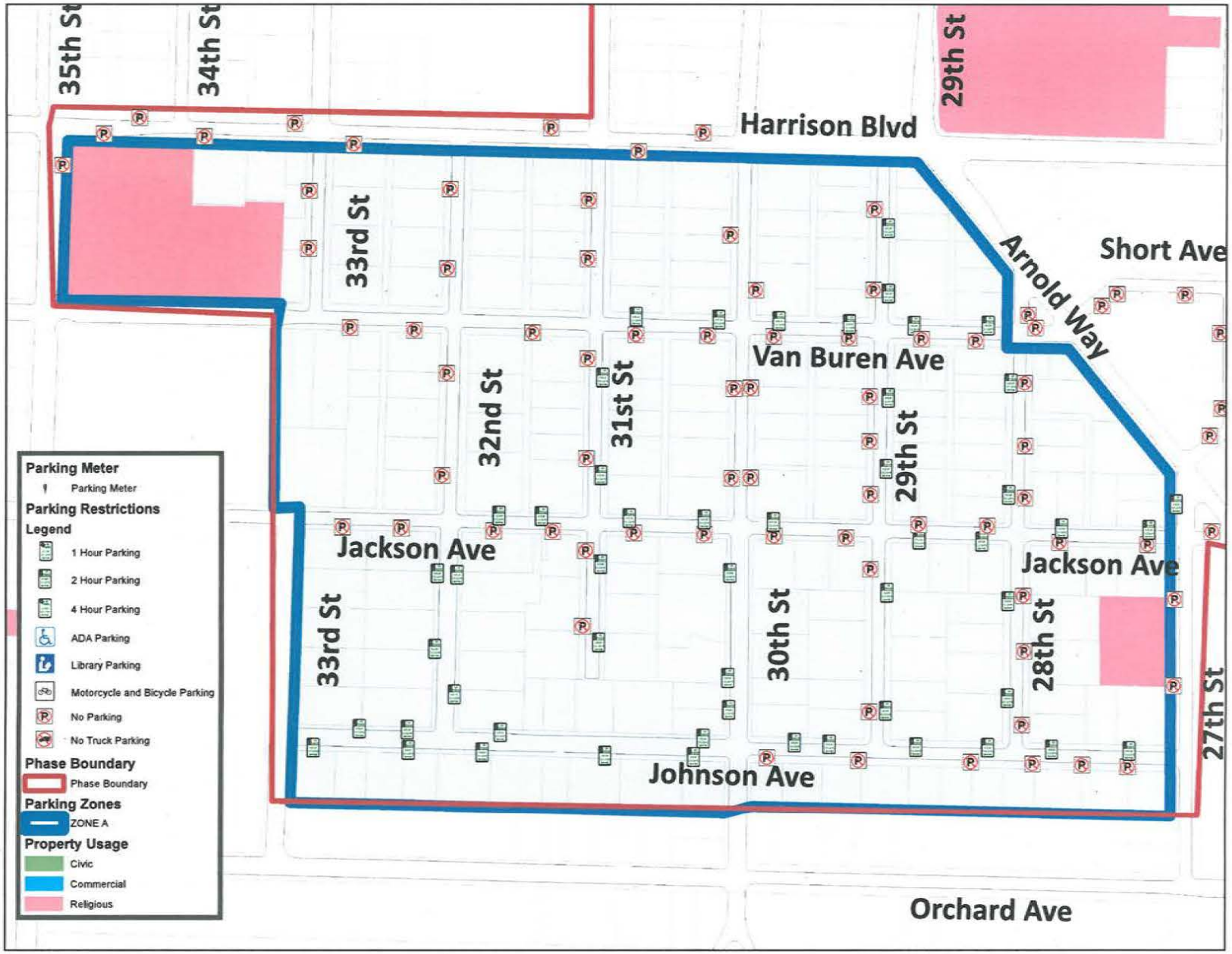
Attachment A – Revised Proposed Parking District Maps
Attachment B – Downtown Commission Recommendations



Proposed Parking Districts - Existing Restrictions

NORTH

ATTACHMENT A

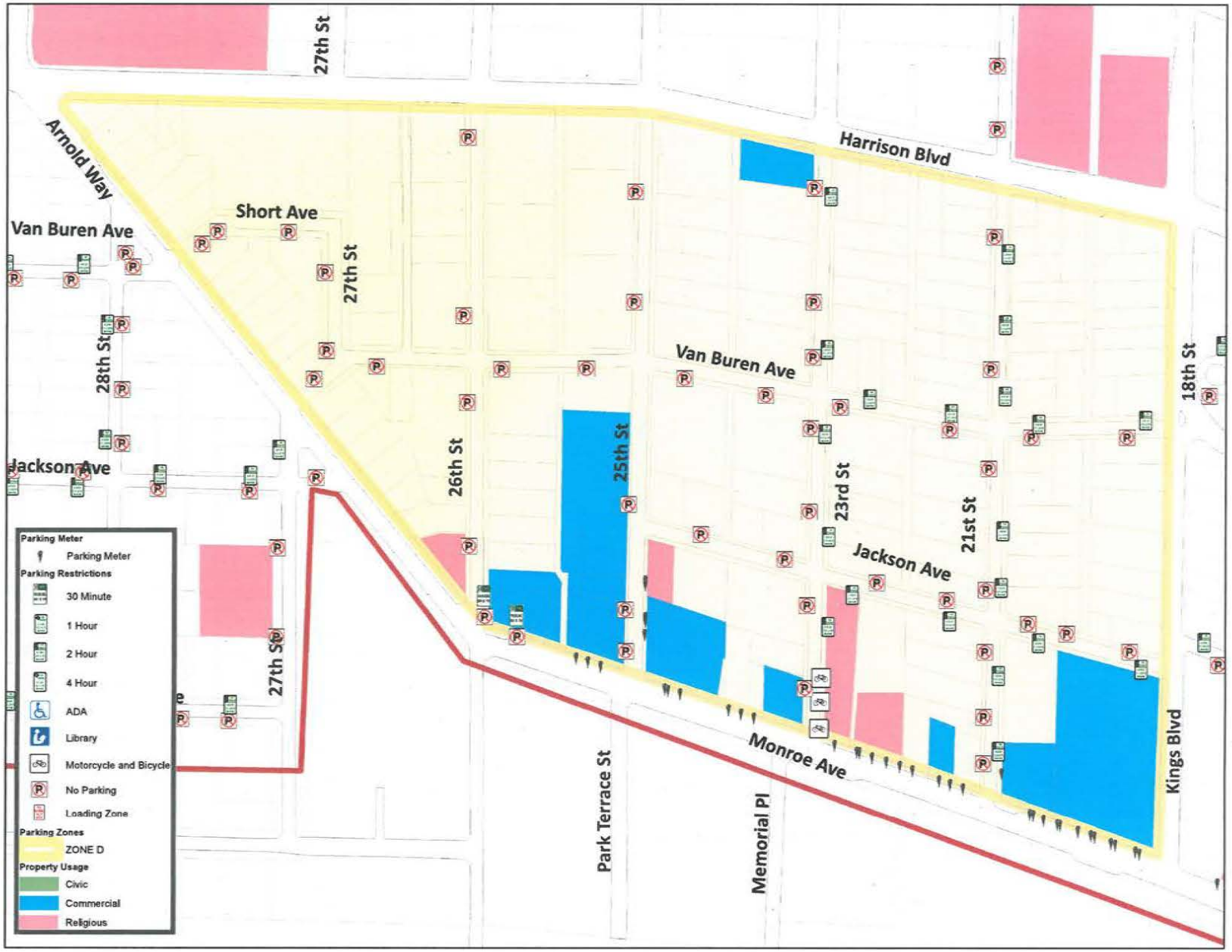


Proposed Parking Districts - ZONE A Restrictions

NORTH

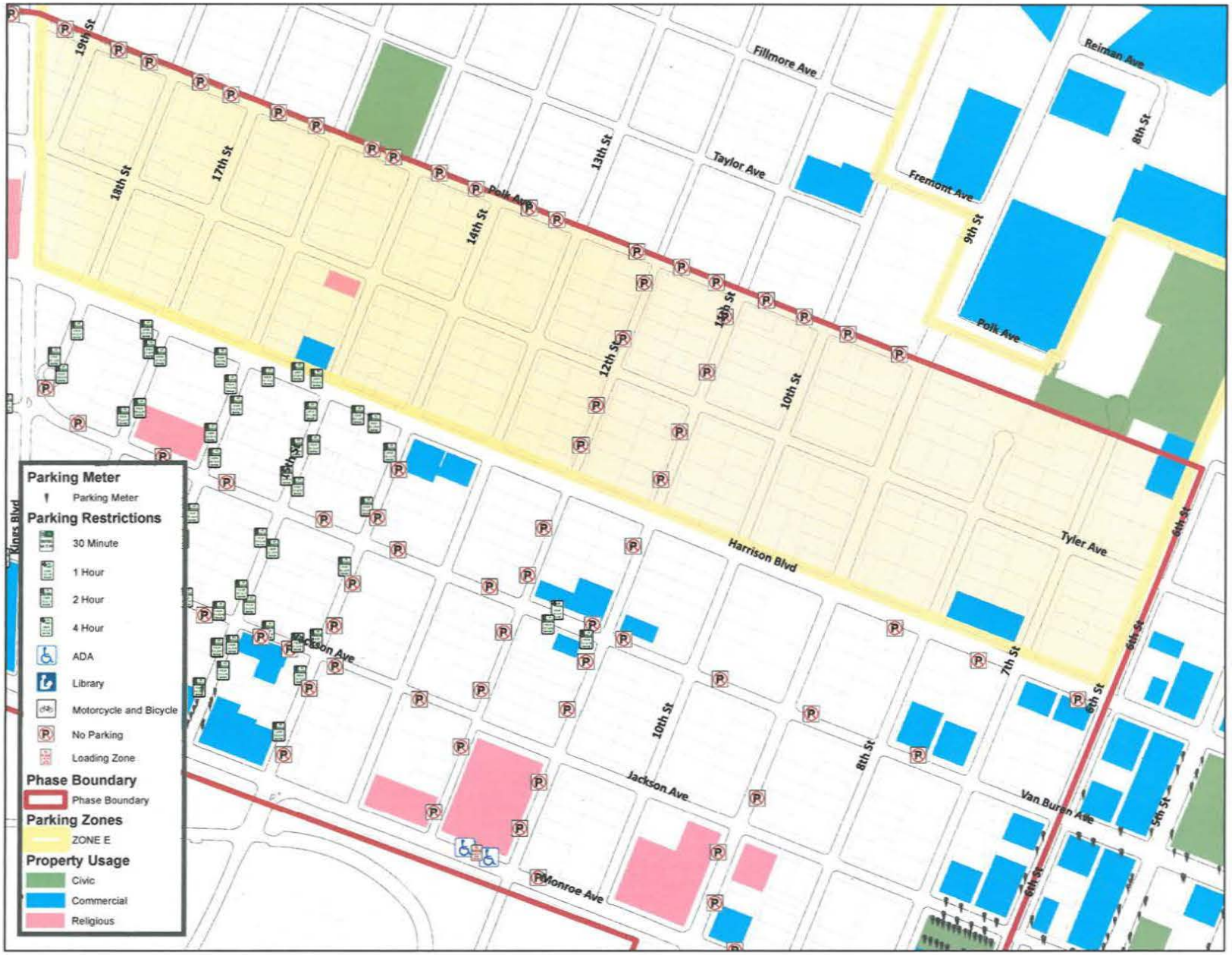
Proposed Parking Districts - ZONE C Restrictions

NORTH



Proposed Parking Districts - ZONE D Restrictions

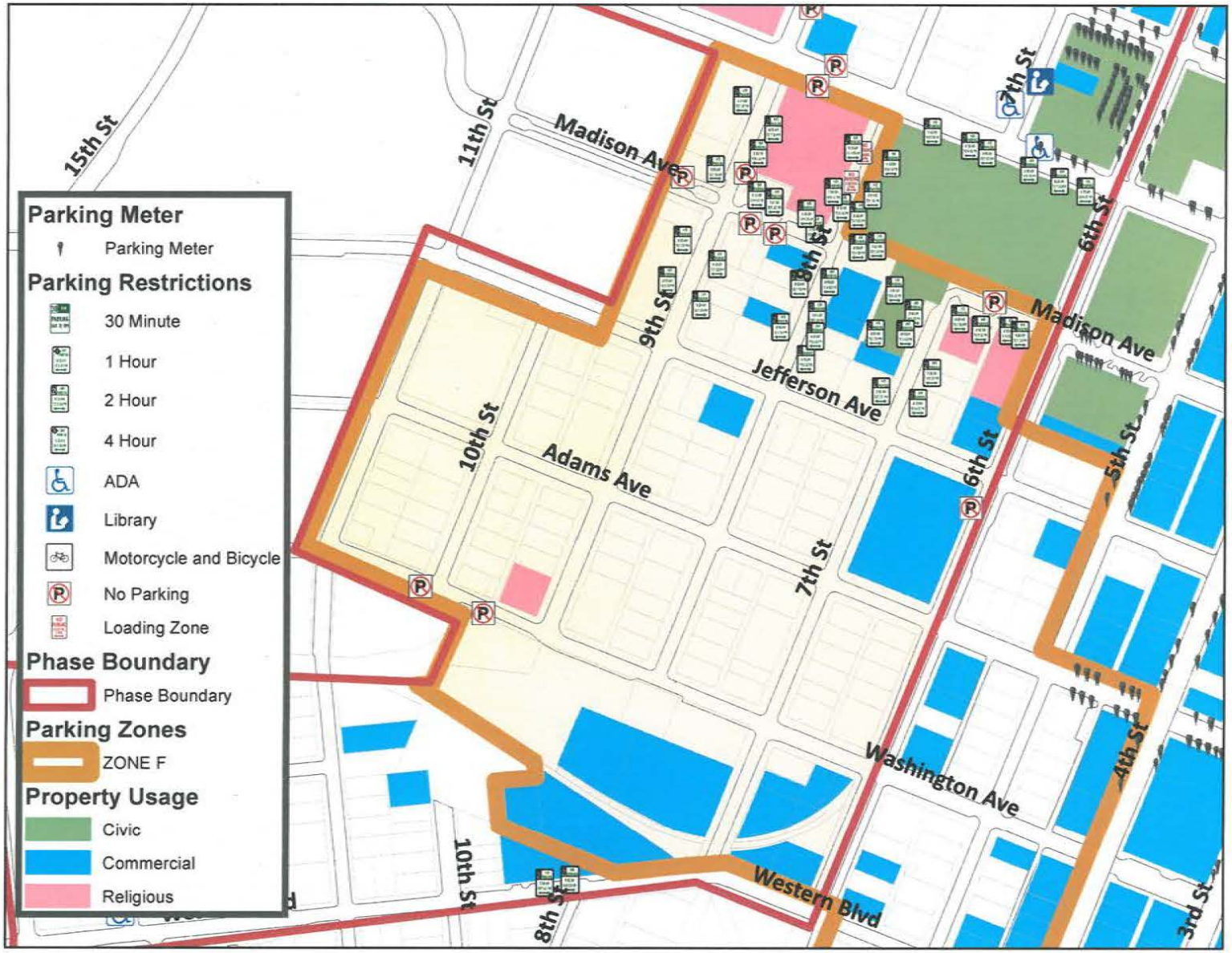
NORTH



Proposed Parking Districts - ZONE E Restrictions

REVISED BOUNDARIES

NORTH



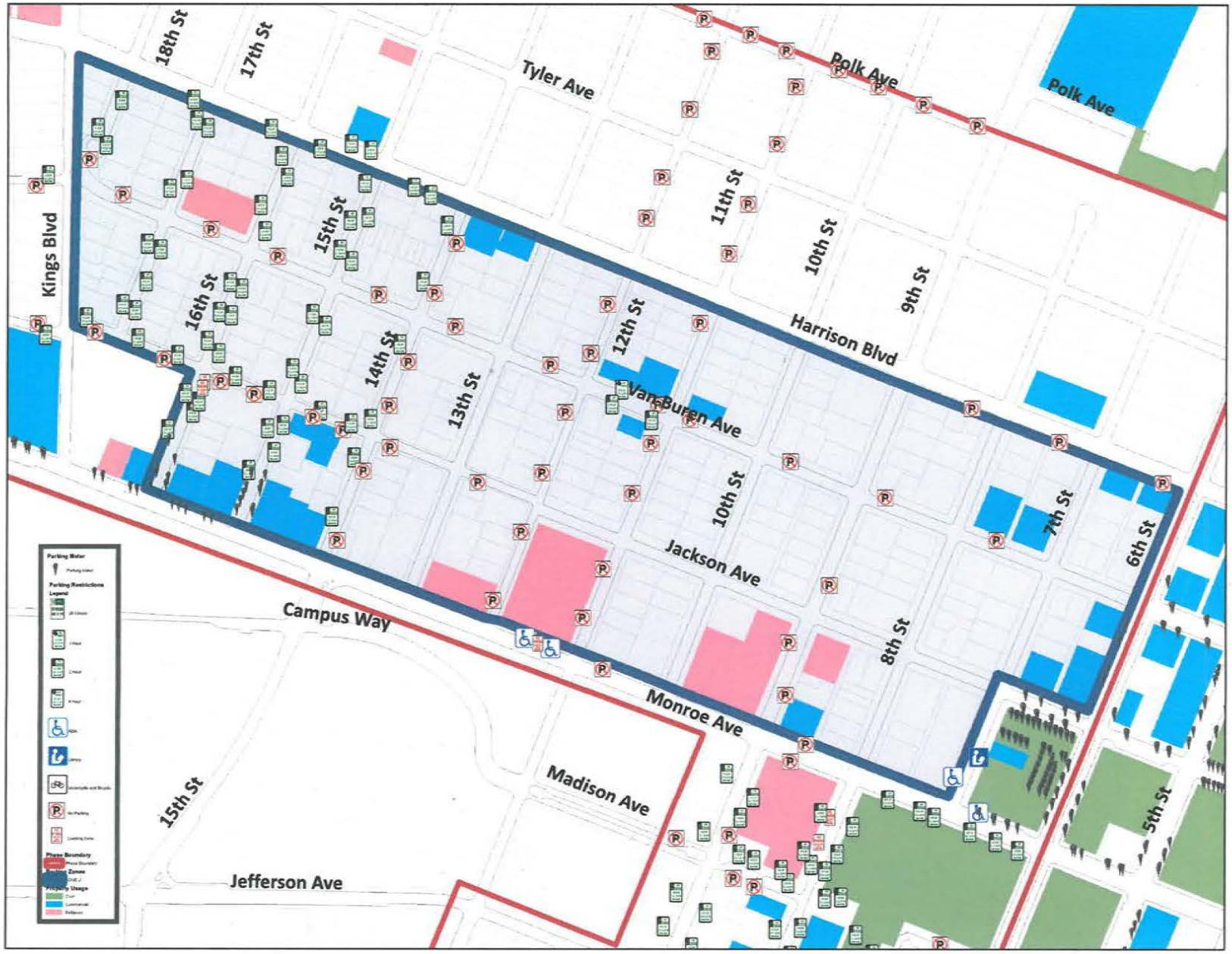
Proposed Parking Districts - ZONE F Restrictions

NORTH

REVISED BOUNDARIES

Proposed Parking Districts - ZONE G Restrictions

NORTH



Proposed Parking Districts - ZONE J Restrictions

REVISED BOUNDARIES

NORTH

ATTACHMENT B

MEMORANDUM

Date: February 27, 2014

To: Urban Services Committee

From: Downtown Commission

Re: Residential Parking District Implementation Recommendation

Background:

Over the past several months, Community Development staff have provided the Downtown Commission with information and updates regarding the OSU-City Collaboration's work on proposed residential parking districts, including draft parking district boundary maps and proposed regulations. The Downtown Parking Committee has also met regarding the changes, and has provided recommendations to the Downtown Commission for their discussion of the proposal. After discussion at their February 12, 2014 meeting, the Downtown Commission concurred with the Parking Committee regarding their recommendations. This memo reflects the Commission's discussion, concerns, and recommendations for the Urban Services Committee's consideration as the Committee works for form a recommendation to the City Council on the matter.

Discussion:

The Downtown Commission's discussion on the topic centered primarily on the proposed districts adjacent to Downtown, and particularly along 6th Street and surrounding community amenities near Downtown. The Commission was concerned about the impacts of districts on downtown employees, business patrons, and places such as Central Park, the Arts Center, and the Library. The Commission also expressed concerns about the effect of parking restrictions along 6th Street on the Free Customer Parking Area Downtown, specifically that there could be increased pressures on Downtown parking from patrons, and potentially from downtown employees, who could have increased difficulty finding parking without significant restrictions that is suitable for workdays.

Commission Recommendations

- **Remove 6th Street from all residential parking districts** – The Commission recommends removing 6th Street from residential parking districts in order to provide parking opportunities for Downtown employees and patrons of businesses on the western edge of Downtown. This recommendation is based on a recognition that there are employees of businesses in the area, and City and County buildings, who will be significantly restricted in parking options in proximity to their place of work, and patrons of those establishments who should be able to find parking opportunities in proximity to the places they wish to visit. The Downtown Commission

specifically recognizes that, without the removal of 6th Street from residential parking districts, the Free Customer Parking area Downtown could be significantly impacted.

- **Install 10-hour parking meters along currently unrestricted portions of 6th Street** – Consistent with the Commission's desire to maintain parking options for employees along 6th Street, the Commission recommends the City consider installing 10-hour meters in areas of 6th Street that do not currently contain parking management controls. This recommendation would maintain availability of parking for employees and patrons in the area, while providing a measure of restriction to prevent longer-term parking on 6th Street. The Commission further recommends maintaining the current unrestricted parking abutting residential uses, and 30-minute, 1-hour, and 2-hour parking controls in place along portions of 6th Street that are primarily located adjacent to businesses and City and County buildings, to provide for shorter-term parking availability for patrons of those establishments. The Commission recognizes that this is a preliminary recommendation, and that further review and fine-tuning of these controls could be merited in the future.

- **Maintain current parking controls in the areas surrounding Central Park, the Arts Center, and the Library** – The Commission expressed a desire to provide free, time restricted parking for visitors to the park, Arts Center, and Library, in order to prevent barriers to use of these Downtown amenities. The Commission acknowledges that there are currently 2-hour non-residential, 2-hour residential, and metered parking options surrounding these amenities, and recommends maintaining those parking controls.

Requested Action:

The Urban Service Committee is asked to consider the Downtown Commission's recommendations regarding the proposed residential parking districts, and decide whether to incorporate some or all of these recommendations in the proposal the Committee forwards to the City Council for consideration.

ADMINISTRATIVE SERVICES COMMITTEE
MINUTES
March 19, 2014

Present	Staff
Councilor Biff Traber, Chair	Jim Patterson, City Manager
Councilor Joel Hirsch	Nancy Brewer, Finance Director
Councilor Hal Brauner (3:53 pm)	Roy Emery, Fire Chief
	Will Bauscher, Division Chief
	Janet Chenard, Budget and Financial Planning Manager
	Carrie Mullens, City Manager's Office

SUMMARY OF DISCUSSION

	Agenda Item	Information Only	Held for Further Review	Recommendations
I.	Ambulance Rate Review			Retain current ambulance rates for Fiscal Year 2014-2015
II.	Second Quarter Operating Report			Accept the second quarter Operating Report for Fiscal Year 2013-2014
III.	Council Policy Review and Recommendation: 97-10.01 – 10.08, "Financial Policies"			Amend Council Policies 97-10.01 – 10.08, "Financial Policies," as recommended and include language to award the investment advisor contract per City purchasing policy
IV.	Other Business	Yes		

Chair Traber called the meeting to order at 3:30 pm.

CONTENT OF DISCUSSION

I. Ambulance Rate Review

Chief Emery said staff surveyed the ambulance service rates of several agencies in six Oregon counties that are similar in size and/or areas served by the Corvallis Fire Department (CFD). The survey revealed that rates for Advanced Life Support (ALS), mileage, treatment/evaluation, and Fire-Med are all comparable. Fire Chief Emery and Division Chief Bauscher responded to questions:

What are the differences between Basic Life Support (BLS) and ALS rates and services?
BLS is the lowest level of service (assessments, basic wound care) that does not require IV fluids or other diagnostic exams such as an EKG heart exam. ALS is service beyond basic level, such as administering IVs, medication, and diagnostic exams.

Twenty percent of service is BLS related. Of that percentage, 67 percent is Medicare/Medicaid which is a flat rate reimbursement, regardless of charges. A large percentage of self-insured and self-payer utilize BLS service. Those people who have insurance and utilize BLS services are most likely to have high deductible plans.

Is BLS predominately used by those who cannot afford a rate increase (Medicare/Medicaid and those with high deductible plans)?
This is correct. Staff is spending more and more time dealing with people who are not happy after receiving invoices they feel they cannot afford.

Is transport to the hospital a separate rate?
The rate is all-inclusive and determined after the fact based on services provided. If the ALS and BLS rates were set at the same level, the write-off amount would be higher for BLS because BLS reimbursements are lower than ALS reimbursements.

It appears that most BLS rates are written off. How is the Medicare reimbursement rate determined?
The rates are established through the federal legislative process. The City has no negotiating power.

Hospitals can negotiate Medicare rates based on costs.
That is correct for Part A Medicare. CFD is considered Part B Medicare which is the provider level and CFD cannot negotiate reimbursement rates. Currently, the hospital is reimbursing at the Medicare/Medicaid rate. The hospital would prefer to reimburse at the Medicaid rate which is $0.20 to $0.25/$1.00.

What is staff recommending?
Staff typically brings forward information for discussion and direction and returns at a later date with a recommendation based on the discussion.

If the BLS rate was increased, knowing the reimbursement will most likely not increase, are there opportunities for increased revenues by receiving the actual amount billed from self-payers?
Any rate increase would increase revenue; however, it is not dollar for dollar and it would not result in a large amount of revenue. From a business aspect, as write-offs increase, the business looks worse.

Councilor Hirsch stated appreciation for staff's approach and discussion about why the City might not want to be in the median BLS rate range.

Chair Traber said, it is important to remember that the 40 percent utilizing BLS services that are not covered by Medicare/Medicaid are paying for services themselves because they do not have insurance, or they have high-deductible insurance. An increase to BLS rates would impact part of the population that the City may not want impacted.

Chief Emery said he was prepared to propose no rate increases for another year until he saw the survey results of BLS rates. The Committee confirmed they would support a no rate increase recommendation from staff.

Ms. Brewer suggested that there would be no reason to bring this issue back to Committee if Council agrees to no rate increase.

The Committee members present unanimously recommend Council conceptually agree to retain current ambulance rates for Fiscal Year 2014-2015.

II. Second Quarter Operating Report

Ms. Brewer said operating expenditures for the second quarter were comparable to the prior year. The General Fund amount was as expected and included the Hewlett-Packard refund and property taxes received through the second quarter. Miscellaneous receipts increased due to the $636,000 Fenner Building purchase donation. The Street, Utility, and Parks System Development Charge Funds were robust and significant due to current construction projects, specifically at OSU. More construction also increased permit revenue. The two snow storms will impact the Street Fund and subsequent street maintenance projects. Staff continues to monitor the Community Development Revolving Fund (CDRF). Funding for the Property Maintenance Code (PMC), if adopted, may impact the CDRF.

Ms. Brewer added that the Second Quarter Operating Report Executive Summary is attached to the staff report. The complete Operating Report has been posted on the City's Web site.

In response to Councilor Hirsch's inquiry, Ms. Brewer said Hewlett-Packard oral arguments will not be presented to the Supreme Court until April or May 2015.

Councilors Hirsch and Traber, respectively, moved and seconded to recommend Council accept the Second Quarter Operating Report for Fiscal Year 2013-2014.

In response to Chair Traber's inquiry about the link between CDRF and PMC, Ms. Brewer explained that PMC discussions included funding for rental and code enforcement issues. Staff may be reorganized and/or other actions may be taken that could impact the CDRF. Until a decision is made about the PMC, staff prefers not to take action regarding the CDRF.

Ms. Brewer clarified for Chair Traber that staff cannot discuss the AFSCME contract and financial impacts at this time. Council will discuss this issue during executive sessions and additional information will be included during Budget Commission meetings. Departments are absorbing current medical benefit costs. *Councilor Brauner arrived at this time.*

The motion passed two to zero with Councilor Brauner abstaining.

III. Council Policy Review and Recommendation: 97-10.01 – 10.08, "Financial Policies"

Ms. Brewer reported that staff focused on investment policies for this review. The City's Investment Council (IC) is an advisory body not codified by ordinance. The IC was formed and meets as a function of the Financial Policies. It has never been sunset reviewed and the citizen member has participated on the IC for many years. Administrative Policy 95-5.03, Investment Administrative Procedures, is the City's only Administrative Policy (AP) reviewed by an outside board (IC). The State prefers a review by an outside board due to the fiduciary responsibility. Ms. Brewer noted that the City's fiduciary responsibility for investments is City Council, not IC.

The IC held a lengthy discussion about their role and responsibilities and agreed that the Administrative Services Committee (ASC) should assume the oversight role. Additionally, ASC responsibilities should be outlined in the Financial Policies that are adopted by City Council, versus an AP signed by the City Manager who has some fiduciary responsibility, but not to the extent of Council. Staff discussed the proposed Financial Policies and AP amendments with the Oregon Short Term Funding Board (OSTFB). If the proposed amendments are adopted, the policies will be forwarded to OSTFB for approval.

Ms. Brewer reviewed the proposed policy amendments attached to the staff report. Staff proposes minor edits to Sections 10.01 through 10.07 (Attachment A) and major edits to Section 10.08, Investments (Attachments B and C). The amendments are intended to provide cohesion by placing policy level information into the Council's Financial Policies while retaining procedural information in the AP.

Ms. Brewer reiterated that staff did not consider any other sections of the Financial Policies during this review.

Councilor Hirsch said Section 10.08.040, Objectives, identifies primary concerns as safety, legality, and liquidity, with a secondary objective of return. He inquired why "return" is secondary and suggested the language read: "...can be summarized as concerned with safety, legality, liquidity, and maximizing return." Ms. Brewer responded that, although the City wishes to maximize returns, it is under the umbrella of maintaining principal. The tolerance for risk on public money is minimal. Maximizing returns often leads to investing in high risk opportunities.

Councilor Hirsch said he could support removing "maximizing" without identifying "return" as a secondary objective.

Councilor Brauner said, as a public body, safety, legality, and liquidity is the first priority. "Return" is a secondary objective within safety, legality, and liquidity. He

prefers staff's proposed language. Councilor Brauner noted that State Statute does not allow a public body to maximize returns.

Ms. Brewer clarified for Chair Traber that the Financial Policies do not address directing investments toward or away from certain activities. The language focuses on an entity's credit worthiness, its ability to return the principal in whole, and pay the expected interest. It does not address an entity's business practices. If Council wishes to pursue social investing, staff can add the issue to a future work plan after Council adopts investment criteria. She explained that some larger local governments (Boston, Chicago, etc.) have pursued social investing. Their ability to research and check criteria is due to their large number of staff members. Finance Department staff does not currently have time to research the possibility of social investing.

Ms. Brewer confirmed that Council-adopted social investment language would be included in the Financial Policies, most likely under a new section with criteria definitions. She added that this issue is very complex and provided the following scenario: *The Council agrees not to invest in tobacco; the State's Local Government Investment Pool (LGIP) is the City's number one liquidity instrument; LGIP invests in tobacco. Would Council decide not to utilize the LGIP?*

Councilor Hirsch said he supports pursuing social investing at whatever pace or timeline staff recommends. He understands it is not a high priority at this time.

Councilor Brauner said Council would need to exempt certain investments, such as LGIP. He opined that the City could not survive without LGIP. Councilor Hirsch added that social investing criteria would need to make financial sense.

Ms. Brewer suggested that if Council wants to pursue this further, social investing be set as a Council goal due to the significant work effort and public process required.

Councilor Hirsch referred to Section 10.08.050, Responsibility, and noted the amended language identifying ASC as the oversight body. He said the Public Participation Task Force (PPTF) has been discussing Council weighing-in on appointments to boards, commissions, and committees made by the Mayor. He acknowledged the importance of appointments made to ASC due to the financial oversight and he opined that appointments should remain the purview of the Mayor and not City Council.

Chair Traber responded that there has been no discussion about ASC members being appointed by Council. Councilor Brauner clarified that PPTF discussions about appointments have referred to advisory boards, commissions, and committees, not Council Standing Committees.

Ms. Brewer said ASC is the audit committee with finance functions. Investment reports would be included with the Quarterly Operating Reports reviewed by ASC.

In response to Councilor Brauner's inquiry, Ms. Brewer said staff proposed moving the language related to hiring an investment firm from the AP to Council Policy. The City currently contracts with an investment firm.

In response to Chair Traber's inquiry about a citizen participating in ASC's review of quarterly investment reports, Ms. Brewer said Bill Mercer (current IC citizen member) will be invited to the ASC meetings when the investment portfolio is discussed. The investment advisor would attend annually to provide a year-end report and expectations for the future.

Ms. Brewer confirmed that staff is not proposing any substantive changes other than transferring oversight from IC to ASC and moving language from the AP to Council's Financial Policies.

At Councilor Hirsch's request, Ms. Brewer explained that there are three or four investment advisor firms in Oregon working with governments. The advisor performs the function of shopping and purchasing with an understanding of City policy, risk tolerance, and portfolio goals. The advisor deals directly with brokers and typically buys at a less expensive wholesale rate. They know what the City may have available for investments in the near future and scan the market ahead of time. The City pays the current investment firm $18,000 per year on retainer. Ms. Brewer clarified that the advisor provides investment information and the City decides whether to make the purchase.

Councilor Hirsch suggested the policy include language addressing impropriety and/or conflict of interest (advisor related to and/or friends with City Administrators). Ms. Brewer said the Council Policy requires the advisor to be registered with the Security and Exchanges Commission and Financial Industry Regulatory Authority. The AP includes procedures related to hiring and entering into contract with an investment advisor. Ms. Brewer agreed that language could be added to address Councilor Hirsch's concerns.

Chair Traber noted that the Council Policy does not include a section about contracts similar to the AP. He agreed that it may be worth adding a sentence to the Council Policy stating that a contract will be awarded per the City's purchasing policy. This would capture conflict of interest, bidding process, and other purchasing requirements. The Committee concurred.

In response to Chair Traber's inquiries, Ms. Brewer confirmed that Council would need to take action during a City Council meeting to remove a broker/dealer from an approved list due to inappropriate behavior. Including "quorum of Council members" in the language ensures action is taken with a vote by the majority of the Council during a public meeting.

Ms. Brewer agreed that the proposed amendments lengthen the Financial Policies language. She opined that it is more appropriate to include the related language in Council Policy versus AP.

The Committee unanimously recommends Council amend Council Policies 10.01-10.08, "Financial Policies" as recommended and include language to award the investment advisor contract per City purchasing policy.

Chair Traber inquired whether it would be valuable for ASC to receive an update from staff regarding the Street Fund, especially in relation to the recent snow events, declining gas taxes, and other issues.

Ms. Brewer said budget discussions will include an update of the Street Fund and actions staff is proposing for next fiscal year. It is anticipated that short-term actions will keep the Street Fund whole. Staff is preparing to update the Transportation System Plan (TSP). Through that process, there will be significant discussions about potential mechanisms to fund needs not currently being met. A future discussion about the long-term feasibility of maintaining infrastructure and considering potential revenue alternatives is expected. The TSP discussion is a two-year process that will begin later this year.

Chair Traber expressed concern about delaying the additional funding discussion. Councilor Brauner said Council and staff need to understand the impacts of an updated TSP before discussions about new revenue sources can be held. Chair Traber responded that he would prefer the discussions begin now.

IV. Other Business

The next Administrative Services Committee meeting is scheduled for 3:30 pm on Wednesday, April 9 in the Madison Avenue Meeting Room.

The meeting adjourned at 4:30 pm.

Respectfully submitted,

Biff Traber, Chair

541 766-6961
541 766-6938 (fax)

CORVALLIS FIRE DEPARTMENT
MEMORANDUM

400 NW Harrison Blvd.
Corvallis, OR 97330

To: Administration Service Committee

From: Roy Emery, Fire Chief

Subject: Annual Ambulance Rate Review

Date: February 27, 2014

Purpose:
To review the fee schedule associated with ambulance transport services, and seek council guidance on establishing rates for FY14/15.

Background:
Fees associated with ambulance transport services reduce the fire department's reliance on general fund dollars by an estimated 20% annually. As directed by council, we have again conducted the annual ambulance rate review to maintain a general balance between fees charged for services and cost. To achieve this balanced approach desired by Council, ambulance rate adjustments have been based upon the alignment with "median" values charged among comparable agencies reviewed (see attachment A).

Information & Findings:
Staff completed a survey of agencies within Benton, Linn, Lane, Yamhill, Polk, and Marion Counties. The areas and agencies were selected in an effort to obtain a representative sample of agencies of similar size, and/or areas served - including communities with institutions of higher education. The following outlines the findings and information gained:

- Due to substantial rate adjustments among agencies surveyed, Basic Life Support (BLS) rates for Corvallis Fire Department were found to be $225 to $325 below the median levels.
- Advanced Life Support (ALS) rates remained relatively flat. However, Corvallis Fire Department ALS rates are between $20 and $100 below the median levels.
- Of billable EMS responses, approximately 70% are considered ALS and 30% BLS.
- Factors which continue to influence the realization of additional revenues include, but are not limited to, call volume, payer mix/cost shifting, collection performance, bad/uncollectable debt, and other discretionary write-off (charitable).
    - In FY12/13 CFD's payer mix shifted slightly from the Insurance category to increases in Medicaid and Private Pay
    - FY12/13 showed a 2% increase in EMS responses. However, the number of transports decreased by 5% (26% of EMS responses now result in a non-transport disposition).
    - FY12/13 Collection efforts continue to meet industry expectations.
    - FY12/13 Realized an increase in delinquent accounts resulting in increased requests for charitable write-off and/or accounts being turned to collections
    - Mandated write-offs in FY12/13 (those associated to Medicare, Medicaid, and other regulated payers increased by 13% from FY11/12 demonstrating a continuing upward trend.

Staff Recommendation:
Obtain Admin Services/Council direction on specific rate modifications for FY 14/15

REVIEWED and CONCUR:

Nancy Brewer, Finance Director

Jim Patterson, City Manager

	County	Fire-Med	BLS-Emergency	ALS 1 Emergency	ALS 2 Emergency	ALS 1 Non-Emergency	BLS Non-Emergency	Evaluateion & Treatment No Transport	Transport Mileage (per mile)
Corvallis Fire (Current)	Benton	**$65.00**	**$775.00**	**$1,000.00**	**$1,000.00**	**$1,000.00**	**$775.00**	**$450.00**	**$15.00**
Eugene Fire & EMS	Lane	$65.00	$1,600.00	$1,600.00	$1,600.00	$1,600.00	$1,600.00	$800.00	$20.00
Lane Fire Authority	Lane	$65.00	$1,600.00	$1,600.00	$1,600.00	$1,600.00	$1,600.00	$800.00	$20.00
South Lane Fire and Rescue	Lane	$65.00	$1,600.00	$1,600.00	$1,600.00	$1,600.00	$1,600.00	$800.00	$20.00
Springfield Fire & Life	Lane	$65.00	$1,600.00	$1,600.00	$1,600.00	$1,600.00	$1,600.00	$800.00	$20.00
Albany Fire	Linn	$65.00	$1,020.00	$1,020.00	$1,020.00	$1,020.00	$1,020.00	$420.00	$19.50
Jefferson Fire District	Linn	$50.00	$1,000.00	$1,200.00	$1,200.00	$1,200.00	$1,000.00	$450.00	$18.00
Lebanon Fire District	Linn	$50.00	$744.00	$855.00	$855.00	$855.00	$744.00	$274.00	$14.00
Sweet Home Fire	Linn	$50.00	$800.00	$800.00	$800.00	$800.00	$800.00	$177.50	$14.00
Salem Fire Department	Marion	$60.00	$801.00	$942.00	$975.00	$942.00	$650.00	$460.00	$15.00
Marion County Fire District #1	Marion	$60.00	$801.00	$942.00	$994.00	$942.00	$650.00	$460.00	$15.00
Keizer Fire District	Marion	$60.00	$801.00	$942.00	$995.00	$942.00	$635.00	$460.00	$15.00
Turner Fire District	Marion	$50.00	$763.00	$897.00	$947.00	$897.00	$650.00	$450.00	$15.00
Dallas Fire Department	Polk	$55.00	$1,000.00	$1,000.00	$1,000.00	$1,000.00	$1,000.00	$450.00	$18.00
Polk County Fire District #1	Polk	$60.00	$1,100.00	$1,100.00	$1,100.00	$1,100.00	$1,100.00	$450.00	$18.00
McMinnville Fire	Yamhill	$70.00	$1,600.00	$1,600.00	$1,600.00	$1,600.00	$1,600.00	$450.00	$21.00
Newberg Fire Department	Yamhill	$52.00	$1,440.00	$1,440.00	$1,440.00	$1,440.00	$1,440.00	$432.00	$19.00
Median		**$60.00**	**$1,000.00**	**$1,020.00**	**$1,020.00**	**$1,020.00**	**$1,000.00**	**$450.00**	**$18.00**
Difference from median values		**$5.00**	**($225.00)**	**($20.00)**	**($20.00)**	**($20.00)**	**($225.00)**	**$0.00**	**($3.00)**
Median for College/University Communities		**$60.00**	**$1,100.00**	**$1,100.00**	**$1,100.00**	**$1,100.00**	**$1,100.00**	**$450.00**	**$18.00**
Difference from Median values for College Communities		**$5.00**	**($325.00)**	**($100.00)**	**($100.00)**	**($100.00)**	**($325.00)**	**$0.00**	**($3.00)**

MEMORANDUM

February 13, 2014

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 13-14.

II. Discussion

The Second Quarterly Operating Report (QOR) has been published on the City's web site and is available for review. At the end of the second quarter of the fiscal year total revenues are nearly 56% of budget compared to about 61% this time last year. The FY 12-13 total revenues were higher year-to-date than this fiscal year due to the second quarter debt refunding amount of $11,485,000. All operating revenue categories are, with the exception of property taxes and miscellaneous revenue (business energy tax credits specifically), higher across the board in FY 13-14.

Operating expenditures across departments were roughly as expected and comparable to the prior year at about 44% of the amended budget. While vacancies persist across all departments except Library, personnel service costs are still running close to 48% of budget at the half-way point in the fiscal year, primarily due to higher overtime and temporary staff needed to continue basic service provision. As of the end of the second quarter, the City had just over 30 unfilled FTE (this excludes three unbudgeted police officers and 6.49 Parks Seasonal FTE's). Sixteen of the vacancies were in Public Works. All but four of these positions are on hold for recruitment as management considers future plans, particularly in view of the number of significant retirements this past quarter and in coming months.

In summary, financial performance in all funds is generally at expected levels, and the noteworthy situations have not changed significantly from last quarter:

- General Fund – The large property tax refund paid in July in respect of H-P has resulted in FY 13-14 year-to-date net receipts that are about $350,000 lower than last fiscal year at this time. Since this situation was known prior to budget adoption, second quarter total revenues are only slightly below last year's levels on a percentage of budget basis. Most other General Fund revenues are coming in at or higher than budgeted levels so far this fiscal year, although Municipal Court fines continue to lag the budget target, and are only slightly ahead of last fiscal year. Now that both Municipal Court and the Police Department are close to fully staffed, some improvement is expected in the latter half of the year. Second quarter miscellaneous revenue receipts are higher in FY 13-14 by the $636,000 received by the Library from the Friends of the Library fund-raising donation for the purchase of the Fenner Building. On the expenditure side, Parks & Recreation typically has higher personnel service costs through the second quarter of the fiscal year than a 50% target at quarter end would indicate, due to seasonal hires for summer programs, including outdoor aquatics. However, Finance (Municipal Court), Fire and Library are running much closer than normal to the 50% expended level due primarily to overtime/temp wages to cover vacancies.
- Street, Utility and Parks SDC Funds, as well as the Development Services Fund are all seeing substantial increases in SDC revenue and other development and plan review fee and charge for service revenue. OSU and Good Samaritan Hospital, as well as several other commercial projects have created a spike in these revenue sources that is helping improve fund balances. However, due to the dedicated nature of SDC funds in particular, this does not necessarily help with cost of ongoing operations in any of these funds.
- The two large snow storms (one of which was subsequent to quarter end) are having a fiscal impact on the Public Works department in particular with extra hours and overtime costs. The Street Fund is being closely monitored to ensure that sufficient funding is available to cover these unexpected costs, and more information about this should be forthcoming at the end of the third quarter.
- The negative cash position in the Community Development Revolving Fund was still in the $144,000 range at quarter end, but has improved somewhat as of the writing of this memo due to some unanticipated loan

payoffs. However, these create a different issue for the Fund as these program revenues must be spent first for certain otherwise grant reimbursable expenditures. Staff continues to monitor and plan for a solution for the fiscal health of this Fund by late spring.

Attached to this memo is the executive summary for the Second QOR (Attachment A) and the General Fund 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 roughly 29% expended at the end of the second quarter. Capital project work and the related spending tend to fluctuate each year, with delays causing carryovers to future years or savings on conservative budgeting typically resulting in much less than 100% of budget being accomplished. The following projects were essentially complete as of the end of the second quarter: 36th and Grant water pump station; five sanitary sewer lines were replaced on 21st Street between Harrison Boulevard and Polk Avenue, as well as a line in Johnson Avenue between 28th to 30th Streets and at Walnut Boulevard and Glenridge Drive; reconstruction of 10th Street between Buchanan and Grant Avenues; construction of all segments of the Corvallis to Albany Trail within city limits; Storm Drain replacement construction based on FY 12-13 project designs; the Willamette Park Rotary shelter; and installation of playground equipment and other improvements to Tunison Park.

This Quarterly Operating Report also includes an update on the status of City Council Goals as of December 31, 2013.

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 2013-2014

EXECUTIVE SUMMARY

February 13, 2014

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.
- 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 13-14 budget was prepared and adopted during challenging economic times and in a highly fiscally constrained environment for the City. The second quarter has seen some more distinct improvement in the economy, and in particular the stock market, however the jobs situation remains tenuous. Property values have been rising slowly, however development continues to be more commercial than residential focused. Demand for most City services continues to be strong, which in the face of the relatively flat, and in some cases declining, revenue streams continues to have a negative impact on fund balances across the organization. While November saw the passage of a 5-year City operating levy, the funds will not be available for another year and are primarily for very specific services or programs.

The Federal Open Market Committee (FOMC) December press release suggests that the economy has continued to expand at a moderate pace since it met last quarter. Although labor market conditions are showing some signs of improvement, the unemployment rate continues to be elevated and job growth rates were disappointing at calendar year-end. Corvallis continues to fare better than the State and the Nation as far as its unemployment rate. Advancements continue in household spending, however the housing sector has slowed in recent months due to an increase in mortgage interest, but expectations are that mortgage rates will remain relatively favorable and home values will continue to climb. The FOMC sees some progress in economic activity and labor market conditions since it began its asset purchase program over a year ago to promote broader economic strength, and thus began tapering its purchases shortly after the second quarter ended. Based on its current assessment of labor market conditions, inflation pressures and expectations, and readings on financial developments, the FOMC is expected to maintain the federal funds rate in the 0% to .25% range even if the unemployment rate

declines below its goal level of 6.5%, especially if projected inflation continues to run below the committee's longer-run objective of 2%.

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). Charges for Services, including System Development Charges (SDC), is higher in FY 13-14 year-to-date, driven largely by development project application fees, which contributed over a $1 million increase compared to this time last year and a greater percentage of budget overall than forecast. Miscellaneous revenue received is less than last year since Transit Business Energy Tax Credits received during the second quarter of last year will not be received at all in FY 13-14. Other Financing Sources relating to the refunding of three utility-backed loans in the Water and Wastewater Funds were also recorded in FY 12-13 and will not occur in FY 13-14.

At the end of the second quarter, total expenditures are 43.75% of budget, and operating expenditures are approximately $369,330 lower than last year's spending levels driven primarily by less capital outlay and special projects (i.e., fewer vehicle replacements have been made year-to-date) when compared to the first half of FY 12-13. Community Development CDBG/HOME grant-related expenditures are higher through the first half of the year compared to last year at the same time. Grant funding was provided for seven non-profit agency activities through the CDBG Human Services Fund and one CDBG grant for Microbusiness program funding for Linn-Benton Community College. Ten loans and eight grants have closed in the second quarter, so related payouts are expected to pick up in the latter part of the year.

The following table compares year-to-date actuals with budget for all funds in both FY 13-14 and FY 12-13:

REVENUE	AMENDED BUDGET	2nd Quarter FY 13-14	UNAUDITED FY 13-14	FY 13-14 % REC/EXPEND	AMENDED BUDGET	2nd Quarter FY 12-13	Y-T-D FY 12-13	FY 12-13 % REC/EXPEND
Budgeted Fund Balance	$36,856,854							
Property Taxes	$21,994,360	$21,574,802	$20,263,485	92.13%	$23,904,680	$20,476,224	$20,618,908	86.25%
Other Tax	1,372,600	389,826	654,416	47.68%	1,270,650	368,782	622,851	49.02%
Licenses/Permits	9,079,840	2,177,240	4,090,270	45.05%	8,740,150	2,024,387	3,743,452	42.83%
System Development Charges	3,266,130	764,559	2,137,357	65.44%	1,989,780	621,716	1,083,887	54.47%
Charges for Service	38,746,760	9,761,349	20,718,551	53.47%	37,738,370	10,237,976	20,033,741	53.09%
Intergovernmental	17,319,344	4,458,420	6,117,359	35.32%	17,335,633	4,838,493	5,722,108	33.01%
Fines/Forfeitures	1,202,630	287,359	545,728	45.38%	1,283,410	282,102	539,667	42.05%
Miscellaneous	3,504,460	1,130,352	1,680,158	47.94%	2,767,850	1,679,760	2,014,053	72.77%
Other Financing Sources/Transfers in	19,695,047	4,238,689	8,825,252	44.81%	24,023,308	16,464,199	18,583,831	77.36%
TOTAL CURRENT REVENUE	$116,181,171	$44,782,595	$65,032,577	55.98%	$119,053,831	$56,993,639	$72,962,498	61.29%
EXPENDITURE BY DEPARTMENT								
City Manager's Office	$3,297,010	$664,820	$1,919,080	58.21%	$3,302,670	$518,647	$1,669,931	50.56%
Community Development	7,919,050	1,504,800	3,231,840	40.81%	7,506,640	1,381,795	2,611,099	34.78%
Finance	5,005,060	1,221,392	2,328,786	46.53%	4,790,210	1,119,732	2,292,150	47.85%
Fire	10,485,960	2,495,024	5,158,165	49.19%	10,455,220	2,541,018	5,034,197	48.15%
Library	6,524,140	1,415,271	2,829,505	43.37%	6,054,010	1,473,657	2,856,325	47.18%
Park & Recreation	6,181,860	1,341,344	3,075,441	49.75%	6,080,310	1,250,117	2,859,804	47.03%
Police	13,403,410	2,996,187	6,237,087	46.53%	13,031,970	3,063,720	6,443,161	49.44%
Public Works	30,709,350	5,909,981	12,159,311	39.59%	29,744,922	7,112,145	13,342,286	44.86%
Non-Departmental	1,482,220	283,345	626,551	42.27%	1,512,927	474,749	826,144	54.61%
TOTAL OPERATING EXPENDITURES	$85,008,060	$17,832,164	$37,565,766	44.19%	$82,478,879	$18,935,580	$37,935,097	45.99%
Debt Service	$7,245,970	$4,145,640	$5,106,190	70.47%	$4,734,140	$1,715,408	$2,561,251	54.10%
Capital Projects	10,929,889	1,574,581	3,178,598	29.08%	9,687,779	1,528,833	2,021,849	20.87%
Transfers Out / Other Financing Uses	19,665,047	4,130,971	8,638,215	43.93%	26,348,831	18,757,467	20,739,323	78.71%
Contingencies/Reserves	1,694,990	0	0	0.00%	1,611,260	0	0	0.00%
TOTAL ALL EXPENDITURES	$124,543,956	$27,683,356	$54,488,769	43.75%	$124,860,889	$40,937,288	$63,257,520	50.66%
CURRENT REVENUES LESS TOTAL EXPENDITURES	($8,362,785)	$17,099,239	$10,543,808		($5,807,058)	$16,056,351	$9,704,978	

In general, the status of the City's finances was in line with expectations for second quarter. Revenues total $65,032,577, and are at 55.98% of the Amended Total Revenue Budget of $116,181,171. 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 13-14, the following amendments to the budget were approved:

Date	Amendment Type	Resource	Fund	Department	Net Expenditure Impact
8/19/2013	Res - Grant	Benton County Foundation	General	Parks & Recreation	$ 9,130
8/19/2013	Res - IGA	IGA Oregon Dept of Aviation	Airport	Public Works	$ 322,000
9/3/2013	Res - Grant	ODOT Grant	Airport-CIP	Public Works	$ 93,104
10/7/2013	Res - Grant	Benton County Soil & Water	General	Parks & Recreation	$ 3,000
10/21/2013	Res - Supp Budget	IGA Oregon State University	CIP	Public Works	$ 600,000
11/18/2013	Res - Grant	Restore Oregon & Kinsman Foundation	General	Parks & Recreation	$ 5,500
12/2/2013	Res - Donation/Rental	Corvallis-Benton County Library Foundation	General	Library	$ 645,990
12/2/2013	Res - Donation	Anonymous Donor	CIP	Parks & Recreation	$ 100,000
12/16/2013	Res - Grant	Benton County Health Department	General	Police	$ 10,000
				Total Increase	$1,788,724

Significant revenue highlights include:

- **Property taxes** totaled $20,263,485 through the second quarter, which equals 92.13% of the budgeted property tax revenue. The majority of property taxes are typically collected in the second quarter. FY 13-14 year-to-date property tax revenues are over $350,000 less than last year's results for the same time period, and are expected to be nearly $1 million lower than what was received by year-end FY 12-13 due primarily to the outcome of the of the HP valuation appeal.

- **Other Taxes** are collected from hotels for room taxes and totaled $654,416 or 47.68% of budget as of second quarter-end. Summer seasonality, attendance at fall sporting events, and signs of mild economic recovery have led to better results thus far in FY 13-14. Current expectations are that receipts will finish higher than budget by year-end due to the one-month lag for these receipts.

- **Licenses, Fees and Permits** totaled $4,090,270 which represents 45.05% of the amended budget and is slightly higher as a percentage of budget received when compared with the same time last year. The largest portion of this category is franchise fees, where payments from Allied Waste and Comcast relating to the quarter's franchise fees, as well as the right-of-way charges on City Utilities, are typically posted in the following quarter, creating a lag that results in lower than target budget percentages each quarter in both years. However, franchise fee receipts are expected to achieve target in FY 13-14 based on year-to-date results and anticipated year-end accruals. The transportation maintenance and sustainability initiative fees, as well as Development Services permit fees are at or above target in the second quarter.

- **System Development Charges** were $2,137,357 which represents 65.44% of the amended budget and is substantially higher than anticipated this year due to OSU-related construction activity. In both FY 13-14 and the latter part of FY 12-13, the higher percentage of actuals 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 $20,718,551, which represents 53.47% of the amended budget. This category is slightly above target as a percentage of budget due to early receipt of three of the four quarterly payments year-to-date from Benton County for various police services, Development Services Fund plan reviews, and Water Fund metered revenue.

- **Intergovernmental** revenues are below target at $6,117,359 and 35.32% of budget but are higher as actuals and a percentage of budget than the same time last year. The receipt of grant monies tends to be volatile and highly dependent on timing of related expenditures.

- **Fines & Forfeiture** receipts related to Municipal Court are in line with last year, but ended up low as a percentage of budget in both years due primarily to reduced staffing at Municipal Court and less success with delinquent account collections than originally anticipated. While some improvement continues to be noted from concentrated efforts related to collections in the past several years, after turning over about $2.3 million in traffic and $553,000 in parking delinquencies, these accounts still have 87% and 60% of their respective balances outstanding.

- **Interest earnings** totaled $147,696 at the end of the second quarter, which represents 63.02% of budgeted interest and is about 99% 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 $37,565,766 or 44.19% of the Amended Operating Expenditure Budget which is slightly lower than last year in total dollars expended and as a percentage of budget. These results are primarily due to less spending early in this fiscal year on special projects and capital outlay. Community Development has only spent approximately 10% of its $335K special project budget in the Development Services Fund for various implementations of software enhancements. Public Works has decided to push out some sizeable vehicle replacements, while other special projects, most notably in the utility funds, are experiencing delays or are in the early design phases with few expenditures incurred at this point in the year.

Non-operating expenditures, which include capital projects, transfers, debt service, and contingency, totaled $16,923,003 or 42.80% of the $39,535,896 Amended Non-Operating Budget. In total, expenditures through the second quarter were $54,488,769 or 43.75% of the $124,543,956 budgeted, compared to 50.66% 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		$47,382,800	$34,748,050	$2,877,210	$85,008,060	
City Manager's Office	$3,297,010	$668,720	$1,250,360	$0	$1,919,080	58.21%
Community Development	7,919,050	1,837,334	1,394,506	0	3,231,840	40.81%
Finance	5,005,060	1,587,583	741,203	0	2,328,786	46.53%
Fire	10,485,960	4,294,056	864,109	0	5,158,165	49.19%
Library	6,524,140	1,993,174	836,331	0	2,829,505	43.37%
Parks & Recreation	6,181,860	2,037,667	1,025,638	12,136	3,075,441	49.75%
Police	13,403,410	4,780,083	1,457,004	0	6,237,087	46.53%
Public Works	30,709,350	5,448,757	6,528,779	181,774	12,159,311	39.59%
Non Department	1,482,220	0	626,551	0	626,551	42.27%
TOTAL	$85,008,060	$22,647,373	$14,724,482	$193,911	$37,565,766	44.19%
Percent of Budget		47.80%	42.37%	6.74%	44.19%	

Significant expenditure highlights include:

- **Personnel Services** totaled $22,647,373 or 47.80% of the amended budget of $47,382,800. While there are 2.33 less authorized FTE in FY 13-14 vs. FY 12-13, the personnel services budget in FY 13-14 has increased by over $1.1 million due to contractual COLA increases for CPOA (2.5%) and IAFF (2.0%), as well as an overall 5.8% increase in benefits, which include PERS/OPSRP and healthcare costs. AFSCME contract negotiations have not yet been finalized, but any contractual increases will need to be offset by other savings and/or reductions.

- **Supplies and Services** totaled $14,724,482 or 42.37% of the amended budget of $34,748,050 . The dollars spent in FY 13-14 are roughly $413,750 more than the amount spent in FY 12-13 due in part to the Economic Development program in the City Manager's Office not being fully staffed during the first half of FY 12-13 and increased CDBG/HOME spending in Q1 of FY 13-14.

- **Capital Outlay** totaled $193,911 or 6.74% of the amended budget of $2,877,210 . While this is low as a percentage of budget, 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. Several purchases are still on schedule for this fiscal year, such as replacements for three patrol vehicles and two transit buses, while some have been pushed out to future years such as two dump trucks for utilities.

NON OPERATING EXPENDITURES

- **Capital projects** totaled $3,178,598 or 29.08% of the amended budget of $10,929,889. 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. Several projects have been carried forward to FY 13-14 from FY 12-13.

- **Debt service** payments totaled $5,106,190 or 70.47% of the total budget of $7,245,970, which is up from the 54.10% spent this time last year; however, FY 12-13 was an anomalous year due to the refunding of three utility-backed loans which took place prior to their respective debt service payments scheduled for Q2. This refunding subsequently lowered the percentage of budget spent on debt service as reported in Q2 of last fiscal year.

- **Transfers and Other Financial Uses** totaled $8,638,215 or 43.93% of the amended budget of $19,665,047. 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

GENERAL FUND

REVENUE	AMENDED BUDGET	2nd Quarter FY 13-14	UNAUDITED FY 13-14	FY 13-14 % REC/EXPEND	2nd Quarter FY 12-13	Y-T-D FY 12-13	FY 12-13 % REC/EXPEND
Budgeted Fund Balance	$6,265,564						
Property Taxes (1)	$18,975,500	$18,896,232	$17,648,957	93.01%	$17,997,900	$18,140,584	86.37%
Other Tax	1,372,600	389,826	654,416	47.68%	368,782	622,851	49.02%
Licenses/Permits (2)	5,925,060	1,375,809	2,294,957	38.73%	1,296,470	2,145,882	37.59%
Charges for Service	5,889,850	2,287,032	3,725,521	63.25%	2,241,418	3,520,013	60.10%
Intergovernmental (3)	4,220,850	2,383,739	2,594,150	61.46%	2,538,010	2,733,502	63.43%
Fines/Forfeitures (4)	749,530	175,949	343,330	45.81%	153,416	324,332	39.07%
Miscellaneous (5)	1,151,400	745,316	886,448	76.99%	249,144	366,567	63.61%
Other Financing Sources (6)	6,755,405	2,361,139	2,527,382	37.41%	1,727,216	1,893,717	66.55%
TOTAL CURRENT REVENUE	$45,040,195	$28,615,041	$30,675,161	68.11%	$26,572,357	$29,747,448	70.16%
EXPENDITURE BY DEPARTMENT							
City Manager's Office (7)	$326,250	$79,301	$145,353	44.55%	$54,749	$71,032	18.69%
Community Development	1,309,840	293,024	580,880	44.35%	300,276	607,060	46.29%
Finance	646,770	148,986	312,427	48.31%	142,171	296,107	47.02%
Fire	10,485,960	2,495,024	5,158,165	49.19%	2,541,018	5,034,197	48.15%
Library	6,524,140	1,415,271	2,829,505	43.37%	1,473,657	2,856,325	47.18%
Parks & Recreation	6,181,860	1,341,344	3,075,441	49.75%	1,250,117	2,859,804	47.03%
Police	10,659,520	2,419,213	5,040,582	47.29%	2,430,173	5,187,142	49.41%
Public Works (3)	1,026,260	190,924	342,441	33.37%	265,308	532,558	43.69%
Non-Departmental	1,480,870	283,345	625,701	42.25%	331,801	683,196	50.16%
TOTAL OPERATING EXPENDITURES	$38,641,470	$8,666,433	$18,110,495	46.87%	$8,789,270	$18,127,421	48.20%
Debt Service (8)	$243,180	$0	$220,530	90.69%	$0	$218,342	89.53%
Transfers / Other Financing Uses (6)	6,899,715	1,729,853	2,190,059	31.74%	1,408,992	1,939,518	62.55%
Contingencies/Reserves	597,200	0	0	0.00%	0	0	0.00%
TOTAL ALL EXPENDITURES	$46,381,565	$10,396,286	$20,521,084	44.24%	$10,198,262	$20,285,281	48.92%
CURRENT REVENUE LESS TOTAL EXPENDITURES	($1,341,370)	$18,218,755	$10,154,076		$16,374,095	$9,462,167	

(1) The majority of current year property taxes are collected in Q2. This year's collection pattern is consistent with prior years, however FY 13-14 year-to-date (YTD) property tax revenues are about $490,000 less than last year's results for the same time period, and are expected to be nearly $1 million lower by year-end than what was received for FY 12-13 in total, due primarily to the outcome of the HP valuation appeal.

(2) Lower franchise fees and dog license revenue collections compared with budget is due primarily to timing of receipts and amounts accrued back to the prior year that are related to that period. Franchise fees however are marginally higher than last year at this time.

(3) The Benton County Library District payment makes up the majority of the revenue received YTD in this classification, and due to its property tax-based nature, is largely received in Q2 of the fiscal year. Absent this payment, Intergovernmental revenue receipts would be low as a percentage of budget, due to PW grant projects not yet started and/or completed that are reimbursable in nature.

(4) Traffic fine revenue is under-performing FY 12-13 levels and is not keeping pace with anticipated FY 13-14 budget, which is attributed to prior year staffing reductions at Municipal Court, and less success with delinquent account collections than originally anticipated. Additionally, there have been fewer civil penalties and nuisance alarms YTD as compared to the same time last year.

(5) Miscellaneous revenue is trending higher than budget due to a $636,000 donation from the Corvallis-Benton County Public Library Foundation to cover the purchase and closing costs of the Fenner building.

(6) Other Financing Sources and Uses include pass-through agency receipts and payments related to State-mandated surcharges for Municipal Court fines and Community Development permit surcharges. Other sources are from property tax transfers from the 2011 Operating Levy (mostly collected in Q2). Uses include transfers for pension obligation bond (POB) payments and capital projects. More information on the status of the Capital Improvement Program (CIP) is in a later section.

(7) The Economic Development (ED) program, housed in the City Manager's Office, was new in FY 12-13. Expenditures are greater this fiscal year over last since one of the two ED positions was vacant for most of FY 12-13.

(8) The majority of Debt Service spending occurs in Q1 with principal and interest payments for the 2010 CIP Loan. The remaining budget is scheduled to be paid out with an interest only payment in Q3.

MEMORANDUM

March 12, 2014

TO: Administrative Services Committee

FROM: Nancy Brewer, Finance Director NB

SUBJECT: **Annual Financial Policies Review**

I. Issue

To complete the annual review of the City Council's Financial Policies.

II. Background

The City Council's Financial Policies have been in place since 1989. They are reviewed annually to help inform the budget process, along with other financial management practices. Extensive changes were made to the Fund Balance and General Fund consolidation language in 2013, so those sections require little updating this year other than a few grammatical or clarifying fixes (Attachment A).

As Finance Department staff began working on achieving a sustainable budget for FY 14-15, all operations were examined for ways the work could be done differently or be streamlined more than has already been done. One of the issues that arose during this discussion was the Investment Council. This group was established via Financial Policies 25 years ago (section 10.08) and consists of the City Manager, Council President, City Attorney, Finance Director and one citizen with financial expertise. The Investment Council was never codified in Municipal Code, and has never been sunset reviewed. The very well qualified citizen member of the Investment Council was appointed (it is not clear by whom or when) and has been the same person for more than 20 years. The Investment Council meets quarterly, for meetings that generally last 30 minutes or less. The work load to staff the group and maintain minutes is not particularly onerous, but the staff review for creating more efficiencies led to considerable discussion within Finance about Investment Policies.

Until now, the City Council's Financial Policies have included the Investment Policy section (10.08) which has provided a high level overview. Most of the specifics have been included in an Administrative Procedure document that is reviewed annually by the Investment Council. As a local government entity with investment maturities longer than 18 months, the City's investment policy is also required to be approved by the Oregon Short Term Funding Board (OSTFB). The Administrative Procedure has been forwarded to that body every year for their review when significant changes are made. The Procedure has become fairly specific and lengthy as OSTFB recommendations have pushed for more detail.

These issues led staff to initiate a discussion with the Investment Council about their role and responsibility and whether or not it would be more appropriate for the City Council, or more specifically the Administrative Services Committee of the City Council, to assume the oversight role. Specific questions considered include:

- Where should the fiduciary responsibility for City investments rest?
- Where should the policy making responsibility for City investments rest?
- Is there a need for a separate body to review quarterly investment reports?

The Investment Council discussed these concepts in November 2013 and ultimately recommended sun-setting the Investment Council in favor of Administrative Services Committee taking on the oversight role.

Subsequent to that discussion, Finance Department staff has been in contact with State Treasurer's Office staff to determine how to best align policies and procedures with fiduciary responsibility. In many cases, what staff is proposing is a departure from the norm for OSTFB so even if the city Council accepts staff's recommendations, OSTFB may reject these changes, or recommend alterations.

III. Discussion

The only recommended significant changes in Financial Policies are the Investment Policies in Section 10.08. The recommended changes are included in the total policy document (page 17 in Attachment A), but have also been pulled out in a redline (Attachment B) and for ease of reading a non-redlined (Attachment C) version. Also attached for the City Council's information is the City Manager's Administrative Procedure to show where language for many of the Financial Policies has come from (Attachment D).

The fundamental issues staff is attempting to address include answers to the questions posed above:

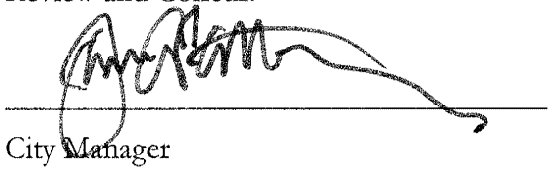
- Where should the fiduciary responsibility for City investments rest?
    - State law places the fiduciary responsibility for City investments with the Governing Body – the City Council. As such, staff is recommending changes to the Financial Policy on Investments that strengthens the Council Policy language rather than having the strongest policy language in the City Manager's Administrative Policy.
- Where should the policy making responsibility for City investments rest?
    - The Policy making responsibility follows the fiduciary responsibility and should rest with the entire City Council.
- Is there a need for a separate body to review quarterly investment reports?
    - There is a need for a body with fiduciary responsibility to review Investment Policies and actual investment performance. Staff recommends placing this responsibility with the Administrative Services Committee (ASC) as the subcommittee of the City Council defined as addressing finance issues. Because the Investment Council has benefitted from advice from a third party, language has been added that would allow the ASC to include a knowledgeable citizen when reviewing quarterly reports. Staff anticipates doing the quarterly review when the Quarterly Operating Report is presented.

Alternatives to staff's recommended changes include keeping the current language and bifurcation in policies, or modifying the current practice by making the Investment Council a standing Advisory Board, codified in the Municipal Code, with the citizen appointed by the Mayor for a set three-year term.

IV. Requested Action

Staff requests the Administrative Services Committee review the recommended amendments to the Financial Policies, clarify as needed, and then recommend the City Council adopt updated Financial Policies.

Review and Concur:



City Manager

ATTACHMENT A.

FINANCIAL POLICIES

Adopted November 27, 1989
Last Revised

CP 10.01 FINANCIAL POLICIES PURPOSE, MISSION, AND GOALS

10.01.010 Purpose

To underscore the responsibility of the City of Corvallis to its citizens for the long-term care of public funds and wise management of municipal finances while providing adequate funding for the services desired to achieve a sense of well-being and safety by the public and maintaining the community's public facilities and infrastructure to enhance the long-term livability and economic vitality of Corvallis.

10.01.020 Mission

To provide policy direction from the City Council to the City of Corvallis organization about sustainable financial management to ensure the City continues to provide desired services to the community in perpetuity.

10.01.030 Goals

To meet this mission, the goals for financial management include the following:

A. To protect the policy making ability of the City Council by ensuring that important policy decisions are not controlled by financial problems or emergencies.

B. To enhance the policy making ability of the City Council by providing accurate information on program costs.

C. To assist sound management of the City by providing accurate and timely information to the City Council and ~~the~~ public on the City's financial condition.

D. To provide sound principles, reports and analyses to guide the important decisions of the City Council and of management which have significant fiscal impact.

E. To set forth operational principles which minimize the cost of government and financial risk, and safeguard the City's assets.

F. To employ revenue policies which prevent undue or unbalanced reliance on certain revenues, which distribute the costs of municipal services fairly, and which provide adequate funds to operate desired programs.

G. To provide adequate resources to operate and maintain essential public facilities and the City's infrastructure.

H. To protect and enhance the City's credit rating and prevent default on any debt issue of the City.

I. To ensure the legal use of all City funds through a sound system of administrative policies and internal controls.

10.01.040 Background

Municipal financial operations have a wide variety of oversight or standard setting agencies, including multiple departments within both State and Federal governments, the Securities and Exchange Commission, and the Governmental Accounting Standards Board. The City of Corvallis manages public funds within all of these oversight agency requirements. These financial management policies, designed to ensure the fiscal stability of the City of Corvallis municipal corporation, provide guidance in financial management when oversight agencies are otherwise silent or to reiterate best practices that may be codified by another entity. The City Council's Financial Policies have been reviewed and updated each year since they were first adopted to ensure the policy direction is current.

10.01.050 Achieving Financial Policy Goals

To achieve and maintain the goals outlined in these policies, the Finance Department will conduct an annual analysis of projected financial condition and key financial indicators. This budget capacity analysis shall be used to inform the next budget development process.

It is the focus of this analysis to:

A. identify the areas where the city is already reasonably strong in terms of protecting its financial condition;

B. identify existing or emerging problems in revenue sources, management practices, infrastructure conditions, and future funding needs;

C. forecast expenditures and revenues for the next three to seven years, with consideration given to such external factors as state and federal actions, the municipal bond market, management options being explored and used by other local governments; and

D. review internal management actions taken during the last budget cycle.

10.01.060 Review & Update

The Financial Policies shall be reviewed by the Finance Director annually in November and updated as appropriate for City Council Adoption.

CP 10.02 FUND BALANCE POLICIES

10.02.010 Purpose

Fund balance is used to provide stable resources for times when service levels might otherwise be impacted by taxes or fees that temporarily underperform, or to cover one-time unexpected expenditures. Maintaining a positive ending fund balance is a best financial management practice, and is important to maintain the City's credit rating, and to meet state law requirements for no deficit spending.

10.02.020 Background

Budgetary fund balance is a critical component of the City's financial management policies. Large ending fund balance targets may be viewed as reducing resources that could be used to provide direct services to citizens; small ending balances may be viewed as leaving the City open to too much risk from emergencies or temporary economic downturns and may result in downgrades to the City's credit rating that would increase the cost of borrowing. Residents' sense of well-being is enhanced when the City is able to provide a consistent level of service from year-to-year.

This policy is designed to provide guidance for maintaining an ending fund balance that is adequate to manage risk while maximizing the services provided to citizens.

The budgetary ending fund balance describes the net financial assets of governmental funds; in lay terms it represents the net revenues in excess of expenditures since the fund's inception. Actual fund balances for each fund shall be reported in the Comprehensive Annual Financial Report, issued as of June 30 of each fiscal year. Budgetary fund balances shall be reported in the annual budget, and shall be projected for each operating fund as part of the financial planning process to prepare the budget each year.

10.02.030 Fund Balance Definitions

The Governmental Accounting Standards Board (GASB) has defined fund balance categories for financial reporting to be classified as defined in the glossary attached to these Financial Policies.

The City of Corvallis will use the GASB's definitions of Fund Balance for the Comprehensive Annual Financial Report (CAFR) and for all other financial reporting. For all financial planning purposes, the term Budgetary Fund Balance will be used and will include any portion of the fund balance that is available for appropriation. The portion of the fund balance that is not available for appropriation will be identified as a Reserved Balance.

10.02.040 Fund Balance Policy

A. General Fund – Budgetary Fund Balance for Financial Planning Purposes

1. The City Council has established the fund balance reserve target for the General Fund to total three months of payroll expenses.

2. The City Council shall appropriate 10% of the target fund balance amount each fiscal year as a contingency to be used for unanticipated expenditures such as costs associated with a response to a disaster, or to meet unanticipated increases in service delivery costs. Use of the contingency is expected to be infrequent. The City Council must authorize expenditure of any contingencies via a resolution.

3. The City Manager will review the City's financial status each year and develop a budget process that is designed to meet Oregon Local Budget Law requirements, taking into account the City's projected financial status for the budget year, including:

   a) the current budgetary fund balance;

   b) cash flow requirements within the fund to support expenditures, including up to three months of payroll costs;

   c) future capital needs;

   d) significant revenue and expenditure trends including the HNA;

   e) susceptibility of the fund's operations to emergency or unanticipated expenditures;

   f) credit worthiness and capacity to support debt service requirements and covenants;

   g) legal or regulatory requirements affecting revenues, expenditures, and fund balances;

   h) reliability of outside revenues; and

   i) any other factors pertinent to the fund's operations.

4. Should the projected ending fund balance reserve for the budget year be lower than the City Council's target, the following strategy will be implemented:

   a) For times when the fund balance reserve is lower than the target as the result of structural/systemic changes, the fund balance shall be re-built over a period of no more than:

      1. five years if the fund balance reserve is less than 50 percent of the target. The balance shall be re-built to achieve an ending fund balance of no less than 10 percent of the target in the first year; 25 percent in the second year; 45 percent in the third year; 70 percent in the fourth year; and 100 percent in the fifth year. This strategy is specifically designed to allow for consideration/development of a new revenue source prior to significant service reductions taking effect should the City Council wish to consider revenue alternatives.

      2. three years if the fund balance reserve is between 50 percent and 100 percent of the target. The balance shall be rebuilt to achieve an ending fund balance of no less than 60 percent at the end of the first year; 75 percent at the end of the second year, and 100% at the end of the third year.

   b) For times when the fund balance reserve is lower than the target as the result of short-term poor experience (i.e., costs to respond to a natural disaster; use of contingencies for unanticipated expenditures), the City Manager shall recommend a strategy for re-building the fund balance reserve taking into account the following criteria:

      1. the cause of the poor experience;

      2. the City's ability to control/change the causing factor;

      3. the impact to services to achieve an immediate re-build of fund balance;

4. the likelihood the causing factor will end and revenues/expenditures will return to normal levels within one year; and

5. the likely amount of time required to re-build the fund balance if no additional changes in services/revenues occurred and/or one-year is not a viable time frame for proposed solutions.

5. Should the projected ending fund balance be above the target, the City Manager will make a recommendation to the City Council whether to reserve those monies above the target for:

   a) one-time capital expenditures or reserves for future capital expenditures which do not significantly increase ongoing City costs;

   b) undesignated assigned or committed balances for future basic operations;

   c) other one-time costs; and/or

   d) ongoing or new City programs, provided such action is considered in the context of Council approved multi-year projections of revenue and expenditures.

B. Appropriate Budgetary Fund Balance – all other funds

1. Each operating fund shall have a positive budgetary ending fund balance for the budget year under discussion.

2. The Finance Director shall recommend the appropriate ending budgetary fund balance for each fund as part of the budget development process. The Finance Director shall take into account the following factors:

   a) the current budgetary fund balance;

   b) cash flow requirements within the fund to support expenditures, including up to three months of payroll costs;

   c) future capital needs;

   d) significant revenue and expenditure trends including the HNA;

   e) relative rate stability from year to year for enterprise funds;

   f) susceptibility of the fund's operations to emergency or unanticipated expenditures;

   g) credit worthiness and capacity to support debt service requirements and covenants;

   h) legal or regulatory requirements affecting revenues, expenditures, and fund balances;

   i) reliability of outside revenues; and

   j) any other factors pertinent to that fund's operations.

3. The minimum fund balance targets for any given non-property tax fund shall be no less than five percent of current revenue.

4. Ending Budgetary Fund Balance Below Recommended – All Other Funds

   If the annual budget is recommended by the Budget Commission and accepted by the City Council to be adopted with a budgetary fund balance below either the minimum or the recommended ending budgetary fund balance in any fund, the budgetary ending fund balance for the then current fiscal year will be re-calculated as soon as the audit work for the prior fiscal year is complete. If at that point, the audited ending fund balance contributes to a budgetary fund balance which is lower than this policy would dictate, staff shall develop a plan for City Council consideration through the Administrative Services Committee that addresses the shortfall.

5. Ending Budgetary Fund Balance Above Recommended

   In the event the ending budgetary fund balance is higher than either the minimum or recommended level, the difference may be used to fund the following activities:

   a) one-time capital expenditures or reserves for future capital expenditures which do not significantly increase ongoing City costs;

b) undesignated assigned or committed balances for future basic operations;

c) other one-time costs; and/or

d) ongoing or new City programs, provided such action is considered in the context of Council approved multi-year projections of revenue and expenditures.

CP 10.03 REVENUE POLICIES

10.03.010 Purpose

These policies provide direction in the management and oversight of existing revenue sources and for the development of new revenue sources.

10.03.020 Background

A significant portion of the City's revenues come from taxes, charges for service and fees. Some of these revenue sources are governed by the Oregon Constitution/Statutes, federal law, or regulations promulgated by a state, federal, or other agency; others are assessed solely through the City's home rule authority. Revenues are critical to the City's financial operations as they provide the resources necessary to provide services at the level the community desires. However, the City Council also recognizes that the majority of the revenue received by the City comes from its own citizens and the ability to pay increasing amounts may make Corvallis less livable, especially for low income residents. Revenue decisions are complex and must take into account a variety of factors. The Revenue Policies are designed to provide guidance to staff and the City Council as new revenue sources or rate increases for existing revenues are considered.

10.03.030 General Revenue Policies

A. Revenue Diversity and Stability -- The City will strive to maintain a diversified and stable revenue system to shelter the government from short-run fluctuations in any one revenue source and ensure its ability to provide ongoing service. In particular, the City will seek alternatives to the property tax for general government services.

B. Restricted Revenues -- Restricted revenue shall only be used for the purposes legally permissible and in a fiscally responsible manner. Programs and services funded by restricted revenue will be clearly designated and accounted for as such.

C. Capital Improvement Funding -- Revenue for capital improvements shall be used to finance only those capital improvements identified in the funding plan (i.e., bond or grant funded projects) that are consistent with the capital improvement program and local government priorities, and where the operating and maintenance costs have been included in operating budget forecasts. Revenue restricted for specific purposes will be expended consistent with those restrictions.

D. One-time Revenue -- One-time revenue includes fund balances and grants or other sources which have a specific time limit and/or reason for expenditure. One-time revenue will be used for one-time expenses whenever possible; in some cases one-time revenue may be used for costs the City would have incurred for a program or service, regardless of the receipt of the one-time revenue. If one-time revenue is considered for ongoing expenditures (such as adding staff) the Budget Commission or City Council will balance the need for the additional ongoing expenditures with the on-going ability to pay prior to approving the program.

E. Unpredictable Revenue -- Unpredictable revenue, which includes development related revenue such as Systems Development Charges (SDC), Public Improvement by Private Contractor fees, Development Review, Plan Review and Inspection Permit revenues, will be closely monitored through the year. Capital projects to be constructed with SDC monies will not be initiated until SDC revenue is available or another financing alternative is developed.

F. Revenue Monitoring -- Revenues will be monitored monthly for performance compared to both the annual budget and the anticipated timing of revenue receipts. Operations funded partially or wholly from unpredictable revenue will be monitored monthly and mitigating action will be taken if revenues are not received as expected.

G. Collections -- The City shall manage its revenue collections through a policy that actively pursues collection of all revenues owed to the City.

H. Charges for Services -- Fees and charges for service are assessed to specific users where the user pays all or a portion of the costs to provide the service. When assessed as a fee, the charge generally grants the payer permission or a license to do a specific activity (i.e., franchise fees authorize use of the public right-of-way; a liquor license fee authorizes the license holder to sell liquor). When assessed as a charge for service, the charge is for a specific service, directly used by the payer (i.e., the admission fee at the swimming pool is only assessed to the person going swimming).

1. Fees and charges other than those identified elsewhere in City Council policy or via Corvallis Municipal Code will use the following criteria to determine the ratio of cost recovery:

   a) Whether the person paying the fee can avoid it;

   b) Whether the program supported by the fee is designed to benefit the entire community or only a small segment of the population;

   c) Whether the fee is set high or low to incentivize something (i.e., change behavior);

   d) Whether the fee should be earmarked for a specific use or should be treated as a general revenue available for operations;

   e) Whether there are extenuating circumstances where the Council believes the fee should not cover all of the costs associated with the service; and

   f) Whether the fee costs less to collect/administer than the revenue it brings in.

2. Fees and charges are reviewed annually, and are updated via Council action when necessary. A revenue manual listing all such fees and charges of the City shall be maintained by the Finance Department and updated concurrent with the review.

3. A fee shall be charged for any service that benefits limited interests within the community, except for basic, unavoidable human needs type services provided to persons with limited ability to pay.

4. Historically, the City Council has provided very limited tax and fee exemptions; rather, the City Council has elected to use General Fund monies to pay the fees/charges for non-profit entities that request exemptions when the cause matches the City's goals.

I. Systems Development Charges (SDC) – SDC rates are set via resolution and are designed to cover the costs of infrastructure necessary to provide services for future growth. The list of projects eligible for SDC funding shall be updated when facility plans are updated or amended, or when a project not listed in a facility plan is identified and will provide additional capacity to serve growth. The overall SDC program methodology and population service scenario shall be reviewed approximately every ten years.

10.03.040 Property Taxes

The City levies property taxes for operations and for general obligation debt service in compliance with the Oregon Constitution and Oregon Revised Statutes. The City has a permanent tax rate of $5.1067 per $1,000 of assessed value; the City may have a local option property tax levy for a limited period of time. Revenue for a local option levy will be accounted for according to the ballot language for the levy. Revenue from property taxes levied for general obligation debt service shall be for specific series of debt, levied and accounted for in accordance with state legal requirements. Revenue from the City's permanent tax rate shall be accounted for in the General Fund.

10.03.050 Utility Fees (Water, Wastewater, Storm Water)

A. Utility Fee Basis -- Utility user charges for each of the three City utilities will be based on the total cost of providing the service (i.e., set to fully support the total direct, indirect, and capital costs) and are established so that the operating revenues of each utility are at least equal to its operating expenditures, reserves, debt coverage and annual debt service obligations, and planned replacement of the utility's facilities.

B. Annual Rate Review -- Staff shall conduct an annual comprehensive rate review each fall for the Water, Wastewater and Storm Water funds for Council review. Rate increases will be targeted for implementation in February. Every effort shall be made to index/limit rate increases for the entire utility bill (water, wastewater, and storm water) to the

rate of inflation (estimated at 2% to 3%) but not more than 7% in any one year unless federal or state mandate, judgment arising out of litigation, or Council approved policy needs dictate otherwise.

C. Rate Adoption -- Utility rates will be adopted by ordinance and will be recorded in the Corvallis Municipal Code.

D. Franchise Fees -- The City's Water, Wastewater, and Storm Water utilities will pay a franchise fee to the City's General Fund to compensate for the use of the public right-of-way. The franchise fee will be equal to 5% of the utility's gross operating revenue each year, net of interest, intergovernmental monies, miscellaneous water service fees, permit fees, SDCs, and turn-on service fees.

10.03.060 Parks and Recreation Department Fees

A. Cost Recovery -- Parks and Recreation services are funded through a combination of user fees, property taxes, grants, and donations. Fees and charges shall be assessed in an equitable manner in accordance with the following fee and charge assessment schedule. Through a special initiative, services that provide recreational opportunities for populations with the fewest recreational alternatives (youth, limited income, senior adults, and families) may be more heavily supported by grants, donations, or property taxes than user fees to ensure that the population is well served by Parks & Recreation programs. Percentages shall be considered as guidelines; however, special circumstances, the nature and cost of each program, and persons to be served should be taken into consideration.

B. Fee Model -- the following lists represent all categories of services currently provided or those which may be provided in the future by the Parks & Recreation Department. The model is based upon the degree of benefit to the community (Tier 1 -- mostly a community benefit) or individual (Tier 5 -- mostly an individual benefit) of the service provided, the values of the Corvallis community, and the vision and mission of the Parks & Recreation Department. This model and policy form the basis for setting fees and charges.

1. Revenue positive cost recovery (Tier 5 services are targeted to recover a minimum of 200 percent of direct costs):

   a) concession/vending

   b) merchandise for resale

   c) private/semi-private lesson

   d) rentals – private/commercial

   e) long-term leases

   f) equipment rentals

   g) trips

   h) organized parties

   i) drop-in childcare/babysitting

   j) leased services – private/commercial

   k) permitted services

2. Totally fee supported with no tax investment (tier 4 services are targeted to recover a minimum of 100 percent of direct costs, and some of these services may be appropriate for use of alternative funding sources such as grants, donations, and use of volunteers):

   a) classes and programs – intermediate/advanced

   b) leased services – non-profit/governmental agency

   c) preschool

   d) social clubs

3. Primarily fee supported with little or no tax investment (tier 3 services are targeted to recover a minimum of 90 percent of direct costs, and some of these services may be appropriate for use of alternative funding sources such as grants, donations, and use of volunteers):

   a) health services, wellness clinics, and therapeutic recreation

   b) classes and programs – beginning/multi-ability

   c) tournaments and leagues

   d) rentals – non-profit/governmental agency

   e) specialized events/activities

   f) camps/after school care

   g) leased services – affiliates

   h) work study/internship/community service program

4. Partial tax investment with minimal to partial fee support (tier 2 services are targeted to recover a minimum of 45 percent of direct costs, and many of these services may be appropriate for use of alternative funding sources such as grants, donations and use of volunteers):

   a) life/safety classes

   b) rentals – affiliates

   c) supervised park/facility

   d) community-wide events

   e) volunteer program

5. Full tax investment with little or no fee support (tier 1 services are targeted to recover zero percent of direct costs, although some of these services may be appropriate for use of alternative funding sources such as grants, donations, and volunteers):

   a) non-supervised park/facility

   b) inclusionary services

   c) support services

C. Setting Fees -- The Parks & Recreation Department Director shall set fees for programs and services in compliance with the targets listed above. Fees shall be adjusted during the course of each year as needed to ensure the cost recovery targets are achieved. The following pricing strategies will be used by the Parks & Recreation Director in setting fees:

1. Market pricing: a fee based on demand for a service or facility or what the target market is willing to pay for a service. One consideration for establishing a market fee is determined by identifying all providers of identical service (i.e., private sector providers, municipalities), and setting the highest fee. Another consideration is setting the fee at the highest level the market will bear.

2. Competitive pricing: a fee based on what similar service providers or close proximity competitors are charging for service. One consideration for establishing a competitive fee is determined by identifying all providers of an identical service (i.e., private sector providers, municipalities), and setting the mid-point or lowest fee.

3. Cost recovery pricing: a fee based on cost recovery goals within market pricing ranges.

D. Fee Review -- The Park and Recreation Department shall conduct an annual comprehensive review of cost recovery targets in compliance with these policy targets; this review will be forwarded to the Parks, Natural Areas and Recreation Board which will forward their comments to the City Council via the Human Services Committee..

E. Use of Volunteers -- Through an aggressive volunteer recruitment program, the Parks and Recreation Department shall seek to minimize the amount required for full tax investment with little to no fee support (tier 1 services) and partial tax investment with minimal to partial fee support (tier 2 services).

F. Alternate Funding Sources -- Solicitation of funds through donations, fund raising events, nontraditional sources, and various other modes shall be encouraged by the Parks, Natural Areas and Recreation Board and other advisory committees. Funds collected for any special purpose shall be earmarked for that purpose.

10.03.070 Ambulance Fees

A. Policy -- It is the intent of the City to provide responsive, efficient and self-funded emergency medical services as the Benton County designated service provider to the Benton County Ambulance Service Area, including all residents of the City.

B. Rate Changes -- Staff shall review ambulance rates annually no later than February 28 to ensure the rates reflect changes in the direct costs of service. In reviewing rates, staff will consider the historic and projected costs of service, service demands, changes in fixed and variable costs, market rates, and changes in service requirements or mandates. The City shall notify Benton County of proposed fee increases or decreases at the beginning of the City's formal budget review process.

1. Proposed rate changes will be submitted to the City Council via the Administrative Services Committee for review and recommendation to the full Council no later than April 1 of each year. If no rate change is recommended, staff will note the fact in a Council Report.

2. The Council shall adopt rate adjustments by resolution. Following Council adoption, the new rates will go into effect by July 1 of each fiscal year.

3. Notification will be issued to the public 30 days prior to the July 1 deadline. Customers will be notified of rate changes via advertisements in the local newspaper.

C. Special Rate Reviews -- If, at any time during the fiscal year, estimated costs of service exceed available revenue, the City Manager may conduct a special rate review. In conducting such reviews the City Manager would follow the above procedures. In this instance, rate adjustments could take place at any time within the fiscal year, with 30 days' public notice.

10.03.110 Grants

A. Grant Opportunities -- The City shall aggressively pursue grant opportunities; however, before accepting grants, the City will consider the current and future implications of accepting the monies.

B. Federal Funds -- Federal funds shall be actively sought by the City. The City will use these funds to further the applicable national program goal. Because federal funds are not a guaranteed revenue source and are intended for a specific purpose, they will not be relied upon as an alternative source of capital improvement funds unless the federal grant is specifically for capital projects. Use of federal funds shall support City goals and services.

C. Grant Review -- In reviewing grants the department director and Finance Director shall evaluate each grant offer and make their recommendation to the City Manager after considering:

1. the amount of the matching funds required;

2. in-kind services that are to be provided;

3. length of grant and consequential disposition of service (i.e., is the City obliged to continue the service after the grant has ended?); and,

4. the related expenditures including administration, record keeping, and auditing expenditures.

D. Single Audit -- The annual audit by the City's independent auditors will include all required audit procedures for grant compliance as specified in the federal government's Office of Management and Budget OMB Circular A-133.

10.03.120 Gifts, Donations and Bequests

A. Use of Gifts, Donations & Bequests -- Gifts, donations and/or bequests given to, and accepted by, the City for the use of any of its departments or divisions shall be used solely for the purpose intended by the donor. Unrestricted gifts will be expended on the recommendation of the related advisory board.

B. Evaluation -- Gifts, donations, and bequests will be evaluated to determine what, if any, obligations are to be placed upon the City. Gifts, donations, and bequests will be considered as "over and above" basic City appropriations unless the gift, donation or bequest is for an already planned and budgeted service or program.

CP 10.04 EXPENDITURE POLICIES

10.04.010 Purpose

To provide direction for developing the annual budget, monitoring the City's financial status throughout the year, and ensuring that the City's monies are expended to provide services to citizens.

10.04.020 Background

The City expends a significant amount of money each year to provide services that are important to citizen's sense of well being and safety and to improve the livability of the community. The largest portion of expenditures is for the operating costs of the organization. These costs include all of the salaries/wages and related benefits for City staff, along with materials, services and capital outlays necessary to perform the basic functions of the City. Additional costs associated with capital projects (infrastructure investments) and debt service are part of the annual budget, based on specific plans for both.

10.04.030 Operating Budget -- Pay-As-You-Go

A. Pay-As-You-Go -- The City shall attempt to conduct its operations from existing or foreseeable revenue sources. Achieving pay-as-you-go requires the following practices:

1. current direct and indirect costs for operations and maintenance will be controlled and will be funded with current revenues, and

2. revenue and expenditure forecasts will be prepared annually for all operating funds prior to budget discussions.

B. Cost Allocation Plan -- The Finance Director shall prepare a full cost allocation plan triennially to provide accurate, complete estimates of indirect service costs. The plan will be updated annually during budget development.

C. Mandated Costs -- Costs attributable to mandates of other government agencies shall be included in the annual budget.

10.04.040 Budget Balance

The City Manager will prepare a budget for each fund each year where resources on a modified accrual basis either equal or exceed all expenditures in compliance with Oregon Administrative Rule 150-294.352(1)-(B)

A. Resources available include all revenue anticipated in the budget year, including taxes, fees, charges for service, fines, intergovernmental payments, miscellaneous revenue, transfers, other financing sources, expendable reserves, and beginning fund balances.

B. Expenditures include all planned expenditures for operations, inter-fund transfers, capital budget, debt service, and contingencies.

10.04.050 Budget Performance Reporting

A. Quarterly Reports -- The Finance Director shall submit a Quarterly Operating Report (QOR) to the Budget Commission within 45 days of the close of the fiscal quarter. The QOR will be published on the City's web site for public review. The QOR will be reviewed by the Administrative Services Committee and be accepted by the City Council. At a minimum, the QOR will include income statements developed on the modified accrual (budgetary) basis for all operating funds of the City, and may include other information such as the status of the City Council's Values and Goals and departmental performance information.

B. Performance Indicators -- Where practical, the City shall develop and employ performance indicators that are tied to Council values and goals, as well as management objectives, to be included in the budget. Status of the measures will be reported in each QOR.

10.04.060 Maintenance, Repair & Replacement

A. Master Plans -- The City shall maintain master plans for all major infrastructure systems. Master plans provide direction about system needs (such as pipe size and reservoir locations) for predicted population build out of the community. Infrastructure master plans are required for Parks, Transportation, Water Plant, Water Distribution system, Wastewater Plant, Wastewater Collection system, Storm Water system, and the Airport. The master plans shall be adopted by the City Council as amendments to the City's Comprehensive Plan.

B. Master Plan Projects -- Projects identified via an infrastructure master plan will be scheduled based on the priority of the project as identified in the master plan and will be budgeted in the Capital Improvement Program (CIP) when resources are available to implement the project and the project will result in the acquisition of a new or addition to an existing a capital asset; master plan projects that do not result in capital assets shall be included in the operating budget.

C. Annual Inventory -- The City will conduct an inventory of all capital assets in conjunction with the annual audit. During the inventory, any excess wear and tear will be noted by staff and used to update replacement plans during the following budget preparation cycle.

D. Equipment Replacement Plans -- Assets which are not part of a major infrastructure system or buildings and land, including vehicles, computers, and specialized equipment required for normal work (i.e., defibrillators, bullet proof vests), will be tracked by each department with replacement plans made for at least the financial planning period. These schedules will be updated annually in conjunction with the budget process.

E. Stable Spending plans -- Every effort will be made to develop an equipment replacement schedule that results in a stable annual spending level. If spending levels cannot be stable and would result in a significant dollar amount variance year-over-year, staff will set aside in reserves an amount each year adequate to fully fund the project in the future. If monies are not set aside in reserves due to financial shortfalls:

1. reserves will be re-built within three fiscal years to the level required to meet future replacement plans; or
2. staff will develop a plan to borrow monies for critical equipment replacement.

F. Equipment Replacement Budgeting -- Equipment to be replaced will be budgeted considering:

1. Age of the asset and its manufacturer's recommended useful life;
2. Wear and tear on the asset;
3. Environmental conditions which may shorten or lengthen the useful life of the asset;
4. The cost/benefit to complete routine maintenance and delay replacement;
5. Availability of service and/or parts; and
6. The cost/benefit of early replacement with more efficient and/or less expensive technology.

G. Facility Maintenance -- The facility maintenance schedule for major maintenance or replacement projects for all City-owned buildings will be updated annually. The primary goal of the plan is to complete maintenance projects prior to system failures that would cause a decrease in service levels to citizens. Criteria for including projects are the same as those identified in 10.04.060.F.

H. Maintenance Costs from the CIP -- Projects included in the proposed CIP will identify the anticipated operating costs or savings associated with the project. Estimated operating costs from CIP projects will be included in all years of the financial plan for the appropriate fund prior to approval of the CIP by the CIP Commission, Budget Commission or City Council.

10.04.070 Personnel Services

A. Compensation -- The City Council has a separate policy on compensation that provides policy direction and guidelines for labor negotiations and for the City Manager as it relates to compensation for exempt employees.

B. Compensation Budget -- total projected compensation shall be budgeted in compliance with approved bargaining unit agreements. Compensation for exempt employees shall be budgeted in compliance with the City Manager's recommendation for these positions.

C. Changes in Full Time Equivalents (FTE) --Changes in the FTE shall be identified in the summary financial data in the Budget each year. This summary will include data by department, and a list of positions added, deleted, or approved but unbudgeted for the year.

D. Vacant Positions -- The City shall not carry vacant budgeted positions for more than one fiscal year without the Department Director identifying a strategy for the position.

10.04.080 Transfers

A. General Fund Transfers -- To the maximum extent feasible and appropriate, General Fund transfers to other funds shall be defined as payments intended for the support of specific programs or services. Amounts not needed to support such specific program or service expenditures shall be transferred back to the General Fund, unless Council directs the transfer to be used for other purposes.

B. Transfer Reconciliation & Cash Flow -- Transfers for specific programs or projects, or to support special operations, should occur on the basis of cash flow needs of the program or service being supported. A reconciliation of actual transfers against budgeted transfers will be included in the year-end audit process.

C. Advances -- Where it is necessary to make a one-time advance of General Fund monies to another fund, this action shall occur under the following conditions:

1. The advance is reviewed, prior to the transfer of funds, by the Administrative Service Committee.
2. All excess cash balances in the fund receiving the advance shall be invested for the benefit of the General Fund, if allowed by federal and state law and regulations, as long as the advance is outstanding.
3. Should the borrowing fund accumulate an unexpected unrestricted balance, this excess shall be used first to repay the advance.
4. At the time of closing out the fund, assets net of liabilities of the fund equaling the unpaid portion of the advance revert to the General Fund, if allowed by federal, state or local law.
5. For short-term cash deficits in funds other than the General Fund during the course of the year, short-term loans are preferred to advances, except in cases where the receiving fund is legally precluded from paying interest on loans, or where loan transactions would be too numerous and costly to be cost effective.

10.04.090 Contingency – Non-General Fund

A. Contingency Amount -- To meet emergency conditions, the budget shall provide for an appropriated contingency in each fund other than the General Fund of at least 2% of estimated annual operating revenues. All governmental and enterprise funds shall maintain a contingency. The contingency shall be exclusive of all reserves.

B. Contingency Use -- Use of the contingency should be infrequent and for unanticipated expenditures such as costs associated with a response to a disaster, or to meet unanticipated increases in service delivery costs. The City Council must authorize expenditure of any contingencies via a resolution.

C. Contingency in Excess of 2% -- The Finance Director may recommend a contingency in excess of 2% of current revenue in specific funds to address specific needs. When this occurs, the Finance Director will provide the Budget Commission and City Council with information regarding the reasons for the recommendation.

D. Contingency Below 2% -- Where correction of a fund balance deficit causes the contingency to be budgeted below 2% of operating revenue, a gradual correction of the problem over several years is preferable to a one-time jump in rates, or substantial decreases in other expenditure plans.

CP 10.05 CAPITAL IMPROVEMENT PROGRAM (CIP)

10.05.010 Purpose

To maintain the City's investment in infrastructure, this policy provides direction for the development and implementation of the annual CIP.

10.05.020 Background

The City has a significant investment in the infrastructure necessary for the general public's use. The infrastructure systems – streets, bikeways and sidewalks, water treatment plants and distribution system, wastewater treatment plants and collection system, storm water conveyance system, airport, parks, recreation facilities, open spaces, and municipal facilities – are important to the general well-being of the community. The City maintains and enhances the infrastructure systems by developing long-term plans and securing the funding necessary to implement the plans. The Capital Improvement Program is developed to advise the community of the plans for maintaining the public investment, and to ensure the resources are available to invest when the community requires them.

10.05.030 Capital Improvement Program

A. Definition of a Capital Project -- A capital project must:

1. cost more than $25,000, and
2. be a permanent addition to the capital assets of the City, and
3. purchase land, or
4. construct a new building, or
5. remodel or add to an existing building, or
6. construct/install public infrastructure, or
7. replace existing infrastructure.

B. Full Costs Included -- For any project which meets the definition of a capital project, all costs for the project including design, land or right-of-way acquisition, appraisals, construction, construction management, furnishings, and legal or administrative costs will be included in the project budget.

C. Five-year CIP -- A five-year Capital Improvement Program (CIP) shall be developed and presented annually by staff to the CIP Commission, reviewed by the Planning Commission for compliance with the comprehensive plan, reviewed by the Budget Commission for compliance with long-term financial plans, and approved by the City Council. This plan shall contain all capital improvements from all funds and departments of the City. The first year of the plan shall constitute the next year's capital budget.

D. Existing Assets -- A high priority shall be placed on repair or replacement of capital assets when such assets have deteriorated to the point of becoming hazardous, incur high maintenance costs, are negatively affecting property values, and/or are no longer functionally serving their intended purposes.

E. Construction Standards -- Capital improvements constructed in the City shall be designed and built based on published construction standards which shall be periodically updated by the City Engineer. The construction standards will assure projects are built with an acceptable useful life and minimum maintenance costs.

10.05.040 Capital Improvement Maintenance

A. Maintenance Standards -- Standards of maintenance to adequately protect the City's capital investments shall be developed and periodically updated. The annual budget will be prepared to meet established maintenance schedules.

B. Operating Budget Impacts -- Future operating budget impacts for new capital facilities will be analyzed and estimates included in all years of the financial plans as part of considering a proposed capital project.

10.05.050 Capital Improvement Financing

A. Appropriate Funding -- Within the limitation of existing law, various funding sources may be used for capital improvements. When capital projects are proposed, appropriate funding will be identified.

B. Unspent Funds -- Upon completion of capital projects, the Finance Director shall certify any unspent funds from the project. The most restrictive project revenues shall be used first so that unused funds will have the fewest restrictions on future use. Unspent capital project funds, except bond funds, shall be returned to their original source. If there are unspent funds from a bond issue, those monies will be allocated according to stipulations in the bond indenture. In no case shall projects incur a funding deficit without the express approval of the City Council.

C. Interest Earnings in the Capital Construction Fund (governmental fund) -- Interest earnings shall be allocated to each project based on the project's proportion of the cash balance in the fund. Projects which have a negative cash balance due to timing of reimbursements of grants or loans will not accrue interest revenue or an interest expense.

1. Interest earnings which are restricted due to the funding source (i.e., grant, bond issue) shall be spent in compliance with those restrictions.

2. Interest earnings not otherwise limited will be considered the most restricted City funds in the project and will be spent first in compliance with Financial Policy 10.05.050.B.

D. Interest Earnings in the Proprietary Fund Construction Components -- Interest earnings which are restricted due to the funding source (i.e., grant, bond issue) shall be spent in compliance with those restrictions. All non-restricted interest earnings will be accrued to the operating fund and will be available to spend on either operations or future capital projects.

CP 10.06 DEBT

10.06.010 Purpose

To proactively manage the City's existing and future debt issues in compliance with state and federal laws to maintain the City's capacity for future debt issues that may be required for infrastructure investment.

10.06.020 Background

The City of Corvallis operates on a pay-as-you go basis for most capital investment, matching resources with appropriate uses. Systems Development Charge revenue is used to fund capital investments that are required to increase the capacity of the City's infrastructure. Operating monies are used to pay for maintenance of existing infrastructure, and as leverage for grant monies to fund projects that may otherwise be unattainable. If necessary for some projects, reserves are built over time, or grants are sought to fund some capital investments. From time-to-time the City plans for a capital improvement project or a significant long-term operating expenditure (such as pension obligations) which is too expensive to finance with cash reserves or which needs to be completed before reserves can be developed. When this occurs, the City borrows monies. The City is conservative in its borrowing practices, and strives to maintain low debt-per-capita ratios when compared to similar sized cities.

10.06.030 Use of Debt Financing

A. Long-term Debt -- The City of Corvallis shall only use long-term debt for capital projects that cannot be financed out of current revenues within the Revenue Policy guidelines for rate increases. Debt financing shall generally be limited to one-time capital improvement projects or to leverage a future significant cost the City must bear (such as pension obligations) and only under the following circumstances:

1. when the project's useful life is greater than or equal to the term of the financing;

2. when project revenue or specific resources will be sufficient to service the debt; and,

3. when analysis demonstrates that the debt will smooth or reduce costs over multiple years or the project is expected to benefit the citizens of Corvallis.

B. Use of Debt Financing -- Debt financing shall not be considered appropriate for:

1. Current operating and maintenance expenses (except for issuing short-term instruments such as revenue anticipation notes or tax anticipation notes or interfund loans as per State law limitations); and

2. Any recurring purpose (except as indicated above).

C. Tax/Revenue/Bond Anticipation Notes -- Tax and revenue anticipation debt will be retired within the fiscal year issued, and bond anticipation notes will be retired no later than six months after the completion of the project.

D. Short-term Debt -- Debt issued with a final maturity of one year or less from the time of issuance, which is outstanding at the end of the year, will not exceed 5% of net operating revenues (including tax anticipation notes but excluding bond anticipation notes.)

10.06.040 Limits on Debt Issuance

A. Vote to Issue General Obligation Debt -- General obligation bonds require an affirmative vote prior to issuance. Constitutional limitations require a simple majority of votes for elections in May or November; for all other elections, a simple majority of registered voters must vote in the election, and of those voting a simple majority must vote affirmatively.

B. Statutory General Obligation Bond Debt Limits -- Oregon Revised Statutes chapters 287 and 288 limit the outstanding general obligation principal indebtedness of the City other than bonds issued for water, sanitary or storm sewers to 3% of the true cash value of the taxable property within the City.

C. Council Imposed Debt Limits -- The annual general obligation debt service for long-term issues (greater than five years), where the debt service is paid from property tax sources, shall not exceed 15% of the combined operating and capital budgets in the Governmental funds.

D. Limited Tax General Obligation Bonds -- The outstanding principal debt for Limited Tax General Obligation Bonds (LTGO), non-self-supporting leases, and full faith and credit lease purchases, is limited to 1% of the true cash value of the taxable property in the City. Furthermore, annual debt payments for General Fund supported LTGO debt shall not exceed 5% of the combined operating and capital budgets in the Governmental Funds.

E. Revenue Bonds -- Revenue secured debt obligations will be undertaken only after a study of the projected operating, maintenance, debt service and coverage requirements and the impact of these requirements on user rates have been completed. The outcome of the study will be shared with the City Council prior to issuing the debt.

10.06.050 Debt Issuance

A. Timing of Debt Issuance -- The timing for each debt issue in association with the construction schedule will be carefully considered, using the following criteria:

1. Projected cash flow requirements for the capital project;

2. Cash reserves on hand to temporarily fund preliminary project expenses;

3. Spend down schedules identified by the IRS to meet arbitrage limitations; and

4. Market conditions.

B. Competitive Sale -- All bonds will be sold at competitive sale unless it is in the City's best interest to sell at a negotiated sale. The City reserves the right to reject any and all bids at a competitive sale and sell the bonds at a negotiated sale if it is in the best interest of the City of Corvallis to do so.

C. Refunding Bonds -- Refunding or advanced refunding bonds may be authorized by the City Council providing the issuance complies with the rules adopted by the State Treasurer and outlined in Oregon Revised Statutes.

D. Annual Debt Payment Limits -- To maintain the City's credit rating and expenditure flexibility, the annual debt service payments the City must make on net direct long-term general obligation debt shall not exceed 10% of operating revenue. To achieve this goal, on a per issue basis, the City will structure its debt to pay no less than 33% of the principal on bonds sold during the first half of the repayment term.

E. Overlapping Debt -- City staff shall endeavor to notify the City Council of the debt issuance plans of the City's overlapping taxing jurisdictions and the possible impact such debt plans may have on the City's debt capacity.

F. Investment of Bond Proceeds -- Receipt of bond proceeds will be timed to occur in conjunction with construction. However, it is acknowledged that in most cases bond proceeds will not be fully expended as soon as they are received. The City shall invest the proceeds from debt issuance in the legally authorized investment instruments for local governments in Oregon to maximize interest earnings available for the capital project. Prior to choosing an investment instrument, staff will take into consideration projected cash flow of the project and the likelihood that Internal Revenue Service (IRS) spend down targets will be met or exceeded. The investment instrument(s) shall be chosen to maximize interest earnings and minimize any arbitrage penalties which may accrue within the established IRS regulations.

10.06.060 Leasing

Lease purchase financing shall be considered only when the useful life of the item is equal to or greater than the length of the lease, and a lease purchase is the most economical method of purchasing available. If the item may become technologically obsolete or is likely to require major repair during the lease purchase period, then the item should be either purchased with cash or placed on an operating lease.

10.06.070 Rating Agency Relationship

A. Reporting -- The City shall maintain good communication with bond rating agencies about its financial condition. The City will follow a policy of full disclosure on every financial report and bond prospectus.

B. Compliance with SEC Rules -- The City will comply with all aspects of the Securities and Exchange Commission rule 15c2-12 pertaining to secondary market disclosure.

10.06.080 Debt Management Plan

A. Debt Management Plan -- A Debt Management Plan shall be developed and updated prior to the issuance of any additional debt. The Debt Management Plan shall encompass all debt of the City which draws on the same financial resources, including, but not limited to:

1. detail of the sources of funding for all debt;
2. current and future debt capacity analysis;
3. issues to be addressed for sound debt management;
4. a contingency debt plan should any of the funding sources become unavailable in the foreseeable future; and
5. reporting as to the City's compliance with its debt policies.

B. Review -- The Administrative Services Committee shall review the Debt Management Plan prior to the issuance of new debt and any recommendations made therein.

CP 10.07 RISK MANAGEMENT

10.07.010 Purpose

These policies set forth the over-arching guidance for the City's risk management program which is designed to minimize risk of incidents where damage could occur to citizens, employees, or the City's infrastructure or assets. Managing risk is critical to protect the community's assets and the organization's financial position.

10.07.020 Background

The City of Corvallis' basic operations have certain risks associated with them, which could have a significant financial impact if the risks were not managed. Risk Management policies are designed to identify and assess the risks, change factors that can be controlled to reduce risks, ensure that risk is transferred to others when appropriate, and provide insurance to mitigate against losses. The Risk Management program is comprehensive and addresses risks to City employees through appropriate training, and risks to staff and the general public through proactive maintenance and insurance coverage as well as holding adequate reserves for uninsured losses and programs designed to reduce factors associated with claims.

10.07.030 Risk Management Report

A. Annual Report -- The City Manager shall annually prepare a Comprehensive Risk Management Report, including but not limited to:

1. a summary of the past year's risk management claims,
2. an identification of current and potential liability risks or activities potentially impacting the City's finances,
3. specific strategies to address the risks identified, and
4. a summary of the past year's safety and violence in the workplace activities/trainings.

10.07.040 Risk Management Program

A. Program -- The City shall implement and maintain a Risk Management program designed to decrease exposure to risk. At a minimum, the program shall include:

1. a safety program that emphasizes reducing risks through training and safe work habits,
2. an annual examination of the City's insurance program to evaluate how much risk the City should assume, and
3. other risk management activities, including review of all City contracts with respect to indemnification and insurance provisions.

10.07.050 Risk Management Fund

A. Purpose -- The Risk Management Fund shall be used to provide for insurance coverage, uninsured losses in excess of deductible amounts, safety program expenses, and prudent reserves, contingencies and fund balances.

B. Catastrophic Reserves -- The targeted balance for unappropriated catastrophic reserves shall be $500,000 each year. Appropriated catastrophic reserves which are drawn down will be rebuilt the following fiscal year. Unappropriated catastrophic reserves which are drawn down below the recommended target will be re-built at the rate of a minimum of 33% of the deficit balance per year over three years, or sooner if practical.

C. Unreserved Fund Balance Target -- The unreserved fund balance target for the Risk Management Fund shall be $40,000. Should the ending fund balance drop below $40,000 in any fiscal year, it will be re-built the following year. Ending unreserved balances in excess of $40,000 will be used as a dividend to departments if the catastrophic reserves are fully funded or can be used as funding for additional expenditures in the safety program as directed by the City Manager and appropriated within the following budget year. If the excess is used as a dividend to departments, the funds will be returned to departments based on the prior year's experience.

CP 10.08 INVESTMENTS

10.08.010 Purpose

To minimize risk associated with investing the City's monies and ensure the availability of cash to meet expenditures, while maximizing earnings opportunities and minimizing idle funds. These policies provide direction for managing the City's investments.

10.08.020 Background

The City holds cash balances as part of its operations. The City invests balances in excess of daily needs in a variety of investment instruments as authorized by Oregon Revised Statutes on local government investments~~ and the City's Administrative Policy on Investments~~. Investing monies has inherent risks; these risks are managed through the application of appropriate risk assessments and diversification, and following prudent rules for investing governmental funds. These policies establish and provide guidelines for the safe and efficient management of City funds, and the purchase and sale of investment instruments.

10.08.030 Scope

~~A. Application of Policy~~ -- These investment policies apply to all cash-related assets within the scope of the City's audited financial statements and held directly by the City. Funds held and invested by trustees or fiscal agents are excluded from these policies; however, such funds are subject to regulations established by the State of Oregon for public funds.

~~B. Pooled Cash -- The City of Corvallis will make use of pooled cash to invest under the prudent investor rule. The rule states "Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment considering the probable safety of their capital as well as the probable income to be derived." as described under S.10.08.060 below.~~

10.08.040 Objectives

A. The City's investment objectives are listed below, and can be summarized as primarily concerned with safety, legality and liquidity, with a secondary objective of return:

1. Safety: Preserve capital and protect investment principal, by implementing diversification and risk management practices~~.~~;
2. Legality: Conform with federal, state and other legal requirements,
3. Liquidity: Maintain sufficient liquidity to meet operating needs ~~requirements~~ by managing cash flow requirements.~~,~~
4. ~~Diversify to avoid incurring unreasonable risks regarding specific security types or individual financial institutions,~~
5. Return: Attain a market rate of return throughout budgetary and economic cycles, by implementing an investment strategy.
6. ~~Invest with the intent to hold until maturity.~~

10.08.50 Responsibility

A. ~~Authority~~ Governing Body -- The City Council has a fiduciary responsibility for invested City funds. The City Council's standing Administrative Services Committee (ASC) shall serve as the oversight body. Formal review of this investment policy and investment activity shall be conducted at ASC meetings at least quarterly. On an *ad hoc* basis, a citizen of the City of proven integrity and business ability may be invited to attend ASC meetings to provide additional, local, unbiased expertise. The City Council, via ASC, will receive reports with sufficient detail to comply with ORS Chapter 294~~.085 and 294.155~~requirements.

B. Delegation of Authority - The authority for investing City funds is vested with the City Manager, who, in turn, may designate the Finance Director as Treasurer to manage the day-to-day operations of the City's investment portfolio, place purchase and sell orders with dealers and financial institutions, and prepare reports as required. The Finance Director may choose to use the services of a professional investment advisor if he/she believes that is most beneficial to the organization.

A. ~~-- To assist the City Manager in carrying out this the management responsibility for the investment program, the Investment Council has been created. The Investment Council shall be composed of the City Manager, the Finance Director, the City Attorney, and On an *adhoc* basis, a citizen of the City of proven integrity and business. The City Council President, or the Council Vice-President if the Council President is unable to serve, shall serve ex-officio as a voting member.~~

~~C. Investment Council Charge -- The Investment Council is responsible for providing advice with respect to the investment decisions, activities, and establishment of written procedures for investment operations. Monitoring of the portfolio shall be performed by the Investment Council at least quarterly and verified by the City's independent auditor at least annually. The Investment Council shall review investment reports, investment strategies, investment holdings, banking relationships, and the legality and probity of investment activities.~~

~~B. Investment Council Meetings -- The Investment Council shall meet quarterly. At each meeting, the Investment Council reviews investment reports submitted by the City Treasurer reflecting investment activity for each of the immediately preceding three months. Acceptance of the report must be unanimous. Should the reports not be accepted, the reports shall be revised accordingly by the City Treasurer and resubmitted to the Investment Council at its next regularly scheduled meeting or sooner if requested.~~

C. Investment Adviser -- The City may enter into contracts with third-party investment advisory firms when such services are deemed to be beneficial to the City. The advisor must comply with this Investment Policy and the City Manager's Investment Administrative Procedures for implementing this policy, and may have authority to transact investments on behalf of the City. The advisor may only act on a non-discretionary basis. Therefore, the advisor must present investment recommendations and receive approval to execute the recommendation from the Finance Director, or designee, prior to making buys or sells on behalf of the City. The following items are required minimum criteria for the approved Investment Advisors:

1) The Investment Advisor firm must be registered with the Securities and Exchange Commission (SEC) or licensed by the state of Oregon;

2) All Investment Advisor firm representatives conducting investment transactions on behalf of the City must be registered representatives with Financial Industry Regulatory Authority (FINRA);

3) All Investment Advisor firm representatives conducting investment transactions on behalf of the City must be licensed to do business/trades in the state of Oregon;

4) An engaged Investment Advisor must provide notification within 30 days of any formal investigation or disciplinary action initiated by Federal or State regulators.

D. Governing Authority -- Funds of the City will be deposited and invested in accordance with statutes, ordinances, and policies governing the City of Corvallis and will be in compliance with the provisions of Oregon Revised Statutes (ORS) 294, and other applicable statutes. Investments will be in accordance with these policies and written administrative procedures. Investment of any tax-exempt borrowing proceeds and of any debt service funds will comply with the relevant provisions of the Internal Revenue Code of 1986, as amended.~~Investment Maturity Matches Cash Flow -- Recognizing that the City's need for funds is not constant, the City Treasurer should schedule investments in coordination with all funds such that there is as little idle cash as practical, consistent with the projected cash flow budget.~~

E. ~~Investment Administrative Policy -- The City Treasurer shall annually update the City's administrative policy for investments, to be reviewed and approved by the Investment Council prior to adoption. Substantive changes in the Investment Administrative Policy shall be submitted to the Oregon Short Term Fund Board for review after City Manager approval.~~

10.08.060 Standards of Care

A. Prudence -- Investments shall be made with judgment and care – under circumstances then prevailing – which persons of prudence, discretion, and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital, as well as the probable income to be derived. Investment decisions shall be made within the objectives outlined in this investment administrative procedure.

The standard of prudence to be used by investment officials shall be the "prudent person," as described above, and shall be applied in the context of managing an overall portfolio. Investment officers acting in accordance with written procedures and exercising due diligence shall be relieved of personal responsibility for an individual security's performance, provided that deviations from expectations are reported in a timely fashion, and appropriate action is taken to control adverse developments.

10.08.070 —Administration and Operations

A. —Safekeeping and Collateralization

1. Safekeeping Custodial Bank: Investment securities purchased by the City will be delivered by book entry and held in a segregated account for the City's benefit by one financial institution designated as custodian. The purchase and sale of all securities will be on a delivery-versus-payment basis.
2. Collateralization of Re-purchase Agreements: Re-purchase agreement collateral is limited in maturity to three years by ORS and should be priced according to the adopted policy of the Oregon Investment Council:

United States Treasury Securities	102%
United States Agency Discount and Coupon Securities	102%

The City further limits the allowable collateral to only US Treasury securities and US Agency securities. Mortgage Backed and other securities are not allowed.

All re-purchase agreements require a master re-purchase contract with the approved broker dealers.

3. Collateralization of Certificates of Deposits and Bank Deposits: At a minimum, time deposit open accounts, Certificates of Deposit and savings accounts shall be collateralized through the state collateral pool for any excess over the amount insured by an agency of the United States government in accordance with ORS 295. All depositories must be on the State of Oregon's qualified list. Additional collateral may be required if staff deems increased collateral is beneficial to the protection of the monies under the City's management. The City will report annually to the Oregon State Treasury the financial institutions that are transacting business with the City as required by ORS.

B. Internal Controls

The Finance Director shall maintain a system of written internal controls, which shall be reviewed by the independent auditor, who shall provide an annual review to assure compliance with ORS and the City's policies and procedures. The controls shall be designed to prevent loss of public funds due to fraud, error, misrepresentation, or imprudent actions. The internal controls will be updated at a minimum biennially or as necessitated by system changes.

10.08.090 Qualified Institutions

A. ~~Qualified Institutions – Broker/Dealer and Financial Depositories –~~The City shall maintain a listing of authorized broker/dealers and financial institutions which are approved for investment purposes. The list will be shared with the ASC when changes are made. Approval of Qualified Institutions can occur in one of the following three circumstances:

1. Investment Advisor Approved List

If the City has an Investment Advisor, the Advisor shall provide a list of brokers/dealers which the Advisor has vetted for meeting ORS standards for local government investments.

2. City-Approved Broker/Dealer List:

If the City does not have an Investment Advisor, the Finance Director may create and maintain a broker/dealer list using the following criteria: ~~Any firm is eligible to apply to provide investment services to the City and will be added to the list referenced above if the selection criteria are met. Additions or deletions to the list will be made by the Finance Director, then reviewed and approved by the Investment Council.~~

~~Selection Criteria for Broker/Dealer Approval/Removal if there is no Investment Advisory firm under contract (see part 3.):~~

a) Broker/dealers must have a branch located in Oregon.
b) The broker/dealer must routinely provide services to public entities in Oregon and be knowledgeable of Oregon governmental investments statutes and the City Council's Investment Policy as well as the City Manager's Investment Administrative Procedures.
c) Brokers/dealers must complete the Broker/Dealers Questionnaire and Certification.
d) Broker/dealers must be approved by the City of Corvallis Administrative Services Committee at the next quarterly meeting before conducting investment business with the City.

e) An updated Broker/Dealer Questionnaire will be mailed to each firm annually and should be completed and returned with audited annual financials. Failure to complete the updated questionnaire in a timely manner will lead to removal from the approved list.

f) Any broker/dealer that is on the City's authorized list may be removed from said list if the City has not purchased from that broker/dealer during a period of three years.

g) Any broker/dealer may be removed from the approved list at any time by the Finance Director based upon news or knowledge of inappropriate behavior by said dealer, or for any other reason with which a quorum of Council members concur.

3. ~~City~~ Financial Institution ~~List~~:

The State of Oregon Treasurer's Office maintains a list of ~~The City shall maintain a listing of~~ all financial institutions for deposits and certificates of deposits, which are approved for local government investment purposes. Any financial institution on the Treasurer's list shall be acceptable for City investment purposes.

10.08.~~060~~100 Authorized and Suitable Investments ~~Instruments/Vehicles~~

A. Legal Investments

All investments of the City shall be made in accordance with Oregon Revised Statutes Chapter 294. Any revisions or extensions of this chapter of the ORS shall be assumed to be part of this Investment Policy immediately upon being enacted, and will be formally incorporated at the next annual update of this policy.

B. Suitable Investments (Specific Types)

U. S. Treasury Obligation	Direct Obligations of the United States Treasury whose payment is guaranteed by the United States. (ORS 294.035(3)(a))
Government Sponsored Enterprise or US Agency Obligations	US Government Agencies, Government Sponsored Enterprises (GSE's) Corporations or Instrumentalities of the US Government – Federal Instrumentality Securities include, but are not limited, to Federal National Mortgage Association (FNMA), the Federal Home Loan Mortgage Corporation (FHLMC), Federal Home Loan Banks (FHLB), and the Federal Farm Credit Banks (FFCB). (ORS 294.035(3)(a))
Commercial Paper	Commercial Paper that is rated A1/P1 and has long-term bonds which have a minimum rating of AA- by Standard and Poors or Aa3 by Moody's or AA- by Fitch. In the case of a split rating, (more than one rating provider), the lowest rating will be used as the criteria for investing.
Corporate Obligations	Corporate domestic bonds issued by a commercial, industrial, or financial institution registered with the Securities and Exchange Commission. Authorized corporate bonds shall be limited to obligations of the United States dollar-denominated corporations organized and operating within the United States. The debt must be rated at least AA- by Standard and Poors or Aa3 by Moody's or AA- by Fitch at the time of purchase. In the case of a split rating, (more than one rating provider), the lowest rating will be used as the criteria for investing. A list of approved corporate issuers for purchases will be maintained and updated under the same mechanism as the Broker/Dealer list in Section 10.08.09.

Municipal Obligations	Lawfully issued debt obligations of the State of Oregon and its agencies or instrumentalities of the State of Oregon and its political subdivisions that have a AA- by Standard and Poors or Aa3 by Moody's or AA- by Fitch. In the case of a split rating, (more than one rating provider), the lowest rating will be used as the criteria for investing. (ORS 294.035(3)(b))
Bankers Acceptance	A short-term credit investment created by a non-financial firm and guaranteed by a qualified financial institution whose long-term letter of credit rating is at least AA- by Standard and Poors or Aa3 by Moody's or AA- by Fitch at the time of purchase. (ORS 294.035(3)(h)(A))
Certificates of Deposit/Bank Deposit/ Savings Accounts	Time-deposit open accounts, certificates of deposit, and savings accounts in insured institutions as defined in ORS 706.008, in credit unions as defined in ORS 723.006 or in federal credit unions, if the institution or credit union maintains a head office or a branch in this state. (ORS 294.035(3)(d))
Local Government Investment Pool (LGIP)	State Treasurer's local short-term investment fund up to the statutory limit, per ORS 294.810.

C. Investment Parameters

1. Investment Diversification

The City will diversify the portfolio to avoid incurring unreasonable risks inherent in over-investing in specific instruments, individual financial institutions, or maturities. Diversification to avoid undue risk is achieved by varying the type of investment to ensure liquidity, investing in securities from several different financial institutions to reduce the chance of loss, and varying maturity length to ensure availability of funds to meet cash needs.

U.S. Treasury Obligation	100%	None
GSE's Agency Securities	100%	FHLB,FFCB, FHLMC, FNMA 40%; other names – 10%
Commercial Paper	10%	5%
Corporate Bonds	10%	5%
Municipal Bonds	10%	5%
Banker's Acceptance	10%	5%
Certificates of Deposit/Bank Deposit/Savings Accounts	25%	15%
OSTF LGIP Fund	ORS 294 limit	

2. Investment Maturity

a) The City will not directly invest in securities maturing more than five (5) years from the date of purchase.

b) The maximum weighted maturity of the total portfolio shall not exceed 18 months. This maximum is established to limit the portfolio to excessive price change exposure.

c) Liquidity funds will be held in the LGIP or in money market instruments maturing one year and shorter.

d) Core investment funds will be defined as the funds in excess of liquidity requirements. The investments in this portion of the portfolio will have maturities between one day and five years and will be only invested in higher-quality and liquid securities that meet suitable investment criteria outlined in 10.08.100.

e) Total Portfolio Maturity Constraints:

Under 30 days	10%
Under 1 year	25%
Under 5 years	100%
WAM (weighted average maturity)	1.5 years

f) Exception to the five-year maturity maximum: Reserve or Capital Improvement Project monies may be invested in securities exceeding five (5) years if the maturities of such investments are made to coincide as nearly as practicable with the expected use of the funds.

3. Competitive Selection and Pricing

The City shall seek competitive pricing when buying or selling investments, and will buy or sell the offer that provides the optimal price for the risk of the term/instrument.

4. Securities shall generally be held until maturity with the following exceptions:

a) A security with declining credit may be sold early to minimize loss of principal.
b) A security exchange that would improve the quality, yield, or target duration in the portfolio.
c) Liquidity needs of the portfolio require that the security be sold.

d) As needed for 10.08.130(c).

10.08.110 Prohibited Investments:

A. Oregon Revised Statutes allow several other investment types for municipalities that are not appropriate for the City's portfolio and are not included within the scope of these administrative procedures, including: general obligation securities of the states of Idaho and California, share accounts and saving accounts in credit unions for a deferred compensation plan, life insurance and annuity contracts with insurance companies for funding deferred compensation, and trusts for deferred compensation.

B. The City prohibits mortgage-backed securities in the portfolio.

C. Securities lending is prohibited in the City's portfolio.

D. Private Placement or "144A" Securities.

10.08.120 Investment of Proceeds from Debt Issuance:

A. Investments of bond proceeds are restricted under bond covenants that may be more restrictive than the investment parameters included in this Policy. Bond proceeds shall be invested in accordance with the parameters of this Policy and the applicable bond covenants and tax laws.

B. Funds from bond proceeds and amounts held in a bond payment reserve or proceeds fund may be invested pursuant to ORS 294.052. Investments of bond proceeds are typically not invested for re-sale and are maturity matched with outflows. Consequently, surplus funds within the scope of ORS 294.052 are not subject to this Policy's liquidity risk constraints within section 10.08.100.

10.08.130 Monitoring; Guideline Measurement and Adherence

A. Monitoring -- The Finance Director shall routinely monitor the contents of the portfolio, the available markets, and the relative value of competing instruments and will adjust the portfolio accordingly.

B. Guideline Measurement -- Guideline measurements will be market value of the investments.

C. Guideline Compliance

1. If the portfolio falls outside of compliance with adopted investment policy guidelines or is being managed inconsistently with this Policy, the Investment Officer shall bring the portfolio back into compliance in a prudent manner and as soon as prudently feasible.

2. Violations of portfolio guidelines as a result of transactions; actions to bring the portfolio back into compliance, and reasoning for actions taken to bring the portfolio back into compliance shall be documented and reported to the ~~Investment Council~~Administrative Services Committee.

3. Due to fluctuations in the aggregate surplus funds balance, maximum percentages for a particular issuer or investment type may be exceeded at a point in time. Securities need not be liquidated to realign the portfolio; however, consideration should be given to this matter when future purchases are made to ensure that appropriate diversification is maintained.

4. If a corporate bond is downgraded below corporate rating criteria established at purchase, the Finance Director will immediately notify the ~~Investment Council~~ ASC members of the downgrade and provide an analysis and recommendation. The analysis will be reviewed at the next quarterly ~~Investment Council~~ ASC meeting to document the decision in the meeting minutes.

~~Investment Instruments -- Funds of the City of Corvallis must be limited to those investments allowed by the statutes of the State of Oregon and as identified in the Investment Administrative Policy.~~

~~A. Investment Diversification -- Funds of the City of Corvallis will be invested in accordance with diversification by financial institution, investment type, and maturity as outlined in the Investment Administrative Policy.~~

10.08.~~070~~130 Reporting Requirements

A. Annual Reports -- The ~~City Treasurer~~Finance Director shall submit an annual statement certifying compliance with ~~the~~ this Investment ~~Administrative~~ Policy to the ~~Investment Council~~ASC, noting compliance throughout the most recently completed fiscal year. This statement shall be filed as soon as practical, but no later than August 31 of each year.

~~A.~~B. Quarterly Reports -- The ASC shall at a regular meeting, review the quarterly operating report (QOR) section on the investment portfolio as submitted by the Finance Director reflecting investment activity for each of the immediately preceding three months, using the objectives outlined above. Should the report not be accepted, the report shall be revised accordingly by the Finance Director and resubmitted to the ASC at its next regularly scheduled meeting or sooner if requested.

~~B.~~C. Monthly Reports -- The ~~City Treasurer~~Finance Director shall provide ~~the Investment Council~~ASC ~~with~~ a Monthly Investment Report reviewing the compliance with ~~the~~ this Investment ~~Administrative~~ Policy and providing data on investment instruments being held, as well as any narrative necessary for clarification. ~~-~~The Monthly Investment Report shall include summary information about all investments held in the City's portfolio as of the end of the month, and shall be issued and posted on the City's web site within 21 days after the end of the monthly reporting period.

CP 10.09 ACCOUNTING AND FINANCIAL REPORTING

10.09.010 Purpose

To provide Council leadership for the organization by stating the importance of a system of internal controls to be implemented and maintained to meet the goals of providing accurate and timely financial reports to the community and financial markets.

10.09.020 Background

Best practices state that the City Council must lead the organization's commitment to excellence in financial management through the adoption of policies stating clear expectations. The City of Corvallis maintains a financial management system that ensures transactions are appropriately recorded, assets are managed for the benefit of the community, and risk of fraud or financial loss is identified and minimized through a set of internal controls designed to manage the risk. The financial markets and other interested parties rely on the City's annual financial statements to ensure Corvallis bondholders the City's financial condition will allow the City to continue to make all required debt payments and meet all covenants.

10.09.030 Internal Controls

A. Internal Control System -- The City shall establish and maintain a process that is designed to provide reasonable assurance that the City is achieving the following objectives:

1. effective and efficient operations,
2. reliable and accurate financial information,
3. compliance with applicable laws and regulations, and
4. safeguarding assets against unauthorized acquisition, use, or disposition.

B. Annual Audit -- The City shall hire an independent external auditor to perform an annual audit of the financial statements, including tests of the internal controls. It is the City's objective that the financial statements receive an unqualified opinion, an opinion in which the auditor can state, without reservation, that the financial statements are fairly presented in conformity with Generally Accepted Accounting Principles (GAAP).

10.09.040 Financial System

A. Purpose of the Financial System -- The financial system shall be used as the means of recording and reporting financial transactions in a way that will assist users in assessing the service efforts, costs and accomplishments of the City.

B. Financial System Characteristics -- The City's accounting and reporting system shall demonstrate the following characteristics:

1. reliability,
2. accuracy,
3. consistency,
4. timeliness,
5. efficiency,
6. responsiveness,
7. compliance with legal requirements, and
8. conformance with GAAP.

C. Funds -- The City shall establish and maintain only those funds that are necessary by law and for sound financial administration. The funds shall be structured in a manner consistent with GAAP, to maximize the City's ability to audit, measure and evaluate financial performance. The fund structure will be reviewed annually and the Finance Director will recommend changes to improve compliance with Council policies, financial planning, resource allocation and service delivery will be made to the City Manager at the beginning of the annual budget process. Adding, closing, or making significant changes to a fund shall be done by the City Council by adopting a resolution.

10.09.050 External Financial Reporting

A. Comprehensive Annual Financial Report (CAFR) -- The City shall annually prepare and publish, by December 31st of each year, a CAFR in conformity with generally accepted accounting principles. The CAFR shall include but not be limited to:

1. an explanation of the nature of the reporting entity,
2. the extent of activities conducted by the City,
3. comparison of actual activity to adopted budget,
4. an explanation of the City's fiscal capacity,
5. disclosure of short and long term liabilities of the City,
6. capital assets reporting,

7. cash policies and compliance reporting,
8. accounting policies, controls and management responsibilities, and
9. all other disclosures required by GAAP.

GLOSSARY OF TERMS USED IN FINANCIAL POLICIES

Accrual Basis of Accounting - The basis of accounting under which transactions are recognized when they occur, regardless of the timing of related cash flows.

Appropriation - Legal authorization granted by City Council to make expenditures and incur obligations.

Assessed Value - The value set by the County assessor on real and personal taxable property as a basis for levying taxes.

Assessments - An amount levied against a property for improvements specifically benefiting that property.

Balanced Budget - A budget in which the resources are equal to or greater than the requirements in each/every fund.

Benefits - Employee benefits mandated by state and federal law, union contracts, and/or Council policy. The most common forms of fringe benefits are pension plans, health and life insurance, vacation, sick and holiday leave, deferred compensation, automobile allowances, disability insurance, and educational and incentive pay.

Bonds - A written promise to pay a sum of money (principal or face value) at a future date (maturity date) along with periodic interest paid at a specified percentage of the principal (interest rate). Bonds are typically used to finance long-term capital improvements.

Budget - A plan of financial operation, embodying an estimate of proposed expenditures for a given period (typically a fiscal year) and the proposed means of financing them (revenue estimates). Upon approval by the City Council, the budget appropriation resolution is the legal basis for expenditures in the budget year.

CAFR (Comprehensive Annual Financial Report) - Prepared at the close of each fiscal year and published no later than December 31 of each year to show the actual audited condition of the City's funds and serves as the official public record of the City's financial status and activities.

Capital Budget - A plan of proposed capital expenditures and the means of financing them. The capital budget is usually enacted as part of the complete annual budget which includes both operating and capital outlays. The capital budget should be based on a capital improvement program.

Capital Improvement Program (CIP) - A plan for capital expenditures to be incurred each year over a fixed period of several future years, setting forth each capital project, identifying the expected beginning and ending date for each project, the amount to be expended in each year, and the method of financing those expenditures.

Capital Outlay - Expenditures for operating equipment drawn from the operating budget. Capital outlay items normally include equipment that will last longer than one year and having an initial cost above $5,000. Capital outlay does not include capital budget expenditures for construction of infrastructure such as streets, buildings, or bridges.

Contingencies - An appropriation of funds to cover unforeseen events which occur during the budget year. City Council must authorize the use of any contingency appropriations (not to be confused with Reserves).

Cost Allocation - A costing of local government services to identify the full cost of municipal services.

Council Goals - Broad goals established by the City Council at the outset of each two-year term to guide the organization in its activities and focus.

Debt Service - The amount of principal and interest that a local government must pay each year on net, direct-bonded, long- term debt plus the interest it must pay on direct short-term debt.

Deficit - (1) The excess of an entity's liabilities over its assets (see Fund Balance). (2) The excess of expenditures or expenses over revenues during a single accounting period. Direct Cost - A cost directly related to producing and/or providing related services. Direct costs consist chiefly of the identifiable expenses such as materials and supplies used to provide a service, the wages and salaries of personnel working to provide a service, and facility costs. These expenses would not exist without the program or service.

Equipment Replacement Schedule - A schedule of annual purchases to replace major equipment and vehicles that have met or exceeded their useful life to the City.

Expenditure - Total amount incurred if accounts are kept on an accrual basis; total amount paid if accounts are kept on a cash basis.

Financial Audit - A systematic examination of resource utilization concluding in a written report. It is a test of management's internal accounting controls and is intended to:

- Ascertain whether financial statements fairly present financial position and results of operations,
- Test whether transactions have been legally performed,
- Identify areas for possible improvements in accounting practices and procedures,
- Ascertain whether transactions have been recorded accurately and consistently, and
- Ascertain the stewardship of officials responsible for governmental resources.

Financial Condition - The City's ability to pay all costs of doing business and to provide services at the level and quality that are required for the health, safety, and welfare of the community, and that its citizens desire.

Financial Plans - A schedule that provides information about the expected future fiscal stability of City operations. The projections are for the operating funds of the City. Each financial plan, or proforma, includes a discussion about issues that are addressed in the proforma, as well as assumptions made about both revenues and expenditures for each fund.

Financial Policies - Administrative and Council policies established to govern the City's financial operations.

Fixed or Mandated Costs - These include expenditures to which the government is legally committed (such as debt service and pension benefits), as well as expenditures imposed by higher levels of government (such as for wastewater treatment facilities).

Fund - An independent fiscal and accounting entity with a self-balancing set of accounts, recording cash and/or resources together with all related liabilities, obligations, reserves, and equities, which are segregated for the purpose of carrying on specific activities or attaining certain objectives.

Fund Balance - The difference between fund assets and fund liabilities of governmental and similar trust funds. The equivalent terminology within proprietary funds is Retained Earnings. (When the term "Fund Balance" is used in reference to Proprietary Funds, it is normally referring to the estimated budgetary-basis amount available for appropriations for budgeting purposes.) The Governmental Accounting Standards Board (GASB) has defined fund balance segments as follows:

A. Non-spendable: Amounts inherently non-spendable or that must remain intact according to legal or contractual restrictions.

B. Restricted: Amounts constrained to specific purposes by externally enforceable legal restrictions, such as those provided by creditors, grantors, higher levels of government, through constitutional provisions, or by enabling legislation.

C. Committed: Amounts constrained by the City Council via a resolution or ordinance.

D. Assigned: Amounts the City intends to use for a specific purpose. The authority to assign resources lies with the City's Finance Director.

E. Unassigned: Amounts that are not categorized into one of the aforementioned classifications; these resources may be used for anything. Only the General Fund should show a positive unassigned fund balance. For other funds, a negative unassigned balance should be reported if more resources are used than are available in the fund.

GAAP - Generally Accepted Accounting Principles.

General Obligation Bonds - When a government pledges its full faith and credit to the repayment of the bonds it issues, then those bonds are general obligation (GO) bonds. Sometimes the term is also used to refer to bonds which are to be repaid from taxes and other general revenues.

Government Funds - These funds subscribe to the modified accrual basis of accounting and include the following types of funds:

- General Fund - The major source of revenue for this fund is taxes. There are no restrictions as to the purposes in which the revenues in this fund can be used
- Special Revenue Funds - The resources received by these funds are limited to a defined use, such as the Street Fund.
- Debt Service Funds - Funds used for paying principal and interest of debt on non-enterprise funds.

- Capital Project Funds - Resources from these funds are used for purchase or construction of long-term fixed assets.
- Permanent Funds - The resources received by these funds are limited to a defined use and only earnings may be spent. The Davidson Fund is the city's only permanent fund.

Grant - A contribution of assets by one entity to another. Grants are generally designated for a specific expenditure.

HNA – the Historic Norming Adjustment is the factor in each fund that results from actual experience that is usually better than projected, either because revenues perform better than expected, and/or expenditure budgets are not fully expended due to unpredictable events such as employee turnover. The HNA is trended over a period of time and projected in future years in the financial plans to give a more likely projection of fund balance than otherwise would be visible.

Indirect Cost - A cost incurred in the production and/or provision of related services that usually cannot be directly associated with any one particular good or service. Indirect costs encompass overhead including administrative costs such as wages of supervisory and administrative personnel, occupancy and maintenance of buildings, and utility costs. These costs would exist without the specific program or service.

Investment - Cash balances, securities and real estate purchased and held for the production of income in the form of interest, dividends, rentals, or base payments.

Liabilities - The sum of all amounts that are owed at the end of the fiscal year, including all accounts payable, accrued liabilities, and debt.

Long-Term Debt - Present obligations that are not payable within a year. Bonds payable, long-term notes payable, and lease obligations are examples of long-term debt.

Master Plan - A comprehensive plan, normally covering a 5-10 year period, developed to guide delivery of specific services, identify future needs and challenges, and identify future infrastructure needs.

Modified Accrual Basis of Accounting - The accrual basis of accounting adapted to the governmental fund type under which revenues are recognized when they become both "measurable" and "available to finance expenditures of the current period." Expenditures are generally recognized when the related fund liability is incurred.

One-Time Revenue - Revenue that cannot reasonably be expected to continue, such as a single-purpose federal grant, an interfund transfer, or use of a reserve. Also referred to as a non-recurring revenue.

Operating Budget - The appropriated budget supporting current operations. Most operations are found in the General, Special Revenue, Permanent, Enterprise, and Internal Service Funds.

Overlapping Debt - The net direct bonded debt of another jurisdiction that is issued against a tax base within part or all of the boundaries of the community.

Pay-As-You-Go Basis - A term used to describe the financial policy of a government which finances all of its capital outlays and/or improvements from current revenues rather than by borrowing.

Personnel Services - A category encompassing all salaries, fringe benefits, and miscellaneous costs associated with employee expenditures. Budget law also refers to this category as personnel services.

Proprietary Funds - These funds subscribe to an accrual basis of accounting and include the following types of funds:

- Enterprise Funds - Account for distinct, self-sustaining activities that derive the major portion of their revenue from user fees.
- Internal Service Funds - Account for goods and/or services provided to other funds or departments within the organization. Examples include the Vehicle and Equipment Maintenance and Data Processing Funds.

Reserved Balance - For budgetary purposes, this is the amount of fund balance that is not available for appropriation except for the uses defined for the specific reserve.

Resolutions - A legal document adopted by the City Council that directs a course of action. In relationship to the budget, resolution refers to the document that levies taxes and sets legal appropriation levels.

Restricted Revenue - Legally earmarked for a specific use, as may be required by state law, bond covenants, or grant requirements. For example, many states require that gas tax revenues be used only for street maintenance or street construction.

Revenue - Monies received or anticipated by a local government from either tax or non-tax sources.

System Development Charge (SDC) - A charge levied on new construction to help pay for additional expenses created by growth or to compensate for already existing capacity in key facilities and systems already in place which support the new development.

Transfer - Amounts distributed from one fund to finance activities in another fund. Shown as an expenditure in the originating fund and a revenue in the receiving fund.

Unfunded Liability - A liability that has been incurred during the current or a prior year, that does not have to be paid until a future year, and for which reserves have not been set aside. It is similar to long-term debt in that it represents a legal commitment to pay at some time in the future.

ATTACHMENT B

CP 10.08 INVESTMENTS

10.08.010 Purpose

To minimize risk associated with investing the City's monies and ensure the availability of cash to meet expenditures, while maximizing earnings opportunities and minimizing idle funds. These policies provide direction for managing the City's investments.

10.08.020 Background

The City holds cash balances as part of its operations. The City invests balances in excess of daily needs in a variety of investment instruments as authorized by Oregon Revised Statutes on local government investments~~ and the City's Administrative Policy on Investments~~. Investing monies has inherent risks; these risks are managed through the application of appropriate risk assessments and diversification, and following prudent rules for investing governmental funds. These policies establish and provide guidelines for the safe and efficient management of City funds, and the purchase and sale of investment instruments.

10.08.030 Scope

~~Application of Policy~~ — These investment policies apply to all cash-related assets within the scope of the City's audited financial statements and held directly by the City. Funds held and invested by trustees or fiscal agents are excluded from these policies; however, such funds are subject to regulations established by the State of Oregon for public funds.

~~A. Pooled Cash — The City of Corvallis will make use of pooled cash to invest under the prudent investor rule. The rule states "Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment considering the probable safety of their capital as well as the probable income to be derived." as described under S.10.08.060 below.~~

10.08.040 Objectives

A. The City's investment objectives are listed below, and can be summarized as primarily concerned with safety, legality and liquidity, with a secondary objective of return:

1. Safety: Preserve capital and protect investment principal, by implementing diversification and risk management practices~~.~~;
2. Legality: Conform with federal, state and other legal requirements,
3. Liquidity: Maintain sufficient liquidity to meet operating needs ~~requirements~~ by managing cash flow requirements.~~;~~
4. ~~Diversify to avoid incurring unreasonable risks regarding specific security types or individual financial institutions;~~
5. Return: Attain a market rate of return throughout budgetary and economic cycles~~;~~ by implementing an investment strategy.
6. ~~Invest with the intent to hold until maturity.~~

10.08.50 Responsibility

A. ~~Authority~~ Governing Body — The City Council has a fiduciary responsibility for invested City funds. The City Council's standing Administrative Services Committee (ASC) shall serve as the oversight body. Formal review of this investment policy and investment activity shall be conducted at ASC meetings at least quarterly. On an *ad hoc* basis, a citizen of the City of proven integrity and business ability may be invited to attend ASC meetings to provide additional, local, unbiased expertise. The City Council, via ASC, will receive reports with sufficient detail to comply with ORS Chapter 294~~.085 and 294.155~~requirements.

B. Delegation of Authority - The authority for investing City funds is vested with the City Manager, who, in turn, may designate the Finance Director as Treasurer to manage the day-to-day operations of the City's investment portfolio, place purchase and sell orders with dealers and financial institutions, and prepare reports as required. The Finance Director may choose to use the services of a professional investment advisor if he/she believes that is most beneficial to the organization.

A. ~~— To assist the City Manager in carrying out this the management responsibility for the investment program, the Investment Council has been created. The Investment Council shall be composed of the City Manager, the Finance~~

~~Director, the City Attorney, and~~~~On an *adhoc* basis, a citizen of the City of proven integrity and business. The City Council President, or the Council Vice-President if the Council President is unable to serve, shall serve ex-officio as a voting member.~~

~~C. Investment Council Charge -- The Investment Council is responsible for providing advice with respect to the investment decisions, activities, and establishment of written procedures for investment operations. Monitoring of the portfolio shall be performed by the Investment Council at least quarterly and verified by the City's independent auditor at least annually. The Investment Council shall review investment reports, investment strategies, investment holdings, banking relationships, and the legality and probity of investment activities.~~

~~Investment Council Meetings -- The Investment Council shall meet quarterly. At each meeting, the Investment Council reviews investment reports submitted by the City Treasurer reflecting investment activity for each of the immediately preceding three months. Acceptance of the report must be unanimous. Should the reports not be accepted, the reports shall be revised accordingly by the City Treasurer and resubmitted to the Investment Council at its next regularly scheduled meeting or sooner if requested.~~

C. Investment Adviser -- The City may enter into contracts with third-party investment advisory firms when such services are deemed to be beneficial to the City. The advisor must comply with this Investment Policy and the City Manager's Investment Administrative Procedures for implementing this policy, and may have authority to transact investments on behalf of the City. The advisor may only act on a non-discretionary basis. Therefore, the advisor must present investment recommendations and receive approval to execute the recommendation from the Finance Director, or designee, prior to making buys or sells on behalf of the City. The following items are required minimum criteria for the approved Investment Advisors:

1) The Investment Advisor firm must be registered with the Securities and Exchange Commission (SEC) or licensed by the state of Oregon;

2) All Investment Advisor firm representatives conducting investment transactions on behalf of the City must be registered representatives with Financial Industry Regulatory Authority (FINRA);

3) All Investment Advisor firm representatives conducting investment transactions on behalf of the City must be licensed to do business/trades in the state of Oregon;

4) An engaged Investment Advisor must provide notification within 30 days of any formal investigation or disciplinary action initiated by Federal or State regulators.

D. Governing Authority -- Funds of the City will be deposited and invested in accordance with statutes, ordinances, and policies governing the City of Corvallis and will be in compliance with the provisions of Oregon Revised Statutes (ORS) 294, and other applicable statutes. Investments will be in accordance with these policies and written administrative procedures. Investment of any tax-exempt borrowing proceeds and of any debt service funds will comply with the relevant provisions of the Internal Revenue Code of 1986, as amended.~~Investment Maturity Matches Cash Flow -- Recognizing that the City's need for funds is not constant, the City Treasurer should schedule investments in coordination with all funds such that there is as little idle cash as practical, consistent with the projected cash flow budget.~~

E. ~~Investment Administrative Policy -- The City Treasurer shall annually update the City's administrative policy for investments, to be reviewed and approved by the Investment Council prior to adoption. Substantive changes in the Investment Administrative Policy shall be submitted to the Oregon Short Term Fund Board for review after City Manager approval.~~

10.08.060 Standards of Care

A. Prudence -- Investments shall be made with judgment and care – under circumstances then prevailing – which persons of prudence, discretion, and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital, as well as the probable income to be derived. Investment decisions shall be made within the objectives outlined in this investment administrative procedure.

The standard of prudence to be used by investment officials shall be the "prudent person," as described above, and shall be applied in the context of managing an overall portfolio. Investment officers acting in accordance with written procedures and exercising due diligence shall be relieved of personal responsibility for an individual

security's performance, provided that deviations from expectations are reported in a timely fashion, and appropriate action is taken to control adverse developments.

10.08.070 —Administration and Operations

A. —Safekeeping and Collateralization

1. Safekeeping Custodial Bank: Investment securities purchased by the City will be delivered by book entry and held in a segregated account for the City's benefit by one financial institution designated as custodian. The purchase and sale of all securities will be on a delivery-versus-payment basis.
2. Collateralization of Re-purchase Agreements: Re-purchase agreement collateral is limited in maturity to three years by ORS and should be priced according to the adopted policy of the Oregon Investment Council:

United States Treasury Securities	102%
United States Agency Discount and Coupon Securities	102%

The City further limits the allowable collateral to only US Treasury securities and US Agency securities. Mortgage Backed and other securities are not allowed.

All re-purchase agreements require a master re-purchase contract with the approved broker dealers.

3. Collateralization of Certificates of Deposits and Bank Deposits: At a minimum, time deposit open accounts, Certificates of Deposit and savings accounts shall be collateralized through the state collateral pool for any excess over the amount insured by an agency of the United States government in accordance with ORS 295. All depositories must be on the State of Oregon's qualified list. Additional collateral may be required if staff deems increased collateral is beneficial to the protection of the monies under the City's management. The City will report annually to the Oregon State Treasury the financial institutions that are transacting business with the City as required by ORS.

B. Internal Controls

The Finance Director shall maintain a system of written internal controls, which shall be reviewed by the independent auditor, who shall provide an annual review to assure compliance with ORS and the City's policies and procedures. The controls shall be designed to prevent loss of public funds due to fraud, error, misrepresentation, or imprudent actions. The internal controls will be updated at a minimum biennially or as necessitated by system changes.

10.08.090 Qualified Institutions

A. ~~Qualified Institutions – Broker/Dealer and Financial Depositories –~~ The City shall maintain a listing of authorized broker/dealers and financial institutions which are approved for investment purposes. The list will be shared with the ASC when changes are made. Approval of Qualified Institutions can occur in one of the following three circumstances:

1. Investment Advisor Approved List

   If the City has an Investment Advisor, the Advisor shall provide a list of brokers/dealers which the Advisor has vetted for meeting ORS standards for local government investments.

2. City-Approved Broker/Dealer List:

   If the City does not have an Investment Advisor, the Finance Director may create and maintain a broker/dealer list using the following criteria: ~~Any firm is eligible to apply to provide investment services to the City and will be added to the list referenced above if the selection criteria are met. Additions or deletions to the list will be made by the Finance Director, then reviewed and approved by the Investment Council.~~

   ~~Selection Criteria for Broker/Dealer Approval/Removal if there is no Investment Advisory firm under contract (see part 3.):~~

   a) Broker/dealers must have a branch located in Oregon.
   b) The broker/dealer must routinely provide services to public entities in Oregon and be knowledgeable of Oregon governmental investments statutes and the City Council's Investment Policy as well as the City Manager's Investment Administrative Procedures.
   c) Brokers/dealers must complete the Broker/Dealers Questionnaire and Certification.
   d) Broker/dealers must be approved by the City of Corvallis Administrative Services Committee at the next quarterly meeting before conducting investment business with the City.

e) An updated Broker/Dealer Questionnaire will be mailed to each firm annually and should be completed and returned with audited annual financials. Failure to complete the updated questionnaire in a timely manner will lead to removal from the approved list.

f) Any broker/dealer that is on the City's authorized list may be removed from said list if the City has not purchased from that broker/dealer during a period of three years.

g) Any broker/dealer may be removed from the approved list at any time by the Finance Director based upon news or knowledge of inappropriate behavior by said dealer, or for any other reason with which a quorum of Council members concur.

3. ~~City~~ Financial Institution ~~List~~:

The State of Oregon Treasurer's Office maintains a list of ~~The City shall maintain a listing of~~ all financial institutions for deposits and certificates of deposits, which are approved for local government investment purposes. Any financial institution on the Treasurer's list shall be acceptable for City investment purposes.

~~10.08.060~~100 Authorized and Suitable Investments ~~Instruments/Vehicles~~

A. Legal Investments

All investments of the City shall be made in accordance with Oregon Revised Statutes Chapter 294. Any revisions or extensions of this chapter of the ORS shall be assumed to be part of this Investment Policy immediately upon being enacted, and will be formally incorporated at the next annual update of this policy.

B. Suitable Investments (Specific Types)

U. S. Treasury Obligation	Direct Obligations of the United States Treasury whose payment is guaranteed by the United States. (ORS 294.035(3)(a))
Government Sponsored Enterprise or US Agency Obligations	US Government Agencies, Government Sponsored Enterprises (GSE's) Corporations or Instrumentalities of the US Government – Federal Instrumentality Securities include, but are not limited, to Federal National Mortgage Association (FNMA), the Federal Home Loan Mortgage Corporation (FHLMC), Federal Home Loan Banks (FHLB), and the Federal Farm Credit Banks (FFCB). (ORS 294.035(3)(a))
Commercial Paper	Commercial Paper that is rated A1/P1 and has long-term bonds which have a minimum rating of AA- by Standard and Poors or Aa3 by Moody's or AA- by Fitch. In the case of a split rating, (more than one rating provider), the lowest rating will be used as the criteria for investing.
Corporate Obligations	Corporate domestic bonds issued by a commercial, industrial, or financial institution registered with the Securities and Exchange Commission. Authorized corporate bonds shall be limited to obligations of the United States dollar-denominated corporations organized and operating within the United States. The debt must be rated at least AA- by Standard and Poors or Aa3 by Moody's or AA- by Fitch at the time of purchase. In the case of a split rating, (more than one rating provider), the lowest rating will be used as the criteria for investing. A list of approved corporate issuers for purchases will be maintained and updated under the same mechanism as the Broker/Dealer list in Section 10.08.09.
Municipal Obligations	Lawfully issued debt obligations of the State of Oregon and its agencies or instrumentalities of the State of Oregon and its political subdivisions that have a AA- by Standard and Poors or Aa3 by Moody's or AA- by Fitch. In the case of a split rating, (more than one rating provider), the lowest rating will be used as the criteria for investing. (ORS 294.035(3)(b))
Bankers Acceptance	A short-term credit investment created by a non-financial firm and guaranteed by a qualified financial institution whose long-term letter of credit rating is at least AA- by Standard and Poors or Aa3 by Moody's or AA- by Fitch at the time of purchase. (ORS 294.035(3)(h)(A))

Certificates of Deposit/Bank Deposit/ Savings Accounts	Time-deposit open accounts, certificates of deposit, and savings accounts in insured institutions as defined in ORS 706.008, in credit unions as defined in ORS 723.006 or in federal credit unions, if the institution or credit union maintains a head office or a branch in this state. (ORS 294.035(3)(d))
Local Government Investment Pool (LGIP)	State Treasurer's local short-term investment fund up to the statutory limit, per ORS 294.810.

C. Investment Parameters

1. Investment Diversification

The City will diversify the portfolio to avoid incurring unreasonable risks inherent in over-investing in specific instruments, individual financial institutions, or maturities. Diversification to avoid undue risk is achieved by varying the type of investment to ensure liquidity, investing in securities from several different financial institutions to reduce the chance of loss, and varying maturity length to ensure availability of funds to meet cash needs.

U.S. Treasury Obligation	100%	None
GSE's Agency Securities	100%	FHLB,FFCB, FHLMC, FNMA 40%; other names – 10%
Commercial Paper	10%	5%
Corporate Bonds	10%	5%
Municipal Bonds	10%	5%
Banker's Acceptance	10%	5%
Certificates of Deposit/Bank Deposit/Savings Accounts	25%	15%
OSTF LGIP Fund	ORS 294 limit	

2. Investment Maturity

a) The City will not directly invest in securities maturing more than five (5) years from the date of purchase.

b) The maximum weighted maturity of the total portfolio shall not exceed 18 months. This maximum is established to limit the portfolio to excessive price change exposure.

c) Liquidity funds will be held in the LGIP or in money market instruments maturing one year and shorter.

d) Core investment funds will be defined as the funds in excess of liquidity requirements. The investments in this portion of the portfolio will have maturities between one day and five years and will be only invested in higher-quality and liquid securities that meet suitable investment criteria outlined in 10.08.100.

e) Total Portfolio Maturity Constraints:

Under 30 days	10%
Under 1 year	25%
Under 5 years	100%
WAM (weighted average maturity)	1.5 years

f) Exception to the five-year maturity maximum: Reserve or Capital Improvement Project monies may be invested in securities exceeding five (5) years if the maturities of such investments are made to coincide as nearly as practicable with the expected use of the funds.

3. Competitive Selection and Pricing

The City shall seek competitive pricing when buying or selling investments, and will buy or sell the offer that provides the optimal price for the risk of the term/instrument.

4. Securities shall generally be held until maturity with the following exceptions:

a) A security with declining credit may be sold early to minimize loss of principal.
b) A security exchange that would improve the quality, yield, or target duration in the portfolio.
c) Liquidity needs of the portfolio require that the security be sold.

d) As needed for 10.08.130(c).

10.08.110 Prohibited Investments:

A. Oregon Revised Statutes allow several other investment types for municipalities that are not appropriate for the City's portfolio and are not included within the scope of these administrative procedures, including: general obligation securities of the states of Idaho and California, share accounts and saving accounts in credit unions for a deferred compensation plan, life insurance and annuity contracts with insurance companies for funding deferred compensation, and trusts for deferred compensation.

B. The City prohibits mortgage-backed securities in the portfolio.

C. Securities lending is prohibited in the City's portfolio.

D. Private Placement or "144A" Securities.

10.08.120 Investment of Proceeds from Debt Issuance:

A. Investments of bond proceeds are restricted under bond covenants that may be more restrictive than the investment parameters included in this Policy. Bond proceeds shall be invested in accordance with the parameters of this Policy and the applicable bond covenants and tax laws.

B. Funds from bond proceeds and amounts held in a bond payment reserve or proceeds fund may be invested pursuant to ORS 294.052. Investments of bond proceeds are typically not invested for re-sale and are maturity matched with outflows. Consequently, surplus funds within the scope of ORS 294.052 are not subject to this Policy's liquidity risk constraints within section 10.08.100.

10.08.130 Monitoring; Guideline Measurement and Adherence

A. Monitoring -- The Finance Director shall routinely monitor the contents of the portfolio, the available markets, and the relative value of competing instruments and will adjust the portfolio accordingly.

B. Guideline Measurement -- Guideline measurements will be market value of the investments.

C. Guideline Compliance

1. If the portfolio falls outside of compliance with adopted investment policy guidelines or is being managed inconsistently with this Policy, the Investment Officer shall bring the portfolio back into compliance in a prudent manner and as soon as prudently feasible.

2. Violations of portfolio guidelines as a result of transactions; actions to bring the portfolio back into compliance, and reasoning for actions taken to bring the portfolio back into compliance shall be documented and reported to the ~~Investment Council~~Administrative Services Committee.

3. Due to fluctuations in the aggregate surplus funds balance, maximum percentages for a particular issuer or investment type may be exceeded at a point in time. Securities need not be liquidated to realign the portfolio; however, consideration should be given to this matter when future purchases are made to ensure that appropriate diversification is maintained.

4. If a corporate bond is downgraded below corporate rating criteria established at purchase, the Finance Director will immediately notify the ~~Investment Council~~ ASC members of the downgrade and provide an analysis and recommendation. The analysis will be reviewed at the next quarterly ~~Investment Council~~ ASC meeting to document the decision in the meeting minutes.

~~Investment Instruments -- Funds of the City of Corvallis must be limited to those investments allowed by the statutes of the State of Oregon and as identified in the Investment Administrative Policy.~~

~~A. Investment Diversification -- Funds of the City of Corvallis will be invested in accordance with diversification by financial institution, investment type, and maturity as outlined in the Investment Administrative Policy.~~

10.08.~~070~~130 Reporting Requirements

A. Annual Reports -- The ~~City Treasurer~~Finance Director shall submit an annual statement certifying compliance with ~~the~~ this Investment ~~Administrative~~ Policy to the ~~Investment Council~~ASC, noting compliance throughout the most recently completed fiscal year. This statement shall be filed as soon as practical, but no later than August 31 of each year.

~~A.~~B. Quarterly Reports -- The ASC shall at a regular meeting, review the quarterly operating report (QOR) section on the investment portfolio as submitted by the Finance Director reflecting investment activity for each of the immediately preceding three months, using the objectives outlined above. Should the report not be accepted, the report shall be revised accordingly by the Finance Director and resubmitted to the ASC at its next regularly scheduled meeting or sooner if requested.

~~B.~~C. Monthly Reports -- The ~~City Treasurer~~Finance Director shall provide ~~the Investment Council~~~~ASC~~ ~~with~~ a Monthly Investment Report reviewing the compliance with ~~the~~ this Investment ~~Administrative~~ Policy and providing data on investment instruments being held, as well as any narrative necessary for clarification. ~~-~~The Monthly Investment Report shall include summary information about all investments held in the City's portfolio as of the end of the month, and shall be issued and posted on the City's web site within 21 days after the end of the monthly reporting period.

ATTACHMENT C

CP 10.08 INVESTMENTS

10.08.010 Purpose

To minimize risk associated with investing the City's monies and ensure the availability of cash to meet expenditures, while maximizing earnings opportunities and minimizing idle funds. These policies provide direction for managing the City's investments.

10.08.020 Background

The City holds cash balances as part of its operations. The City invests balances in excess of daily needs in a variety of investment instruments as authorized by Oregon Revised Statutes on local government investments. Investing monies has inherent risks; these risks are managed through the application of appropriate risk assessments and diversification, and following prudent rules for investing governmental funds. These policies establish and provide guidelines for the safe and efficient management of City funds, and the purchase and sale of investment instruments.

10.08.030 Scope

These investment policies apply to all cash-related assets within the scope of the City's audited financial statements and held directly by the City. Funds held and invested by trustees or fiscal agents are excluded from these policies; however, such funds are subject to regulations established by the State of Oregon for public funds.

10.08.040 Objectives

A. The City's investment objectives are listed below, and can be summarized as primarily concerned with safety, legality and liquidity, with a secondary objective of return:

1. Safety: Preserve capital and protect investment principal, by implementing diversification and risk management practices;
2. Legality: Conform with federal, state and other legal requirements,
3. Liquidity: Maintain sufficient liquidity to meet operating needs by managing cash flow requirements.

   Return: Attain a market rate of return throughout budgetary and economic cycles by implementing an investment strategy.

10.08.050 Responsibility

A. Governing Body – The City Council has a fiduciary responsibility for invested City funds. The City Council's standing Administrative Services Committee (ASC) shall serve as the oversight body. Formal review of this investment policy and investment activity shall be conducted at ASC meetings at least quarterly. On an *ad hoc* basis, a citizen of the City of proven integrity and business ability may be invited to attend ASC meetings to provide additional, local, unbiased expertise. The City Council, via ASC, will receive reports with sufficient detail to comply with ORS Chapter 294requirements.

B. Delegation of Authority - The authority for investing City funds is vested with the City Manager, who, in turn, may designate the Finance Director as Treasurer to manage the day-to-day operations of the City's investment portfolio, place purchase and sell orders with dealers and financial institutions, and prepare reports as required. The Finance Director may choose to use the services of a professional investment advisor if he/she believes that is most beneficial to the organization.

C. Investment Adviser -- The City may enter into contracts with third-party investment advisory firms when such services are deemed to be beneficial to the City. The advisor must comply with this Investment Policy and the City Manager's Investment Administrative Procedures for implementing this policy, and may have authority to transact investments on behalf of the City. The advisor may only act on a non-discretionary basis. Therefore, the advisor must present investment recommendations and receive approval to execute the recommendation from the Finance Director, or designee, prior to making buys or sells on behalf of the City. The following items are required minimum criteria for the approved Investment Advisors:

1) The Investment Advisor firm must be registered with the Securities and Exchange Commission (SEC) or licensed by the state of Oregon;

2) All Investment Advisor firm representatives conducting investment transactions on behalf of the City must be registered representatives with Financial Industry Regulatory Authority (FINRA);

3) All Investment Advisor firm representatives conducting investment transactions on behalf of the City must be licensed to do business/trades in the state of Oregon;

4) An engaged Investment Advisor must provide notification within 30 days of any formal investigation or disciplinary action initiated by Federal or State regulators.

D. Governing Authority -- Funds of the City will be deposited and invested in accordance with statutes, ordinances, and policies governing the City of Corvallis and will be in compliance with the provisions of Oregon Revised Statutes (ORS) 294, and other applicable statutes. Investments will be in accordance with these policies and written administrative procedures. Investment of any tax-exempt borrowing proceeds and of any debt service funds will comply with the relevant provisions of the Internal Revenue Code of 1986, as amended.

10.08.060 Standards of Care

A. Prudence -- Investments shall be made with judgment and care – under circumstances then prevailing – which persons of prudence, discretion, and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital, as well as the probable income to be derived. Investment decisions shall be made within the objectives outlined in this investment administrative procedure.

The standard of prudence to be used by investment officials shall be the "prudent person," as described above, and shall be applied in the context of managing an overall portfolio. Investment officers acting in accordance with written procedures and exercising due diligence shall be relieved of personal responsibility for an individual security's performance, provided that deviations from expectations are reported in a timely fashion, and appropriate action is taken to control adverse developments.

10.08.070 Administration and Operations

A. Safekeeping and Collateralization

1. Safekeeping Custodial Bank: Investment securities purchased by the City will be delivered by book entry and held in a segregated account for the City's benefit by one financial institution designated as custodian. The purchase and sale of all securities will be on a delivery-versus-payment basis.
2. Collateralization of Re-purchase Agreements: Re-purchase agreement collateral is limited in maturity to three years by ORS and should be priced according to the adopted policy of the Oregon Investment Council:

United States Treasury Securities	102%
United States Agency Discount and Coupon Securities	102%

The City further limits the allowable collateral to only US Treasury securities and US Agency securities. Mortgage Backed and other securities are not allowed.

All re-purchase agreements require a master re-purchase contract with the approved broker dealers.

3. Collateralization of Certificates of Deposits and Bank Deposits: At a minimum, time deposit open accounts, Certificates of Deposit and savings accounts shall be collateralized through the state collateral pool for any excess over the amount insured by an agency of the United States government in accordance with ORS 295. All depositories must be on the State of Oregon's qualified list. Additional collateral may be required if staff deems increased collateral is beneficial to the protection of the monies under the City's management. The City will report annually to the Oregon State Treasury the financial institutions that are transacting business with the City as required by ORS.

B. Internal Controls

The Finance Director shall maintain a system of written internal controls, which shall be reviewed by the independent auditor, who shall provide an annual review to assure compliance with ORS and the City's policies and procedures. The controls shall be designed to prevent loss of public funds due to fraud, error, misrepresentation, or imprudent actions. The internal controls will be updated at a minimum biennially or as necessitated by system changes.

10.08.090 Qualified Institutions

A. The City shall maintain a listing of authorized broker/dealers and financial institutions which are approved for investment purposes. The list will be shared with the ASC when changes are made. Approval of Qualified Institutions can occur in one of the following three circumstances:

1. Investment Advisor Approved List

   If the City has an Investment Advisor, the Advisor shall provide a list of brokers/dealers which the Advisor has vetted for meeting ORS standards for local government investments.

2. City-Approved Broker/Dealer List:

   If the City does not have an Investment Advisor, the Finance Director may create and maintain a broker/dealer list using the following criteria:

   a) Broker/dealers must have a branch located in Oregon.b) The broker/dealer must routinely provide services to public entities in Oregon and be knowledgeable of Oregon governmental investments statutes and the City Council's Investment Policy as well as the City Manager's Investment Administrative Procedures.
   c) Brokers/dealers must complete the Broker/Dealers Questionnaire and Certification.
   d) Broker/dealers must be approved by the City of Corvallis Administrative Services Committee at the next quarterly meeting before conducting investment business with the City.
   e) An updated Broker/Dealer Questionnaire will be mailed to each firm annually and should be completed and returned with audited annual financials. Failure to complete the updated questionnaire in a timely manner will lead to removal from the approved list.
   f) Any broker/dealer that is on the City's authorized list may be removed from said list if the City has not purchased from that broker/dealer during a period of three years.g) Any broker/dealer may be removed from the approved list at any time by the Finance Director based upon news or knowledge of inappropriate behavior by said dealer, or for any other reason with which a quorum of Council members concur.

3. Financial Institution :

   The State of Oregon Treasurer's Office maintains a list of all financial institutions for deposits and certificates of deposits, which are approved for local government investment purposes. Any financial institution on the Treasurer's list shall be acceptable for City investment purposes.

10.08.100 Authorized and Suitable Investments

A. Legal Investments

All investments of the City shall be made in accordance with Oregon Revised Statutes Chapter 294. Any revisions or extensions of this chapter of the ORS shall be assumed to be part of this Investment Policy immediately upon being enacted, and will be formally incorporated at the next annual update of this policy.

B. Suitable Investments (Specific Types)

Type	Definition
U. S. Treasury Obligation	Direct Obligations of the United States Treasury whose payment is guaranteed by the United States. (ORS 294.035(3)(a))
Government Sponsored Enterprise or US Agency Obligations	US Government Agencies, Government Sponsored Enterprises (GSE's) Corporations or Instrumentalities of the US Government – Federal Instrumentality Securities include, but are not limited, to Federal National Mortgage Association (FNMA), the Federal Home Loan Mortgage Corporation (FHLMC), Federal Home Loan Banks (FHLB), and the Federal Farm Credit Banks (FFCB). (ORS 294.035(3)(a))
Commercial Paper	Commercial Paper that is rated A1/P1 and has long-term bonds which have a minimum rating of AA- by Standard and Poors or Aa3 by Moody's or AA- by Fitch. In the case of a split rating, (more than one rating provider), the lowest rating will be used as the criteria for investing.

Type	Definition
Corporate Obligations	Corporate domestic bonds issued by a commercial, industrial, or financial institution registered with the Securities and Exchange Commission. Authorized corporate bonds shall be limited to obligations of the United States dollar-denominated corporations organized and operating within the United States. The debt must be rated at least AA- by Standard and Poors or Aa3 by Moody's or AA- by Fitch at the time of purchase. In the case of a split rating, (more than one rating provider), the lowest rating will be used as the criteria for investing. A list of approved corporate issuers for purchases will be maintained and updated under the same mechanism as the Broker/Dealer list in Section 10.08.09.
Municipal Obligations	Lawfully issued debt obligations of the State of Oregon and its agencies or instrumentalities of the State of Oregon and its political subdivisions that have a AA- by Standard and Poors or Aa3 by Moody's or AA- by Fitch. In the case of a split rating, (more than one rating provider), the lowest rating will be used as the criteria for investing. (ORS 294.035(3)(b))
Bankers Acceptance	A short-term credit investment created by a non-financial firm and guaranteed by a qualified financial institution whose long-term letter of credit rating is at least AA- by Standard and Poors or Aa3 by Moody's or AA- by Fitch at the time of purchase. (ORS 294.035(3)(h)(A))
Certificates of Deposit/Bank Deposit/ Savings Accounts	Time-deposit open accounts, certificates of deposit, and savings accounts in insured institutions as defined in ORS 706.008, in credit unions as defined in ORS 723.006 or in federal credit unions, if the institution or credit union maintains a head office or a branch in this state. (ORS 294.035(3)(d))
Local Government Investment Pool (LGIP)	State Treasurer's local short-term investment fund up to the statutory limit, per ORS 294.810.

C. Investment Parameters

1. Investment Diversification

The City will diversify the portfolio to avoid incurring unreasonable risks inherent in over-investing in specific instruments, individual financial institutions, or maturities. Diversification to avoid undue risk is achieved by varying the type of investment to ensure liquidity, investing in securities from several different financial institutions to reduce the chance of loss, and varying maturity length to ensure availability of funds to meet cash needs.

Issuer Type	Maximum Holdings	Maximum per Issuer
U.S. Treasury Obligation	100%	None
GSE's Agency Securities	100%	FHLB,FFCB, FHLMC, FNMA 40% other names – 10%
Commercial Paper	10%	5%
Corporate Bonds	10%	5%
Municipal Bonds	10%	5%
Banker's Acceptance	10%	5%
Certificates of Deposit/Bank Deposit/Savings Accounts	25%	15%
OSTF LGIP Fund	ORS 294 limit	

2. Investment Maturity

a) The City will not directly invest in securities maturing more than five (5) years from the date of purchase.

b) The maximum weighted maturity of the total portfolio shall not exceed 18 months. This maximum is established to limit the portfolio to excessive price change exposure.

c) Liquidity funds will be held in the LGIP or in money market instruments maturing one year and shorter.

d) Core investment funds will be defined as the funds in excess of liquidity requirements. The investments in this portion of the portfolio will have maturities between one day and five years and will be only invested in higher-quality and liquid securities that meet suitable investment criteria outlined in 10.08.100.

e) Total Portfolio Maturity Constraints:

Maturity Constraints	Minimum % of Total Portfolio
Under 30 days	10%
Under 1 year	25%
Under 5 years	100%
WAM (weighted average maturity)	1.5 years

f) Exception to the five-year maturity maximum: Reserve or Capital Improvement Project monies may be invested in securities exceeding five (5) years if the maturities of such investments are made to coincide as nearly as practicable with the expected use of the funds.

3. Competitive Selection and Pricing

The City shall seek competitive pricing when buying or selling investments, and will buy or sell the offer that provides the optimal price for the risk of the term/instrument.

4. Securities shall generally be held until maturity with the following exceptions:

a) A security with declining credit may be sold early to minimize loss of principal.
b) A security exchange that would improve the quality, yield, or target duration in the portfolio.
c) Liquidity needs of the portfolio require that the security be sold.

d) As needed for 10.08.130(c).

10.08.110 Prohibited Investments:

A. Oregon Revised Statutes allow several other investment types for municipalities that are not appropriate for the City's portfolio and are not included within the scope of these administrative procedures, including: general obligation securities of the states of Idaho and California, share accounts and saving accounts in credit unions for a deferred compensation plan, life insurance and annuity contracts with insurance companies for funding deferred compensation, and trusts for deferred compensation.

B. The City prohibits mortgage-backed securities in the portfolio.

C. Securities lending is prohibited in the City's portfolio.

D. Private Placement or "144A" Securities.

10.08.120 Investment of Proceeds from Debt Issuance:

A. Investments of bond proceeds are restricted under bond covenants that may be more restrictive than the investment parameters included in this Policy. Bond proceeds shall be invested in accordance with the parameters of this Policy and the applicable bond covenants and tax laws.

B. Funds from bond proceeds and amounts held in a bond payment reserve or proceeds fund may be invested pursuant to ORS 294.052. Investments of bond proceeds are typically not invested for re-sale and are maturity matched with outflows. Consequently, surplus funds within the scope of ORS 294.052 are not subject to this Policy's liquidity risk constraints within section 10.08.100.

10.08.130 Monitoring; Guideline Measurement and Adherence

A. Monitoring -- The Finance Director shall routinely monitor the contents of the portfolio, the available markets, and the relative value of competing instruments and will adjust the portfolio accordingly.

B. Guideline Measurement -- Guideline measurements will be market value of the investments.

C. Guideline Compliance

1. If the portfolio falls outside of compliance with adopted investment policy guidelines or is being managed inconsistently with this Policy, the Investment Officer shall bring the portfolio back into compliance in a prudent manner and as soon as prudently feasible.

2. Violations of portfolio guidelines as a result of transactions; actions to bring the portfolio back into compliance, and reasoning for actions taken to bring the portfolio back into compliance shall be documented and reported to the Administrative Services Committee.

3. Due to fluctuations in the aggregate surplus funds balance, maximum percentages for a particular issuer or investment type may be exceeded at a point in time. Securities need not be liquidated to realign the portfolio; however, consideration should be given to this matter when future purchases are made to ensure that appropriate diversification is maintained.

4. If a corporate bond is downgraded below corporate rating criteria established at purchase, the Finance Director will immediately notify the ASC members of the downgrade and provide an analysis and recommendation. The analysis will be reviewed at the next quarterly ASC meeting to document the decision in the meeting minutes.

10.08.130 Reporting Requirements

A. Annual Reports -- The Finance Director shall submit an annual statement certifying compliance with this Investment Policy to the ASC, noting compliance throughout the most recently completed fiscal year. This statement shall be filed as soon as practical, but no later than August 31 of each year.

B. Quarterly Reports -- The ASC shall at a regular meeting, review the quarterly operating report (QOR) section on the investment portfolio as submitted by the Finance Director reflecting investment activity for each of the immediately preceding three months, using the objectives outlined above. Should the report not be accepted, the report shall be revised accordingly by the Finance Director and resubmitted to the ASC at its next regularly scheduled meeting or sooner if requested.

C. Monthly Reports -- The Finance Director shall provide a Monthly Investment Report reviewing the compliance with this Investment Policy and providing data on investment instruments being held, as well as any narrative necessary for clarification. The Monthly Investment Report shall include summary information about all investments held in the City's portfolio as of the end of the month, and shall be issued and posted on the City's web site within 21 days after the end of the monthly reporting period.

ATTACHMENT D

CITY OF CORVALLIS
ADMINISTRATIVE POLICY MANUAL

POLICY AREA 5 - FINANCIAL MATTERS

AP 95-5.03 Investment Administrative Procedures

Adopted	**December 1, 1990**
Revised	February 5, 2004
Reviewed	February 3, 2005
Revised	August 4, 2005
Revised	May 3, 2007
Reviewed	February 7, 2008
Revised	August 7, 2008
Revised	May 18, 2010
Revised	August 2011
Revised	August 7, 2012
Revised	August 8, 2013

5.03.010 Purpose

It is the purpose of these investment administrative procedures to establish and provide guidelines for the safe and efficient management of City funds within the policy guidelines set by City Council in **CP 10.08 Investments.** ~~and the purchase and sale of investment instruments.~~ The goal of the City Council's investment policy is to minimize risk and ensure the availability of cash to meet expenditures, while earning market rates of return by investing idle funds consistent with state and federal law and prudent investment principles.

5.03.020 Governing Authority

The governing authority for the investment of public funds is found in ORS Chapter 294. Implementation guidance is provide by the Oregon State Treasurer's Office via the Oregon Short Term Fund Board and their related policies and procedures.

The City Council adopts CP 10.08 Investment Policies as part of their overall Financial Policies to provide local guidance to implement state requirements.

This Administrative Procedure further defines Council Policy directives for staff to implement in the actual day-to-day management of City monies.
~~Funds of the City will be deposited and invested in accordance with statutes, ordinances, and policies governing the City of Corvallis and will be in compliance with the provisions of Oregon Revised Statutes (ORS) 294.035 through 294.048,~~

~~ORS 294.125 through 294.155, ORS 294.810, and other applicable statutes. Investments will be in accordance with these policies and written administrative procedures. Investment of any tax-exempt borrowing proceeds and of any debt service funds will comply with the relevant provisions of the Internal Revenue Code of 1986, as amended, and regulations adopted thereunder.~~

5.03.030 Scope

These investment administrative procedures apply to all cash-related assets included within the scope of the City's audited financial statements and held directly by the City. Funds held and invested by trustees or fiscal agents are excluded from these administrative procedures; however, such funds are subject to the regulations established by the State of Oregon.

5.03.040 Objectives

The City's investment objectives are defined by the City Council in CP 10.08. ~~listed below. Safety, legality and liquidity are the primary objectives for the City, with a secondary objective of return.~~

~~a. Safety: Preservation of capital and the protection of investment principal, by implementing diversification and risk management practices.~~

~~b. Legality: Conformance with Federal, State, and other legal requirements.~~

~~c. Liquidity: Maintenance of sufficient liquidity to meet operating requirements by managing cash flow requirements.~~

~~d. Return: Attainment of a market rate of return throughout budgetary and economic cycles by implementing investment strategies.~~

5.03.050 Standards of Care

5.03.051 Delegation of Authority and Responsibilities

a. Authority is delegated by the City Council in CP 10.08. Through the annual review and adoption of this Administrative Policy, the City Manager has delegated authority for day-to-day management of City monies to the Finance Director.

~~a. Governing Body~~
~~The City Council will retain ultimate fiduciary responsibility for invested funds. The governing body will receive reports, pursuant to, and with sufficient detail to comply with ORS 294.085 and 294.155.~~

~~b. Delegation of Authority~~
~~The authority for investing City funds is vested with the City Manager, who, in turn, may designate the Finance Director as Treasurer to manage the day-to-~~

~~day operations of the City's investment portfolio, place purchase orders and sell orders with dealers and financial institutions, and prepare reports as required.~~

~~The Finance Director, acting by authority of the City Manager, is the Treasurer and, as such, is responsible for the daily administration of investments by the Investment Officer(s) and shall evaluate all investment opportunities with respect to these investment administrative procedures.~~

~~c. Investment Council~~

~~To assist the City Manager in carrying out the management responsibility for the investment program, the City Manager's Investment Council has been created by the City Council through the Financial Policies, Investment Policy. The Investment Council shall be composed of the City Manager, the Finance Director, the City Attorney, and a citizen of the City of proven integrity and business ability. The City Council President, or the Council Vice President, if the Council President is unable to serve, shall serve *ex-officio* as a voting member.~~

~~The City Manager's Investment Council is responsible for advice with respect to investment decisions, activities, and the establishment of written administrative procedures for the investment operations. Monitoring of the portfolio shall be performed by the Investment Council at least quarterly and verified by the City's independent auditor at least annually. The Investment Council shall review investment reports, investment strategies, investment holdings, banking relationships, and the legality and probity of investment activities.~~

~~d. Investment Adviser~~

~~The Finance Director may enter into contracts with third-party investment advisory firms when such services are deemed to be beneficial to the City. The advisor must comply with this Administrative Investment Policy and may have authority to transact investments on behalf of the City. The advisor may only act on a non-discretionary basis. Therefore, the advisor must present investment recommendations and receive approval to execute the recommendation from the Finance Director, or designee, prior to making buys or sells on behalf of the City.~~

5.03.052 Prudence

Investments shall be made with judgment and care – under circumstances then prevailing – which persons of prudence, discretion, and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital, as well as the probable income to be derived. Investment decisions shall be made within the objectives outlined in this investment administrative procedure.

The standard of prudence to be used by investment officials shall be the "prudent person," as described above, and shall be applied in the context of managing an overall portfolio. Investment officers acting in accordance with written procedures and exercising due diligence shall be relieved of personal responsibility for an individual security's performance, provided that deviations from expectations are reported in a timely fashion, and appropriate action is taken to control adverse developments.

5.03.053 Ethics / Conflicts of Interest

Regarding ethics and conflicts of interest, officers and employees involved in the investment process shall refrain from personal business activity that could conflict with the proper execution and management of the investment program or that could impair their ability to make impartial decisions. Employees and investment officials shall disclose any material interest (excluding mortgage, checking, and savings accounts) in financial institutions with which they conduct business. They shall further disclose any personal financial/investment positions that could be related to the performance of the City's investment portfolio. Employees and officers shall refrain from undertaking personal investment transactions with the same individual with whom business is conducted on behalf of the City. Officers and employees shall, at all times, comply with the State of Oregon Government Standards and Practices code of ethics set forth in ORS 244. ~~Upon appointment to the Investment Council, and upon each annual review of this document, Investment Councilors will sign a statement to the effect they have read and agree to abide by this Investment Administrative Procedure and associated policies.~~

5.03.060 Administration and Operations

5.03.061 Safekeeping and Collateralization

a. Safekeeping Custodial Bank: Investment securities purchased by the Finance Director will be delivered by book entry and held in a segregated account for the City's benefit by one financial institution designated as custodian. The City may use a third-party financial institution for safekeeping and custody, as deemed appropriate. The purchase and sale of all securities will be on a delivery-versus-payment basis. The custodian shall provide the City with daily access to account balances and transaction activity.

b. Collateralization of Repurchase Agreements: Repurchase agreement collateral is limited in maturity to three years by ORS and should be priced according to the following adopted policy of the Oregon Investment Council:

United States Treasury Securities	102%
United States Agency Discount and Coupon Securities	102%

The City further limits the allowable collateral to only US Treasury securities and US Agency securities. Mortgage Backed and other securities are not allowed.

All repurchase agreements require a master repurchase contract with the approved broker dealers.

c. Collateralization of Certificates of Deposits and Bank Deposits: Time deposit open accounts, Certificates of Deposit and savings accounts shall be collateralized through the state collateral pool for any excess over the amount insured by an agency of the United States government in accordance with ORS 295.018. All depositories must be on the State of Oregon's qualified list. Additional collateral requirements may be required if the Finance Director deems increased collateral is beneficial to the protection of the monies under the City's management. The City will report annually to the Oregon State Treasurer, documentation of the financial institutions that are transacting business with the City. The City will also provide contact information to the Oregon State Treasurer~~y~~ as required by ORS. Other investments shall be collateralized by the actual security held in safekeeping.

5.03.062 Accounting Method

The City will comply with required legal provisions and generally accepted accounting principles (GAAP). The accounting principles are those contained in the pronouncements of authoritative bodies, including, but not necessarily limited to, the American Institute of Certified Public Accountants (AICPA), the Financial Accounting Standards Board (FASB) and the Governmental Accounting Standards Board (GASB), as they apply to governmental entities.

Except as provided for in Section 5.03.095, all City funds are combined to make investment purchases on a "pooled basis." Each City fund owns a proportional share of the City's total investment portfolio based upon the individual fund's cash balance as a proportion of the total City cash balance. No investment is identified with a particular fund. Investments are stated at cost or amortized cost on a "pooled basis." Gains or losses from investments will be credited or charged to investment income at the time of the sale. Interest earnings are distributed to the various individual City funds (excluding internal service funds) according to the fund's proportional share of the total City cash balance.

5.03.063 Internal Controls

The Finance Director shall maintain a system of written internal controls, which shall be reviewed by the independent auditor to assure compliance with ORS and the City's policies and procedures. The controls shall be designed to prevent loss of public funds due to fraud, error, misrepresentation, or imprudent actions. The internal controls will be updated at a minimum biennially or as necessitated by system changes.

~~5.03.064 External Controls~~

~~An external auditor shall provide an annual independent review to assure compliance with Oregon state law and the City's policies and procedures.~~

5.03.070 ~~Transaction Counterparties, Investment Advisers and Depositories~~Qualified Institutions

A. The City Council's Policy on Investments (CP 10.08) addresses the requirements for Qualified Institutions. To implement these requirements, Finance Department staff shall:
   a. Work with the Investment Advisor to understand and maintain the Advisor's list of qualified brokers/dealers, review the list when it changes, and provide information on all changes to the Administrative Service Committee (ASC);
   b. Maintain a broker/dealer questionnaire to provide to entities that contact the City directly and wish to be on the approved broker/dealer list;
   c. Take all new applications to be on the City's broker/dealer list to ASC at its next quarterly review;
   d. Work with the City's Investment Advisor to add approved brokers/dealers for pricing opportunities when the City is in the market to buy/sell;
   e. Submit the questionnaire to all brokers/dealers which are on the City's list but not on the Investment Advisor's list for annual updates and review for the appropriateness of maintaining that entity on the City's list.

~~5.03.071 Qualified Institutions – Broker/Dealer and Financial Depositories~~

~~The City shall maintain a listing of all authorized broker/dealers and financial institutions which are approved for investment purposes.~~

~~a. City - Approved Broker/Dealer List:~~

~~Any firm is eligible to apply to provide investment services to the City and will be added to the list referenced above if the selection criteria are met. Additions or deletions to the list will be made by the Finance Director, then reviewed and approved by the Investment Council.~~

~~Selection Criteria for Broker/Dealer Approval/Removal if there is no Investment Advisory firm under contract (see part c.):~~

i) ~~Broker/dealers must have a branch located in Oregon.~~

ii) ~~The broker/dealer must provide services routinely to public entities in Oregon.~~

iii) ~~The broker/dealer must be knowledgeable of Oregon governmental investments statutes and the City of Corvallis' Investment Policy.~~

iv) ~~Brokers/dealers must complete the Broker/Dealers Questionnaire and Certification.~~

v) ~~Broker/dealers must be approved by the City of Corvallis Investment Council at the next quarterly meeting before conducting investment business with the City.~~

vi) ~~An updated Broker/Dealer Questionnaire will be mailed to each firm annually and should be completed and returned with audited annual financials to the Treasury Accountant. Failure to complete the updated questionnaire in a timely manner will lead to removal from the approved list.~~

vii) ~~Any broker/dealer that is on the City's authorized list may be removed from said list if the City has not purchased from that broker/dealer during a period of three years.~~

viii) ~~Any broker/dealer may be removed from the approved list at any time by the Finance Director or an Investment Council member based on news or knowledge of inappropriate behavior by said dealer, or for any other reason with which a quorum of Council members concur.~~

~~b. City – Financial Institution – List:~~

~~The City shall maintain a listing of all financial institutions for deposits and certificates of deposits, which are approved for investment purposes. Any firm is eligible to apply to provide investment services to the City and will be added to the list if the selection criteria are met. Additions or deletions to the list will be made by the Finance Director then reviewed and approved by the Investment Council.~~

~~(i) Banks must be qualified public depositories as prescribed by Oregon State law (ORS 295.001 to 295.108) and must meet or exceed the requirements outlined therein.~~

~~(ii) The bank must be knowledgeable of Oregon governmental investments statutes and the City of Corvallis' Investment Policy.~~

~~c. Investment Advisor - Approved List:~~

~~If an investment advisor is authorized to transact buys and sells on behalf of the City, the advisor's dealer list will be provided to the Finance Director and Investment Council for review and approval, prior to being added to the City's authorized list. The City has the ability to approve or deny broker/dealers from the advisor's list at will, and not necessarily subject to criteria in part a. above, and the advisor will provide an updated list annually. Buys and sells may be transacted with any dealers on the advisor's list once approved, until/unless removed.~~

~~5.03.072 Investment Advisers~~

~~a. An Investment Advisor may be selected by conducting a process of due diligence.~~

~~i. The following items are required for the approved Investment Advisors:~~

~~(i.) The Investment Advisor firm must be registered with the Securities and Exchange Commission (SEC) or licensed by the state of Oregon;~~

~~(ii.) All Investment Advisor firm representatives conducting investment transactions on behalf of the City must be registered representatives with Financial Industry Regulatory Authority (FINRA);~~

~~(iii.) All Investment Advisor firm representatives conducting investment transactions on behalf of the City must be licensed by the state of Oregon;~~

~~(iv.) An engaged Investment Advisor must provide notification within 30 days of any formal investigation or disciplinary action initiated by federal or state regulators.~~

~~ii.~~B. The Finance Director ~~Investment Officer(s)~~ will conduct at least annual reviews of engaged Investment Advisors to determine their continued eligibility within the guidelines of this policy.

~~iii.~~C. Should the City decide to seek or renew investment advisory services, it shall be done through a Request for Proposal (RFP) process a minimum of every five years.

5.03.080 Authorized and Suitable Investments

A. The authorized investment types, parameters, and maturity of the City's portfolio are defined by the City Council in CP 10.08.

B. The investment types that are specifically not authorized are identified in CP 10.08.

C. The investment of bond proceeds will follow the direction provided by City Council in CP 10.08.

D. Staff responsibilities for authorized and suitable investments include:

i. Ensuring the Investment Advisor knows about the City Council's authorized list of suitable investments.
ii. Working with the Investment Advisor to test any considered purchase against the authorized limits to ensure that the individual purchase meets the authorized investment types, parameters, and maturity at the time of purchase.
iii. Where possible, examine the portfolio for short-term activity which could cause the contemplated purchase to push the portfolio out of compliance for more than XX days.
iv.

5.03.081 ~~Legal Investments~~

~~All investments of the City shall be made in accordance with Oregon Revised Statutes: ORS 294.035 (*Investment of surplus funds of political subdivisions; approved investments*), ORS 294.040 (*Restriction on investments under ORS 294.035*), ORS 294.135 (*Investment maturity dates*), ORS 294.145 (*Prohibited conduct for custodial officer including not committing to invest funds or sell securities more than 14 business days prior to the anticipated date of settlement*), and ORS 294.805 to 294.895 (*Local Government Investment Pool*). Any revisions or extensions of these sections of the ORS shall be assumed to be part of this Investment Policy immediately upon being enacted.~~

~~5.03.082 Suitable Investments (Specific Types)~~

~~TYPE~~	~~Definition~~
~~U.S. Treasury Obligation~~	~~Direct Obligations of the United States Treasury whose payment is guaranteed by the United States. (ORS 294.035(3)(a))~~
~~Government Sponsored Enterprise or US Agency Obligations~~	~~US Government Agencies, Government Sponsored Enterprises (GSE's) Corporations or Instrumentalities of the US Government — Federal Instrumentality Securities include, but are not limited to Federal National Mortgage Association(FNMA), the Federal Home Loan Mortgage Corporation (FHLMC), Federal Home Loan Banks (FHLB), and the Federal Farm Credit Banks (FFCB) (ORS 294.035(3)(a))~~
~~Commercial Paper~~	~~Commercial Paper that is rated A1/P1 and has long term bonds which have a minimum rating of AA- by Standard and Poors or Aa3 by Moody's or AA- by Fitch. In the case of a split rating, (more than one rating provider), the lowest rating will be used as the criteria for investing.~~

~~Corporate Obligations~~	~~Corporate domestic bonds issued by a commercial, industrial or financial institutions registered with the securities and exchange commission. Authorized corporate bonds shall be limited to obligations of the United States dollar denominated corporations organized and operating within the United States. The debt must be rated at least AA- by Standard and Poors, or Aa3 by Moody's, or AA- by Fitch at the time of purchase. In the case of a split rating, (more than one rating provider), the lowest rating will be used as the criteria for investing. A list of approved corporate issuers for purchases will be maintained and updated under the same mechanism as the Broker/Dealer list in S.5.03.071c.~~
~~Municipal Obligations~~	~~Lawfully issued debt obligations of the State of Oregon and its agencies or instrumentalities of the State of Oregon and its political subdivisions that have a AA- by Standard and Poors or Aa3 by Moody's or AA- by Fitch. In the case of a split rating, (more than one rating provider), the lowest rating will be used as the criteria for investing. [ORS 294.035(3)(b)]~~ ~~Lawfully issued debt obligations of the Washington and political subdivisions of those states if the obligations have a AA by Standard and Poors or Aa2 by Moody's or AA by Fitch. In the case of a split rating, (more than one rating provider), the lowest rating will be used as the criteria for investing. . [ORS 294.035(3)(c)]~~
~~Bankers Acceptance~~	~~A short-term credit investment created by a non-financial firm and guaranteed by a qualified financial institution whose long-term letter of credit rating is atleast AA- by Standard and Poors, or Aa3 by Moody's, or AA- by Fitch at the time of purchase c [ORS 294.035(3)(h)(A)]~~
~~Certificates of Deposit/ Bank~~	~~Time deposit open accounts, certificates of~~

~~Deposit/Savings Accounts~~	~~deposit and savings accounts in insured institutions as defined in ORS 706.008, in credit unions as defined in ORS 723.006 or in federal credit unions, if the institution or credit union maintains a head office or a branch in this state. [ORS 294.035(3)(d)]~~
~~Local Government Investment Pool~~	~~State treasurer's local short-term investment fund up to the statutory limit per ORS 294.810~~

~~5.03.090 Investment Parameters~~

~~5.03.091 Investment Diversification~~

~~The Finance Director will diversify the portfolio to avoid incurring unreasonable risks inherent in over-investing in specific instruments, individual financial institutions, or maturities. Diversification to avoid undue risk is achieved by varying the type of investment to ensure liquidity, investing in securities from several different financial institutions to reduce the chance of loss and varying maturity length to ensure availability of funds to meet cash needs.~~

~~**Issuer Type**~~	~~**Maximum Holdings**~~	~~**Maximum per Issuer**~~
~~U.S. Treasury Obligation~~	~~100%~~	~~None~~
~~GSE's Agency Securities~~	~~100%~~	~~40% FHLB,FFCB, FHLMC, FNMA; 10% Other names~~
~~Commercial Paper~~	~~10%~~	~~5%~~
~~Corporate Bonds~~	~~10%~~	~~5%~~
~~Municipal Bonds~~	~~10%~~	~~5%~~
~~Banker's Acceptance~~	~~10%~~	~~5%~~
~~Certificates of Deposit/ Bank Deposit/Savings Accounts~~	~~25%~~	~~15%~~
~~OSTF LGIP Fund~~	~~ORS 294 Limit~~	

~~5.03.092 Investment Maturity~~

~~a. The City will not directly invest in securities maturing more than five (5) years from the date of purchase.~~

~~b. The maximum weighted maturity of the total portfolio shall not exceed 18 months. This maximum is established to limit the portfolio to excessive price change exposure.~~

~~c. Liquidity funds will be held in the State Pool or in money market instruments maturing one year and shorter.~~

~~d. Core investment funds will be defined as the funds in excess of liquidity requirements. The investments in this portion of the portfolio will have maturities between 1 day and 5 years and will be only invested in higher quality and liquid securities.~~

~~e. Total Portfolio Maturity Constraints:~~

~~Maturity Constraints~~	~~Minimum % of Total Portfolio~~
~~Under 30 days~~	~~10%~~
~~Under 1 year~~	~~25%~~
~~Under 5 years~~	~~100%~~
~~WAM (weighted average maturity)~~	~~1.5 years~~

~~f. Exception to the 5-year maturity maximum: Reserve or Capital Improvement Project monies may be invested in securities exceeding five (5) years if the maturities of such investments are made to coincide as nearly as practicable with the expected use of the funds.~~

~~5.03.093 Competitive Selection and Pricing~~

~~a. Before the City invests any surplus funds or divests of investments prior to maturity, competitive bids to sell or offers to buy shall be obtained from a minimum of three authorized brokers/dealers. If a specific maturity date is required, either for cash flow purposes or for conformance to maturity guidelines, bids will be requested for instruments which meet the maturity requirement. If no specific maturity is required, a market trend (yield curve) analysis will be conducted and utilized in conjunction with an analysis of economic trends to determine which maturities would be most advantageous. Yield curve analysis will also be conducted to determine economics of divesting of existing investments prior to maturity.~~

~~b. Bids/offers will be requested from financial institutions for various options with regard to term and instrument. The City will accept the bid/offer which provides the optimal price when selling securities or investing funds within the scope of these administrative procedures. Purchases shall be in compliance with investment administrative procedures at the time of purchase.~~

~~c. Records will be kept of the bids/offers made, the bid(s)/offer(s) accepted, and a brief explanation of the decision which was made regarding the investment. The Investment Council will be advised in the relevant monthly report of any sale of investment(s) prior to maturity, including details of the competitive bids made and the award decision criteria.~~

~~d. Securities shall generally be held until maturity with the following exceptions:~~
~~i. A security with declining credit may be sold early to minimize loss of principal.~~
~~ii. A security exchange that would improve the quality, yield or target duration in the portfolio.~~
~~iii. Liquidity needs of the portfolio require that the security be sold.~~

~~5.03.094 Prohibited Investments:~~

~~a. Oregon Revised Statutes allow several other investment types for municipalities that are not appropriate for the City's portfolio and are not included within the scope of these administrative procedures, including: general obligation securities of the states of Idaho and California, share accounts and saving accounts in credit unions for a deferred compensation plan, life insurance and annuity contracts with insurance companies for funding deferred compensation, and trusts for deferred compensation.~~

~~b. The City prohibits mortgage-backed securities in the portfolio.~~

~~c. Securities lending is prohibited in the City's portfolio.~~

~~d. Private Placement or "144A" Securities.~~

~~5.03.095 Investment of Proceeds from Debt Issuance:~~

~~a. Investments of bond proceeds are restricted under bond covenants that may be more restrictive than the investment parameters included in this policy. Bond proceeds shall be invested in accordance with the parameters of this policy and the applicable bond covenants and tax laws.~~

~~b. Funds from bond proceeds and amounts held in a bond payment reserve or proceeds fund may be invested pursuant to ORS 294.052. Investments of bond proceeds are typically not invested for resale and are maturity matched with outflows. Consequently, surplus funds within the scope of ORS 294.052 are not subject to this policy's liquidity risk constraints within section 5.03.092.~~

5.03.100 Monitoring; Guideline Measurement and Adherence

5.03.100.01 Monitoring
a. Finance Department staff will work with the City's Investment Advisor to monitor the City's portfolio
b.

5.03.100.02~~1 Guideline Measurement~~

Guideline measurements will be market value of the investments.

~~5.03.102~~5.03.100.03 Guideline Compliance

a. If the portfolio falls outside of compliance with adopted investment policy guidelines or is being managed inconsistently with this policy, the ~~Investment Officer~~ Finance director shall bring the portfolio back into compliance in a prudent manner and as soon as prudently feasible.

b. Violations of portfolio guidelines as a result of transactions; actions to bring the portfolio back into compliance and; reasoning for actions taken to bring the portfolio back into compliance shall be documented and reported to the ~~Investment Council~~Administrative Services Committee.

c. Due to fluctuations in the aggregate surplus funds balance, maximum percentages for a particular issuer or investment type may be exceeded at a point in time. Securities need not be liquidated to realign the portfolio; however, consideration should be given to this matter when future purchases are made to ensure that appropriate diversification is maintained.

d. If a corporate bond is downgraded below corporate rating criteria established at purchase, the ~~f~~Finance ~~d~~Director will immediately notify the ~~investment council~~ ASC members of the downgrade and provide an analysis and recommendation.~~-~~ Action may be taken by the Finance Director to immediately address the downgrade. The analysis, recommendation, and review of the actions taken~~-~~ will be reviewed at the next ASC ~~quarterly~~ meeting to document the decision in the meeting minutes.

5.03.103 Monitoring and Adjusting the Portfolio

The Finance Director shall routinely monitor the contents of the portfolio, the available markets, and the relative value of competing instruments and will adjust the portfolio accordingly.

5.03.110 Reporting Requirements

5.03.111 Annual Compliance:

The Finance Director shall submit an Annual Statement of Compliance with Council Investment Policy to the ~~Investment Council~~ASC, noting compliance with Council policies. ~~-~~This statement shall be filed as soon as practical after each year end, but by no later than the date specified in the Council Financial Policies.

5.03.112 Procedure Revisions:

The Finance Director shall submit the written investment internal control procedures to the ~~Investment Council~~ ASC when significant revisions are made.

5.03.113 Reporting:

5.03.??? The Finance Director shall publish a monthly report within 21 days of the end of each calendar month on the City's website for public consumption. At a minimum, each monthly report shall include:

~~a. Monthly Report~~

Transaction Report

- Issuer or broker/dealer (financial institution) on each transaction
- Type of investment;
- Certificate or other reference number, if applicable;
- Purchase date;
- Call date (if applicable);
- Maturity date;
- Purchase amount;
- Sale prior to maturity[1];
- Current market value;
- Total cost of the City's portfolio;
- Total market value of the City's portfolio (including GASB 31 gain/loss);
- Weighted average term to maturity;
- Investment activity (purchases and maturities)

Holdings Report

- Par Amount;
- Book Value;
- Current Market Value;
- Total Value of Fund;
- Percentage yield on an annualized basis;
- Yield on Total Portfolio

Performance Report

- Performance of Core Investments relative to the benchmark

5.03.??? The Finance Director shall provide the ASC ~~Investment Council~~ with a Quarterly Investment Report reviewing compliance with the City Council's Financial Policies and these investment administrative procedures and providing data on investment instruments being held, a liquidity analysis, a strategy review for the coming period as well as any narrative necessary for clarification. ~~In addition, a Monthly Investment Report shall be issued within 21~~

[1] Information and documentation of details of the competitive offers made and the award decision criteria for sales prior to maturity would be available to Investment Council on request.

~~days after the end of the monthly reporting period. At a minimum, the following information shall be provided for each investment or security:~~

~~a. Monthly Report~~

~~Transaction Report~~

- ~~Issuer or broker/dealer (financial institution) on each transaction~~
- ~~Type of investment;~~
- ~~Certificate or other reference number, if applicable;~~
- ~~Purchase date;~~
- ~~Call date (if applicable);~~
- ~~Maturity date;~~
- ~~Purchase amount;~~
- ~~Sale prior to maturity[2];~~
- ~~Current market value;~~
- ~~Total cost of the City's portfolio;~~
- ~~Total market value of the City's portfolio (including GASB 31 gain/loss);~~
- ~~Weighted average term to maturity;~~
- ~~Investment activity (purchases and maturities)~~

~~Holdings Report~~

- ~~Par Amount;~~
- ~~Book Value;~~
- ~~Current Market Value;~~
- ~~Total Value of Fund;~~
- ~~Percentage yield on an annualized basis;~~
- ~~Yield on Total Portfolio~~

~~Performance Report~~

- ~~Performance of Gore Investments relative to the benchmark~~

~~b. Quarterly Report~~

- ~~Liquidity analysis;~~
- ~~Compliance monitoring data;~~
- ~~Strategy Review~~

5.03.114 Performance Evaluation

a. The overall performance of the City's investment program shall be evaluated by the ASC~~Investment Council~~ at the scheduled quarterly meeting using the objectives outlined in the City Council's Policy 10.08~~se administrative procedures~~.

b. The monthly performance of the City's portfolio shall be measured by comparison to appropriate benchmarks for each of the maturity sections in the investment fund.

[2] ~~Information and documentation of details of the competitive offers made and the award decision criteria for sales prior to maturity would be available to Investment Council on request.~~

i. Benchmark for Total Funds - LGIP State Pool
ii. Market Benchmark for Investment Funds – Bank of America-Merrill Lynch Treasury 0-3 year Index

5.03.115 Adoption

These investment procedures may be reviewed by the ~~Investment Council~~ ASC and the Oregon Short-Term Fund Board prior to approval by the City Manager.~~-~~ Adoption of these procedures supersedes any other previous administrative procedures regarding the City's investment management practices.

5.03.116 Revisions

ORS 294.135(a) requires the annual re-adoption of a written investment policy by the governing body when investments having a maturity longer than 18 months are allowed. –Therefore, these procedures shall be reviewed and re-adopted annually by the ~~Investment Council~~City Manager concurrently with the City Council's annual review of its Financial Policies.

Reviewed and Concurred

_____ _____

James Patterson, City Manager Date

MEMORANDUM

CORVALLIS
ENHANCING COMMUNITY LIVABILITY
PARKS & RECREATION

To: Mayor and City Council
From: Karen Emery, Director
Jackie Rochefort, Park Planner
Date: April 7, 2014
Subject: Oregon Local Government Grant Program Grant Application Request

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Issue:
The Parks and Recreation Department is interested in applying for grant funding through the State Parks and Recreation 2014 Local Government Grant Program (LGGP). The application process requires City Council to authorize the application for the grant.

Background:
Martin Luther King, Jr. Park and the Walnut Barn have been identified as in need for renovation and have been in CIP for many years. The total cost of the project is $325,000. This grant would provide $162,500 which is 50% of the funds needed to complete the project. The remaining $162,500 matching funds will come from either another grant (if we are successful in our application) and/or SDC funds.

Discussion:
This scope of work identified in this project involves the following:

- Renovations to the barn for the purposes of safety, maintenance, and ADA accessibility
- Provide electricity to the barn to expand opportunities for use
- Outdoor improvements around the barn for accessibility, and expansion to provide an outdoor venue for group gatherings
- Provide new playground equipment to expand the play area, provide accessibility, and provide play components to encourage physical activity
- Provide an accessible circulation system between the play area, parking lot, and the barn

Based on the master plan for the park and the State Comprehensive Planning Goals, this project fits the criteria for the LGGP grant. Staff has also applied to the State for their LWCF fund program to provide 50% matching funds to this grant application.

Staff must have City Council approval to apply for the grant which is due in April.

Recommendation:
Staff recommends City Council to authorize application to the Oregon Parks and Recreation 2014 Local Government Grant Program to fund the MLK, Jr. Park and Walnut Barn renovations.

Review and Concur:

James A. Patterson, City Manager

Nancy Brewer, Finance Director

RESOLUTION 2014-

Minutes of the April 7, 2014, 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, renovations to the MLK, Jr. Park and Walnut Barn, including ADA surfacing, new playground equipment, and enhancements to the Walnut Barn, have 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 renovation of MLK, Jr. Park and Walnut Barn.

_____
Councilor

Upon motion duly made and seconded, the foregoing resolution was adopted, and the Mayor thereupon declared said resolution to be adopted.

****

COUNCIL REQUESTS

FOLLOW-UP REPORT

APRIL 3, 2014

****

1. Traffic Count – NW Jackson Avenue, NW 35th Street to NW Arnold Way (Brown)

   The attached memorandum from Community Development Director Gibb and Public Works Director Steckel addresses Councilor Brown's request for traffic count data on NW Jackson Avenue between NW 35th Street and NW Arnold Way.

James A. Patterson
City Manager

MEMORANDUM

DATE: **April 3, 2013**

TO: **Mayor and City Council**

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

RE: **Council Request – OSU Neighborhood Traffic Data**

Councilor Brown forwarded a request from Gary Angelo of the College Hill Neighborhood Association regarding traffic counts and related information.

LDC Chapter 3.36.90 relates to Campus Master Plan monitoring and lists a series of reports to be provided by OSU related to campus development activity, OSU parking utilization, Transportation Demand Management (TDM) actions and Base Transportation Model (BTM) updates. The most recent BTM update was submitted in March 2014.

Additional monitoring efforts included performing baseline traffic counts in selected neighborhood areas (adjacent to Sectors A, B and C and south of Harrison Boulevard). Baseline traffic counts for this area were completed in 2007 and included in a subsequent BTM update.

Also identified in LDC 3.36.90 was formation of a task force that would include neighborhood, City and OSU representatives. This group included former OSU Facilities Director Vincent Martorello and former Public Works Director Steve Rogers. Staff contacted Mr. Rogers recently and he indicated that the Task Force met for a period of time and then mutually agreed to disband. As a follow-up to the Task Force's work, OSU completed a study evaluating transportation impacts to the West College Hill Neighborhood district in 2007.

Among the listed BTM update components are recurring traffic counts for Jackson Avenue between Arnold Way and 35th Street. While there is a significant amount of information related to traffic and parking that has been produced over the last several years through BTM updates and other reports, it appears that these specific counts have not been completed. Staff notes that the Collaboration recommendation to conduct baseline traffic counts for local streets in neighborhoods near OSU is moving forward and this work is expected to be completed this spring.

Staff is working to put together a repository of information related to parking and traffic at OSU and environs. That information will be provided to the Council and made available to the public.

Regarding the concern raised about the lack of adherence to a stop sign located at NW Jackson and 28th, attached is a summary of the review conducted by Public Works and provided to Mr. Angelo.

The Corvallis Police Department regularly conducts a directed patrol for a period of 30 days to respond to lack of adherence to traffic laws. Based on the concerns raised, CPD will schedule traffic enforcement activity for this particular area in the near future.

Review and Concur:

Jim Patterson. City Manager

From: Sartnurak, Somkeart
Sent: Friday, January 10, 2014 4:10 PM
To: Steckel, Mary
Subject: 28th Street and Jackson Avenue

The traffic count at the 28th Street and Jackson Avenue was completed on October 28, 2013 between 12:08 PM to 4:32 PM. 28th Street is a north-south local street with parking along the west side. Jackson Avenue is a east-west local street with parking permitted along the north side between 27th and 28th Streets and along the south side between 28th and 29th Streets.

The intersection of 28th Street and Jackson Avenue has a stop sign on the east and west approach of Jackson Avenue. Sight distance for the west bound approach is unlimited and unobstructed (300 feet +). However, the sight distance for the east bond approach can be limited at the stop sign due to parked vehicles along the west side of 28th Street. There is no sight distance problem if the vehicle pulls forward to the edge of the travel lane after stopping (300 feet +). The stopping sight distance, including 2.5 seconds of driver reaction time, is 150 feet.

Our data indicates **no accidents at this intersection in the last 5 years** (last 2 accidents: in 2007 and 1994 where both were property damage only)

The vehicle observations were done during the off peak time to get the worst case scenario. Better stop sign compliance is expected during peak period.

		Full Stop			Rolling Stop			No Stop		
	Total Observed	**Vehicles**	**Bikes**	**Total**	**Vehicles**	**Bikes**	**Total**	**Vehicles**	**Bikes**	**Total**
Vehicles and Bicycles	288	173	2	175	68	8	76	17	20	37
% of Total		60.07%	0.69%	60.76%	23.61%	2.78%	26.39%	5.90%	6.94%	12.84%
Vehicles Only	258	173			68			17		
% of Total		67.05%			26.36%			6.59%		
Bicycles Only	30		2			8			20	
% of Total			6.67%			26.67%			66.67%	

Summary of observation:

61% of vehicles and bicycles obeyed the stop sign
26% of vehicles and bicycles did a rolling stop (slow down to near stop condition), one state police vehicle.
13% of vehicles and bicycles did not obey the stop sign
67 % of bicycles did not obey the stop sign and only 7% obeyed the stop sign
87% of vehicles and bicycles stopped or slowed down to near stop condition.

Conclusion:

Low speed, low volume, good sight distance = lack of reasons to stop = not obeying the stop sign.
Low speed, low volume, good sight distance = no accidents
Bicycle ability to stop in short distance and time = lack of reasons to stop for bicycle = disobeying the stop sign.
Warrants for all way stop/4-way stop will not be met.
A copy of video data of the observations is available for review.

If you have any questions or concerns, please let me know.

Thank you,
Som Sartnurak, P.E, PTOE
Engineering Supervisor/Traffic Engineer

MAYOR & COUNCIL EMAIL

[Date Prev][Date Next][Thread Prev][Thread Next][Date Index][Thread Index]

OSU/City Duties re: CHNA

- *To*: <ward4@xxxxxxxxxxxxxxxxxxxxxxxxxxxx>
- *Subject*: OSU/City Duties re: CHNA
- *From*: "Gary Angelo" <gcangelo@xxxxxxxxxxxx>
- *Date*: Tue, 25 Feb 2014 15:51:56 -0800

Hello Councilor Brown,

I would like to request some information from OSU and City Staff regarding traffic counts that were to be provided on a recurring two-year basis for NW Jackson Avenue, between NW 35th St. and Arnold Way, as required by LDC 3.36.70.a.4.d. College Hill Neighborhood Association does not have a complete record of those counts.

Given the recent growth in population at OSU, additional traffic pressure from both cut-through traffic and open parking space seeking has increased the traffic volumes on other College Hill streets, especially NW Johnson and NW Van Buren Avenues. I would also like to include the traffic counts for those two streets in addition to NW Jackson Avenue in my request. My understanding is that for these traffic counts to be representative, they should be for a 24-hour period during school session and on school days. They should be conducted over several days to even out the variability.

In addition, on NW Jackson at 28th Street, there is a stop sign that is continually ignored by a signficant number of drivers, some of whom make no attempt to stop-- in addition to the much higher number of roll-through drivers. This has created a very dangerous situation for resident children as well as bicyclists using that intersection. I understand that City Staff recently conducted a one-time measure of adherence to traffic rules at that stop sign. That one-time measure showed a near-average of four non-stops per hour at that intersection over a four-and -one-half-hour period. As a representative of the neighborhood, this is an unacceptable level of non-compliance with traffic rules. As this measure was only conducted once, I think the results warrant a more thorough and extensive measurement across both weekends and weekdays, so that a more complete picture of the issue can be developed.

What has also been missing is a concerted engagement with the neighborhood association, as well as nearby business owners along NW Monroe Avenue, to develop workable, effective solutions that would mitigate the issues highlighted by the above measurements. This was the intent of the inclusion of LDC 3.36.70.a and .b when the existing OSU Campus Master Plan was adopted in 2005. While the Collaboration Parking and Traffic Work Group addressed some recommended solutions regarding parking districts, the composition of that work group did not include the appropriate stakeholders to appropriately address the concerns brought about by traffic volumes and street connectivity. Thus, it still remains to pull together the appropriate stakeholders in a proper balance of interests in order to develop the right solutions. First of all, however, what is needed is the data and information to identify all the various issues, for which my above requests would make a good head start.

I have attached a copy of LDC 3.36.70.a.4 and .b for your quick reference.

Thank you,
Gary Angelo
CHNA President
gcangelo@xxxxxxxxxxx

Attachment:`LDC 3.36.70.a.4 - OSU.docx`
Description: MS-Word 2007 document

- Prev by Date:**voting**
- Next by Date:**Mike Bleistein re:Witham Oaks**
- Previous by thread:**voting**
- Next by thread:**Mike Bleistein re:Witham Oaks**
- Index(es):
  - **Date**
  - **Thread**

CITY OF CORVALLIS – COUNCIL REQUESTS – TRACKING REPORT
PENDING REQUESTS

Council Request Item	Requested By	Date of Request	CR Report Due Date	Assigned to	Response in CR Rpt No.	Comments
Traffic count - NW Jackson Avenue, NW 35th Street to NW Arnold Way	Brown	03-03-14	03-25-14	Gibb/Steckel	ccr 04-03-14	

Disadvantaged Business Enterprise

(DBE)

Program Document

for the

City of Corvallis Oregon

Public Works Department
1245 N. E. 3rd Street
Post Office Box 1083
Corvallis, OR 97339-1083

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Disadvantaged Business Enterprise Program

Policy Statement

The City of Corvallis has established a Disadvantaged Business Enterprise (DBE) program in accordance with regulations of the U. S. Department of Transportation (DOT), 49 CFR Part 26. The City of Corvallis has received federal financial assistance from the Department of Transportation, in excess of $250,000, and as a condition of receiving this assistance, the City of Corvallis has signed an assurance that it will comply with 49 CFR Part 26.

It is the policy of the City of Corvallis to ensure that DBEs, as defined in Part 26, have an equal opportunity to receive and participate in DOT-assisted contracts. It is also our policy -

1. To ensure nondiscrimination in the award and administration of DOT-assisted contracts;
2. To create a level playing field on which DBEs can compete fairly for DOT-assisted contract;
3. To ensure that the DBE Program is narrowly tailored in accordance with applicable law;
4. To ensure that only firms that fully meet 49 CFR Part 26 eligibility standards are permitted to participate as DBEs;
5. To help remove barriers to the participation of DBEs in DOT assisted contracts; and
6. To assist the development of firms that can compete successfully in the market place outside the DBE Program.

Peter Dassow has been delegated as the DBE Liaison Officer. In that capacity, Peter Dassow is responsible for implementing all aspects of the DBE program. Implementation of the DBE program is accorded the same priority as compliance with all other legal obligations incurred by the City of Corvallis in its financial assistance agreements with the Department of Transportation.

The City of Corvallis has disseminated this policy statement to the Corvallis City Council and all the components of our organization. The City of Corvallis has distributed this statement to DBE and non-DBE business communities that perform work for us on DOT-assisted contracts by publication in a newspaper in general circulation in the City of Corvallis and the state of Oregon and by publication in the Daily Journal of Commerce.

James A. Patterson
City Manager

Date: 3/31/2014

I. Definition of Terms. The terms used in this program have the meanings defined in 49 CFR 26.5.

II. Nondiscrimination.

The City of Corvallis will not exclude any person from participation in, deny any person the benefits of, or otherwise discriminate against anyone in connection with the award and performance of any contract covered by 49 CFR Part 26 on the basis of race, color, sex, or national origin. (See copy of 49 CFR Part 26, Attachment A.)

In administering its DBE program, the City of Corvallis will not, directly or through contractual or other arrangements, use criteria or methods of administration that have the effect of defeating or substantially impairing accomplishment of the objectives of the DBE program with respect to individuals of a particular race, color, sex, or national origin.

III. DBE Program Updates. The City of Corvallis will continue to carry out this program until all funds from DOT financial assistance have been expended. The City of Corvallis will provide to DOT updates representing significant changes in the program.

IV. Quotas. The City of Corvallis will not use quotas in any way in the administration of this DBE program.

V. DBE Liaison Officer (DBELO)

A. The City of Corvallis has designated the following individual as our DBE Liaison Officer:

Peter Dassow
Public Works Department
City of Corvallis
Post Office Box 1083
Corvallis, OR 97339
(541) 766-6916
peter.dassow@corvallisoregon.gov

In that capacity, Peter Dassow is responsible for implementing all aspects of the DBE program and ensuring that the City of Corvallis complies with all provisions of 49 CFR Part 26. Peter Dassow has direct, independent access to the City Manager concerning DBE program matters. An organization chart displaying the DBELO's position in the organization is found in Attachment B to this program.

B. The DBELO is responsible for developing, implementing and monitoring the DBE program, in coordination with other appropriate officials. Duties and responsibilities include the following:

1. Gathers and reports statistical data and other information as required by DOT.
2. Reviews third-party contracts and purchase requisitions for compliance with this program.
3. Works with all divisions within the Public Works Department to set overall annual goals.
4. Ensures that bid notices and requests for proposals are available to DBEs in a timely manner.
5. Identifies contracts and procurements so that DBE goals are included in solicitations (both race-neutral methods and contract specific goals) and monitors results.
6. Analyzes City of Corvallis progress toward goal attainment and identifies ways to improve progress.
7. Participates in pre-bid meetings.
8. Advises the City Manager and City Council on DBE matters and achievement.
9. Participates with the legal counsel and project director to determine contractor compliance with good faith efforts.
10. Participates in DBE training seminars.
11. Provides outreach to DBEs and community organizations to advise them of opportunities.
12. Maintains the City of Corvallis updated directory on certified DBEs.

C. Business development/mentor-protégé program(s).

This is a work-in-progress as the City of Corvallis does not have certified DBE contractors in the area regarding transit operations. To the extent there are DBE contractors for janitorial services, the City of Corvallis obtains DBE/qualified rehabilitation facility contractors to perform those services. The Economic Development Office of the City of Corvallis continues to reach out to local and non-local businesses, including minority-women-small businesses and disadvantaged business entities, to promote economic growth and establish long-term business relationships in the local community.

VI. Federal Financial Assistance Agreement Assurance

The City of Corvallis has signed the following assurance, applicable to all DOT-assisted contracts and their administration:

> "The City of Corvallis shall not discriminate on the basis of race, color, national origin, or sex in the award and performance of any DOT-assisted contract or in the administration of its DBE Program or the requirements of 49 CFR Part 26. The City of Corvallis shall take all necessary and reasonable steps under 49 CFR Part 26 to ensure nondiscrimination in the award and administration of DOT-assisted contracts. The City of Corvallis DBE Program, as required by 49 CFR Part 26 and as approved by DOT, is incorporated by reference in this agreement. Implementation of this program is a legal obligation and failure to carry out its terms shall be treated as a violation of this agreement. Upon notification to the City of Corvallis of its failure to carry out its approved program the Department may impose sanctions as provided for under Part 26 and may, in appropriate cases, refer the matter for enforcement under 18 U.S.C. 1001 and/or the Program Fraud Civil Remedies Act of 1986 (31 U.S.C. 3801 et seq.).

VII. DBE Financial Institutions.

It is the policy of the City of Corvallis to investigate the full extent of services offered by financial institutions owned and controlled by socially and economically disadvantaged individuals in the community, to make reasonable efforts to use these institutions, and to encourage prime contractors on DOT-assisted contracts to make use of these institutions. No socially or economically disadvantaged financial institutions currently exist in Oregon. The City of Corvallis will continue to monitor this matter.

VIII. Directory.

The Oregon ESB/M/W/DBE Database Directory is a consolidated and automated directory that identifies firms that have been certified either as MBEs, WBEs, or DBEs by the Oregon Office of Minority, Women, and Emerging Small Business (OMWESB). This DBE Database is maintained and updated daily by the OMWESB. Pursuant to 49 CFR Part 26, the DBE Liaison Officer will use the DBE Database as the primary resource in developing overall and contract-specific DBE participation goals and conducting outreach and other activities to promote DBE participation in U.S. DOT contracts. The DBE directory of certified firms is available on the Internet at http://www.cbs.state.or.us/external/imd/database/omwesb/omwesb-main.htm. The directory shall be distributed to contractors and made available at the City to the public on request. The DBE Database includes the firm's name, address, telephone number, and types of work for which the firm is certified as a DBE. The DBE Database shall not in any way prequalify the identified DBE firms with respect to licensing, bondability, competence, or financial responsibility.

IX. Overconcentration

The City will review DOT-assisted contract work to determine if any work proposed has been identified as being affected by overconcentration.

X. Required Contract Clauses.

A. Contract Assurance. The City of Corvallis will ensure that the following clause is placed in every DOT-assisted contract and subcontract:

"The contractor or subcontractor shall not discriminate on the basis of race, color, national origin, or sex in the performance of this contract. The contractor shall carry out applicable requirements of 49 CFR Part 26 in the award and administration of DOT-assisted contracts. Failure by the contractor to carry out these requirements is a material breach of this contract, which may result in the termination of this contract or such other remedy as the City of Corvallis deems appropriate."

B. Prompt Payment. The City of Corvallis will include the following clause in each DOT-assisted prime contract:

"Contractor is required to pay its subcontractors performing work related to this contract for satisfactory performance of that work no later than 30 days after Contrator's receipt of payment for that work from the City. In addition, Contractor may not withhold retainage from its subcontractors."

XI. Administrative Sanctions.

Failure of any contractor to meet the DBE Contract Provisions shall constitute a breach of contract for which the imposition of the following sanctions could occur:

A. Temporary withholding progress payments until the contractor complies with these contract provisions through future performance after City reviews invoices for services rendered.

B. Permanently withholding payment for work already performed in a manner that constitutes a breach of contract.

XII. Monitoring and Enforcement Mechanisms.

The City will use the following mechanisms for monitoring and enforcement of DBE program requirements.

A. Bidders List

The City will require all prime contractors bidding on FTA-assisted contracts to return, at the time of bid opening (options apply as to the time this information is required so long as it is prior to the award of the contract), the following information about the prime contractor and all subcontractors who provided a bid or were contacted by the prime:

Firm name
Firm address
Firm's status as a DBE or non-DBE
Age of the firm
Type of work

The City will use this information to maintain and update its Bidders List.

B. Monitoring Payments to DBEs

It is the contractor's responsibility to maintain records and documents for three (3) years following the performance of the contract. These records will be made available for inspection upon request by any authorized representative of the City, FTA, or U.S. DOT. This reporting requirement is also extended to any certified DBE subcontractor.

The City will perform interim audits of contract payments to DBEs. The audit will review payments to DBE subcontractors to ensure that the actual amount paid to DBE subcontractors equals or exceeds the dollar amounts stated in the report of proposed DBE participation.

C. Reporting to FTA

The City will report DBE participation and annual overall goal setting methods to the FTA as directed. Statistical data will be maintained as prescribed on a quarterly basis to provide reports to FTA reflecting the DBE participation on the City's DOT-assisted procurement activities. These reports will provide DBE participation information on the City's race-neutral contracts, race-conscious contracts, and the combined DBE participation on all federally assisted procurement activities.

The City of Corvallis will bring to the attention of the Department of Transportation any false, fraudulent, or dishonest conduct in connection with the program so that DOT can take steps (e.g., referral to the Department of Justice for criminal prosecution, referral to the DOT Inspector General, action under suspension and debarment or Program Fraud and Civil Penalties rules) provided in §26.109. The City of Corvallis also will consider similar action under our own legal authorities, including responsibility determinations in future contracts.

XIII. Overall Goals

A. Amount of 2000-01 Goal. The City of Corvallis goal for FY 2000-01 is the following: .98% of the federal financial assistance the City of Corvallis will expend in DOT-assisted contracts, exclusive of FTA funds to be used for the purchase of transit vehicles. The data used to establish this goal was the list of DBE's performing engineering services within the State of Oregon (40) and the list of number of engineering firms conducting business in the State of Oregon, as reported by the U. S. Census Bureau (1,4113). The relevant market for engineering services was determined to be the State of Oregon. The City of Corvallis has not previous had a DBE program goal because the type and sign of DOT-assisted contracts did not require a DBE goal; therefore, no historical data for DOT-assisted contracts is available upon which to adjust the base.

B . Method. The City of Corvallis will establish its overall annual goal or individual project goal(s) in accordance with 49 CFR §26.45. The City of Corvallis may use two methods to determine its DBE goal. One method for determining the goal will be to determine the availability of ready, willing, and able DBEs in the relevant market. The relevant market will depend upon the type of work to be performed. The list of DBE firms will be obtained from the DBE Directory maintained by the State of Oregon, Office of Minority, Women, and Emerging Small Business (OMWESB). The list of ready, willing, and able businesses available in the market that perform work in the same SIC codes will be obtained from the Census Bureau Data, data provided by the State of Oregon through its Department of Employment, or general contractor groups. The second method will be to use the goal of another DOT recipient if the other DOT recipient in the same, or substantially similar, market has set an overall goal in compliance with 49 CFR §26.45.

Once the DBE base figure has been determined, the City will examine all of the evidence available in our jurisdiction to determine what adjustment, if any, is needed to the base figure in order to arrive at the overall goal or project goal(s).

B. Process. The City of Corvallis will submit its overall goal to the DOT on or before August 1 of each year, unless the FTA or FAA recipient submits a project goal as permitted by the appropriate FTA or FAA Administrator.

The City of Corvallis will publish a notice of the proposed goal, informing the public that the proposed goal and its rationale are available for inspection during normal business hours at the Corvallis Public Works Department for 30 days following the date of the notice, and informing the public that the City and DOT will accept comments on the goals for 45 days from the date of the notice. The notice will be published in a newspaper in general circulation in Oregon, the Daily Journal of Commerce, and one trade-specific publication, i.e. Passenger Transport for transit, and will be available on the City's website. Normally, the City of Corvallis will issue this notice by June 1 of each year. The notice will include addresses to which comments may be sent and

addresses (including offices and websites) where the proposal may be reviewed.

The overall goal submission to DOT will include a summary of information and comments received during this public participation process and our responses. The City of Corvallis will begin using its overall goal on October 1 of each year, unless it has received other instructions from DOT or, if the goal is established on a project basis, by the time of the first solicitation for a DOT-assisted contract for the project.

XIV. Transit Vehicle Manufacturers.

The City of Corvallis will require each transit vehicle manufacturer, as a condition of being authorized to bid or propose on FTA-assisted transit vehicle procurements, to certify that it has complied with the requirements of this section. Alternatively, the City of Corvallis may, at its discretion and with FTA approval, establish project-specific goals for DBE participation in the procurement of transit vehicles in lieu of the transit vehicle manufacturer complying with this element of the program.

XV. Breakout of Estimated Race-Neutral and Race-Conscious Participation.

The City of Corvallis will meet the maximum feasible portion of its overall goal by using race-neutral means of facilitating DBE participation. The City of Corvallis uses the following race-neutral means to increase DBE participation:

1. Structuring the contract into several bid items to promote the use of small businesses.

2. Arranging bids, specifications, and delivery schedules to time frames that enhance small business participation.

3. Encourage DBE participation through statements contained in the contract document and invitation to bid.

The City of Corvallis will attempt to meet our goal through the above race-neutral means. The City has no previous contract data from which to establish a percentage of DBE goal attainment.

Once the City of Corvallis has established contract data, it will adjust the estimated breakout of race-neutral and race-conscious DBE participation as needed to reflect actual DBE participation and the City of Corvallis will track and report race-neutral and race-conscious participation separately. For reporting purposes, race-neutral DBE participation include, but is not necessarily limited to, the following: DBE participation through a prime contract a DBE obtains through customary competitive procurement procedures; DBE participation through a subcontract on a prime contract that does not carry a DBE goal; DBE participation on a prime contract exceeding a contract goal; and

DBE participation through a subcontract from a prime contractor that did not consider a firm's DBE status in making the award.

XVI. Contract Goals.

The City of Corvallis will use contract goals to meet any portion of the overall goal City of Corvallis does not project being able to meet using race-neutral means. Contract goals are established so that, over the period to which the overall goal applies; they will cumulatively result in meeting any portion of our overall goal that is not projected to be met through the use of race-neutral means.

The City of Corvallis will establish contract goals only on those DOT-assisted contracts that have subcontracting possibilities. The City of Corvallis need not establish a contract goal on every such contract, and the size of contract goals will be adapted to the circumstances of each such contract (e.g., type and location of work, availability of DBEs to perform the particular type of work).

The City of Corvallis will express our contract goals as a percentage of the total amount of a DOT-assisted contract.

XVII. Good Faith Efforts.

A. Information to be submitted.

The City of Corvallis treats bidder/offerors' compliance with good faith efforts requirements as a matter of responsiveness. Each solicitation for which a contract goal has been established will require the bidders/offerors to submit with their bid the following information:

1. The names and addresses of DBE firms that will participate in the contract;
2. A description of the work that each DBE will perform;
3. The dollar amount of the participation of each DBE firm participation;
4. Written and signed documentation of commitment to use a DBE subcontractor whose participation it submits to meet a contract goal;
5. Written and signed confirmation from the DBE that it is participating in the contract as provided in the prime contractor's commitment; and
6. If the contract goal is not met, evidence of good faith efforts.

B. Demonstration of good faith efforts.

The obligation of the bidder/offeror is to make good faith efforts. The bidder/offeror can demonstrate that it has done so either by meeting the contract goal or documenting good faith efforts. Examples of good faith efforts are found in Appendix A to Part 26.

The following personnel are responsible for determining whether a bidder/offeror who has not met the contract goal has documented sufficient good faith efforts to be regarded as responsive: Peter Dassow.

The City of Corvallis will ensure that all information is complete and accurate and adequately documents the bidder/offeror's good faith efforts before the City of Corvallis commits to the performance of the contract by the bidder/offeror.

C. Administration reconsideration.

Within five (5) days of being informed by the City of Corvallis that it is not responsive because it has not documented sufficient good faith efforts, a bidder/offeror may request administrative reconsideration. Bidder/offerors should make this request in writing to the following reconsideration official:

Mary Steckel
Public Works Director
City of Corvallis
Post Office Box 1083
Corvallis, OR 97339
(541) 766-6916
mary.steckel@corvallisoregon.gov

The reconsideration official will not have played any role in the original determination that the bidder/offeror did not make document sufficient good faith efforts.

As part of this reconsideration, the bidder/offeror will have the opportunity to provide written documentation or arugment concerning the issue of whether it met the goal or made adequate good faith efforts to do so. The bidder/offeror will have the opportunity to meet in person with our reconsideration official to discuss the issue of whether it met the goal or made adequate good faith efforts to do so. The City of Corvallis will send the bidder/offeror a written decision on reconsideration, explaining the basis for finding that the bidder/offeror did or did not meet the goal or make adequate good faith efforts to do so. The result of the reconsideration process is not administratively appealable to the Department of Transportation.

D. Good Faith Efforts when a DBE is replaced on a contract.

The City of Corvallis will require a contractor to make good faith efforts to replace a DBE that is terminated or has otherwise failed to complete its work on a contract with another certified DBE, to the extent needed to meet the contract goal. The City of Corvallis will require the prime contractor to notify the DBE Liaison Officer immediately of the DBE's inability or unwillingness to perform and provide reasonable documentation.

In this situation, the City of Corvallis will require the prime contractor to obtain our prior approval of the substitute DBE and to provide copies of new or amended subcontracts, or documentation of good faith efforts. If the contractor fails or refuses to comply in the time specified, our contracting office will issue an order stopping all or part of payment/work until satisfactory action has been taken. If the contractor still fails to comply, the contracting officer may issue a termination for default proceeding.

E. Sample Bid Specification.

Below is a sample bid specification:

"This contract is subject to requirements of Title 49, Code of Federal Regulations, Part 26. The national goal for participation of Disadvantaged Business Enterprises (DBE) is 10%. The City's overall goal for DBE participation is [Fill in percentage for the contract]%. Contractor shall not discriminate on the basis of race, color, national origin, or sex in the performance of this contract. Contractor shall carry out applicable requirements of 49 CFR Part 26 in the award and administration of this DOT-assisted contract. Failure by Contractor to carry out these requirements is a material breach of this contract, which may result in the termination of this contract or such other remedy as City deems appropriate. Each subcontract by Contractor must include the assurance in this section. Contractor is required to report to City its DBE participation obtained through race-neutral means throughout the period of performance."

XVIII. Counting DBE Participation. The City of Corvallis will count DBE participation toward overall and contract goals as provided in 49 CFR 26.55.

XIX. Certification.

The City does not certify DBEs. It relies upon the services of the Oregon Office of Minority, Women and Emerging Small Business Enterprise Program (OMWESB) for certification. As the sole certification authority in Oregon for targeted government contracts for emerging small businesses and disadvantaged, minority, and woman-owned businesses, OMWESB provides a unified certification process. A copy of the Application for Certification and summary of the program is shown in Attachment C attached hereto.

The OMWESB complies with 49 CFR Part 26 in determining whether to certify a firm as eligible to participate as a DBE. The directory of certified firms can be found on the internet at http://www.cbs.state.or.us/external/imd/database/omwesb/omwesb-main.htm. The directory is updated daily.

XX. Information Collection and Reporting.

A. Bidders List

The City of Corvallis will create a bidders list, consisting of information about all DBE and non-DBE firms that bid or quote on DOT-assisted contracts. The purpose of this requirement is to allow use of the bidders list approach to calculating overall goals. The bidders list will include the name, address, DBE/non-DBE status, age, and annual gross receipts of firms. Prime bidders will be required to report the names, addresses, type of work and other information regarding all firms who quote to them on subcontracts.

B. Monitoring Payments to DBEs

The City of Corvallis will require prime contractors to maintain records and documents of payments to DBEs for three years following the performance of the contract. These records will be made available for inspection upon request by any authorized representative of the City of Corvallis or DOT. This reporting requirement also extends to any certified DBE subcontractor.

The City of Corvallis will keep a running tally of actual payments to DBE firms for work committed to them at the time of contract award.

The City of Corvallis will perform interim audits of contract payments to DBEs. The audit will review payments to DBE subcontractors to ensure that the actual amount paid to DBE subcontractors equals or exceeds the dollar amounts stated in the schedule of DBE participation.

C. Reporting to DOT.

The City of Corvallis will report DBE participation to DOT as follows:

FAA reports will be submitted annual on DOT Form 4630, as modified for use by FAA recipients.

FTA reports will be submitted on a quarterly basis, using DOT Form 4630. These reports will reflect payments actually made to DBEs on DOT-assisted contracts.

FHWA reports concerning DBE participation will be submitted on a quarterly basis,

using DOT Form 4630.

D. Fostering Small Business Participation.

A small business concern is defined by Section 3 of the Small Business Act and the Small Business Administration regulations implementing it (13 CFR Part 121). A small business is a business that is independently owned and operated, is organized for profit, and is not dominant in its field. Depending on the industry, size standard eligibility is based on the average number of employees for the preceding twelve months or on sales volume averaged over a three-year period. For DBE purposes the average annual gross receipts for the previous three (3) years cannot exceed $16.6 million (or as adjusted for inflation by the Secretary of U.S. DOT) pursuant to 49 CFR § 26.65(b).

The City will take the following steps to eliminate obstacles to the participation by small business concerns in contracting opportunities including, but not limited to, the following:

- Eliminating or reducing unnecessary contract requirements, such as restrictive bonding or insurance requirements, which may preclude small business participation in procurements as contractors.
- Identifying contracting opportunities by reviewing projects on an annual basis with involved departments and determining budgeted projects, developing a contracting plan for the contracting opportunity, and determining the approach for best fostering small business participation.
- Asking prime contractors on certain contracts, such as construction or engineering contracts over $1 million, to specify elements of the contract or specific subcontracts that are of a size and type that small businesses, including DBE businesses, can reasonably perform. Review possibility of having the contractor set aside the contracting opportunities to small businesses only and implementing other outreach methods.
- Monitoring the small business prime contractors or subcontractors to verify that they meet small business criteria.

E. Confidentiality.

The City of Corvallis will safeguard from disclosure to third parties information that may reasonably be regarded as confidential business information, consistent with federal, state (insert ORS), and local law. Notwithstanding any contrary provisions of state or local law, the City of Corvallis will not release personal financial information submitted in response to the personal net worth requirement to a third party (other than DOT) without the written consent of the submitter.

ADMINISTRATIVE SERVICES COMMITTEE
SCHEDULED ITEMS

April 3, 2014

MEETING DATE	AGENDA ITEM
April 9	• Neighborhood/Property Maintenance Code Program • Utility Rate Structure Review
April 23	• Visit Corvallis Second Quarter Report • Downtown Corvallis Association Economic Improvement District Second Quarter Report • Enterprise Zone Sustainability Criteria Follow-up • Neighborhood/Property Maintenance Code Program • Utility Rate Structure Review
May 7	• da Vinci Days Loan and Annual Report • Parks and Recreation Department Cost Recovery Update • Utility Rate Structure Review
May 21	• Visit Corvallis Third Quarter Report • Downtown Corvallis Association Economic Improvement District Third Quarter Report • Council Policy Review and Recommendation: • 95-4.10, "Public Library Gifts and Donations Policy"
June 4	• Third Quarter Operating Report • Board and Commission Sunset Review: • Economic Development Commission
June 18	• Republic Services Annual Report
July 9	•
July 23	•
August 6	•
August 20	•
September 3	• Visit Corvallis Fourth Quarter Report • Downtown Corvallis Association Economic Improvement District Fourth Quarter Report
September 17	•

October 8	• Fourth Quarter Operating Report
	• Council Policy Reviews and Recommendations:
	  • 91-2.01, "Meeting Procedures"
	  • 94-2.08, "Council Liaison Roles"

October 22	• Utility Rate Annual Review
November 5	• FY 2013-14 Parks and Recreation Department Cost Recovery Review
November 19	•
December 3	• Visit Corvallis First Quarter Report • Downtown Corvallis Association Economic Improvement District First Quarter Report • Comprehensive Annual Financial Report • First Quarter Operating Report
December 17	•

ASC PENDING ITEMS

- Comcast Franchise Renewal Update — Public Works
- Council Policy Review and Recommendation:
  - 96-6.03, "Economic Development Policies" — CMO
- Economic Development Policy on Tourism — CMO
- Municipal Code Review: Chapter 4.01, "Solid Waste Regulations" — Community Development
- Tax Incentive Program for Downtown Area — Community Development
- Council Policy Review and Recommendation:
  - 98-2.10, "Use of E-Mail by Mayor and City Council" (Jan 15) — CMO

Regular Meeting Date and Location:

Wednesday of Council week, 3:30 pm – Madison Avenue Meeting Room

HUMAN SERVICES COMMITTEE
SCHEDULED ITEMS

April 3, 2014

MEETING DATE	AGENDA ITEM

April 8	• Council Policy Reviews and Recommendations:
	  • 91-1.02, "Liquor License Approval Procedures"
	  • 94-4.07, "City-Owned Art Objects on Private Property"
	  • 97-4.09, "Guidelines for Free Use of Parks and Recreation Facilities"
	• The Arts Center Annual Report
	• Public Art Selection Commission Annual Report

April 22	•

May 6	• Liquor License Annual Renewals
	• Majestic Theatre Annual Report
	• Council Policy Reviews and Recommendations:
	  • 99-4.13, "Internet Access Policy for Corvallis-Benton County Public Library"
	  • 92-5.04, "Hate/Bias Violence"

May 20	•

June 3	• Social Services Allocations - Fiscal Year 2014-2015
	• Boards and Commissions Sunset Reviews:
	  • Arts and Culture Commission
	  • Citizens Advisory Commission on Civic Beautification and Urban Forestry
	  • Committee for Citizen Involvement

June 17	•
July 8	• Corvallis Farmers' Market Annual Report
July 22	•
August 5	•
August 19	• Social Services Semi-Annual Report
September 2	•
September 16	• Rental Housing Program Annual Report
October 7	• Council Policy Review and Recommendation: • 93-4.11, "Public Library Policy for Selecting and Discarding Materials"
October 21	•
November 4	• Council Policy Review and Recommendation: • 95-4.08, "Code of Conduct on Library Premises"
November 18	•

December 2	• 2015-2016 Social Services Priorities and Calendar
	• Council Policy Reviews and Recommendations:
	  • 91-1.03, "Naming of Public Facilities and Lands"
	  • 91-4.01, "Guidelines for Selling in Parks"

December 16	•

HSC PENDING ITEMS

- Council Policy Review and Recommendation:
  - 99-4.14, "Use of City Hall Plaza and Kiosk" — City Manager's Office
- Municipal Code Review: Chapter 5.01, "City Park Regulations" (Alcoholic Beverages in Parks) — Parks & Recreation
- Municipal Code Review: Chapter 9.02, "Rental Housing Code" — Community Development
- OSU/City Collaboration Project Recommendations (Action Items 4-1, 4-3, 4-4, 5-1) — Community Development

Regular Meeting Date and Location:
Tuesday of Council week, 2:00 pm – Madison Avenue Meeting Room

URBAN SERVICES COMMITTEE
SCHEDULED ITEMS

April 3, 2014

MEETING DATE	AGENDA ITEM

April 8	• Council Policy Reviews and Recommendations:
	  • 10-1.12, "Community Sustainability"
	  • 91-7.08, "Sidewalk Policy"
	• Permit to Occupy ROW (Retreat at Oak Creek)
	• Collaboration Project – Neighborhood Baseline Traffic Counts
	• Residential Parking Districts

April 22	• Council Policy Review and Recommendation: • 91-7.04, "Building Permits" • Residential Parking Districts
May 6	• Residential Parking Districts (*Placeholder*)
May 20	•

June 3	• Board and Commission Sunset Review:
	  • Airport Commission
	• Council Policy Review and Recommendation:
	  • 95-7.12, "Integrated Vegetation Pest Management (IVPM) Program"

June 17	• Transportation System Plan update
July 8	• Transportation System Plan update, cont'd.
July 22	•
August 5	•
August 19	•
September 2	No meeting
September 16	• Council Policy Review and Recommendation: • 02-7.15, "Fee-in-Lieu Parking Program"
October 7	• Council Policy Review and Recommendation: • 08-9.07, "Traffic Calming Program"
October 21	•
November 4	• Council Policy Review and Recommendation: • 98-9.06, "Transportation Corridor Plans"
November 18	•
December 2	•
December 16	•

USC PENDING ITEMS

- Council Policy Review and Recommendation:
  - 91-9.03, "Parking Permit Fees" — Public Works
- Municipal Code Review: Chapter 8.13, "Mobile Food Units" — Community Development
- NW Cleveland Avenue Traffic Update — 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

APRIL – JULY 2014
(Updated April 3, 2014)

APRIL 2014				
Date	**Time**	**Group**	**Location**	**Subject/Note**
3	*5:30 pm*	*Collaboration Parking & Traffic Work Group*	*Madison Avenue Mtg Rm*	
4	7:00 am	Bicycle and Pedestrian Adv Cmsn	Madison Avenue Mtg Rm	
5	10:00 am	Government Comment Corner	Library Lobby - Hal Brauner	
7	**6:30 pm**	**City Council (Executive Session immediately follows)**	**Downtown Fire Station**	
8	8:20 am	Citizens Advisory Cmsn on Transit	Madison Avenue Mtg Rm	
8	2:00 pm	Human Services Committee	Madison Avenue Mtg Rm	
8	5:00 pm	Urban Services Committee	Madison Avenue Mtg Rm	
8	6:30 pm	Historic Resources Commission	Downtown Fire Station	
9	3:30 pm	Administrative Services Committee	Madison Avenue Mtg Rm	
9	5:30 pm	Downtown Commission	~~Madison Avenue Mtg Rm~~ *Downtown Fire Station*	
10	8:30 am	Citizens Advisory Cmsn on Civic Beautification and Urban Forestry	Parks and Rec Conf Room	
10	11:00 am	Public Participation Task Force	Madison Avenue Mtg Rm	
10	7:00 pm	Budget Commission	Downtown Fire Station	
12	10:00 am	Government Comment Corner	Library Lobby - Julie Manning	
14	3:00 pm	Economic Development Cmsn	Madison Avenue Mtg Rm	
16	12:00 pm	Housing and Comm Dev Cmsn	Madison Avenue Mtg Rm	
16	4:00 pm	Public Art Selection Commission	Parks and Rec Conf Room	
16	5:30 pm	Arts and Culture Commission	Parks and Rec Conf Room	
16	7:00 pm	Planning Commission	Downtown Fire Station	
17	*11:00 am*	*Public Participation Task Force*	*Parks and Rec Conf Room*	*work session*
~~17~~	~~6:30 pm~~	~~Parks, Natural Areas, and Rec Brd~~	~~Parks and Rec Conf Room~~	
17	7:00 pm	Budget Commission	Downtown Fire Station	
19		No Government Comment Corner		
21	***6:00 pm***	***City Council Executive Session***	***Downtown Fire Station***	
21	**6:30 pm**	**City Council (work session with Planning Cmsn immediately follows)**	**Downtown Fire Station**	
22	2:00 pm	Human Services Committee	Madison Avenue Mtg Rm	
22	5:00 pm	Urban Services Committee	Madison Avenue Mtg Rm	
22	5:15 pm	Cmsn for Martin Luther King, Jr.	~~City Hall Meeting Room A~~ Osborn Aquatic Center	
22	7:00 pm	Budget Commission	Downtown Fire Station	
23	3:30 pm	Administrative Services Committee	Madison Avenue Mtg Rm	
23	5:15 pm	Watershed Management Adv Cmsn	~~Madison Avenue Mtg Rm~~ *Downtown Fire Station*	
24	11:00 am	Public Participation Task Force	Madison Avenue Mtg Rm	
24	7:00 pm	Budget Commission	Downtown Fire Station	
26	10:00 am	Government Comment Corner	Library Lobby - Mike Beilstein	
28	*6:30 pm*	*Public Participation Task Force*	*Library Main Mtg Rm*	*public forum*
29	7:00 pm	Budget Commission	Downtown Fire Station	
30	*5:15 pm*	*Economic Development Cmsn*	*OSU Kearney Hall Rm 112*	

MAY 2014

Date	Time	Group	Location	Subject/Note
1	*11:00 am*	*Public Participation Task Force*	*Madison Avenue Mtg Rm*	*work session*
1	7:00 pm	Budget Commission	Downtown Fire Station	
2	7:00 am	Bicycle and Pedestrian Adv Cmsn	Madison Avenue Mtg Rm	
3		No Government Comment Corner		
5	**5:30 pm**	**City Council Executive Session**	**Downtown Fire Station**	
5	**6:30 pm**	**City Council**	**Downtown Fire Station**	
6	7:00 am	Airport Commission	Madison Avenue Mtg Rm	
6	2:00 pm	Human Services Committee	Madison Avenue Mtg Rm	
6	4:00 pm	Downtown Parking Committee	Downtown Fire Station	
6	5:00 pm	Urban Services Committee	Madison Avenue Mtg Rm	
6	7:00 pm	Budget Commission	Downtown Fire Station	
7	3:30 pm	Administrative Services Committee	Madison Avenue Mtg Rm	
7	7:00 pm	Planning Commission	Downtown Fire Station	
7	7:30 pm	Library Board	Library Board Room	
8	8:30 am	Citizens Advisory Cmsn on Civic Beautification and Urban Forestry	Parks and Rec Conf Room	
8	*11:00 am*	*Public Participation Task Force*	*Madison Avenue Mtg Rm*	
10	10:00 am	Government Comment Corner	Library Lobby - Penny York	
12	3:00 pm	Economic Development Cmsn	Madison Avenue Mtg Rm	
12	7:00 pm	City Council Quarterly Work Session	Madison Avenue Mtg Rm	tentative
13	8:20 am	Citizens Advisory Cmsn on Transit	Madison Avenue Mtg Rm	
13	6:30 pm	Historic Resources Commission	Downtown Fire Station	
14	5:30 pm	Downtown Commission	Madison Avenue Mtg Rm	
15	*11:00 am*	*Public Participation Task Force*	*Madison Avenue Mtg Rm*	*work session*
15	6:30 pm	Parks, Natural Areas, and Rec Brd	Downtown Fire Station	
17		No Government Comment Corner		
19	**6:30 pm**	**City Council (Executive Session immediately follows)**	**Downtown Fire Station**	
20	2:00 pm	Human Services Committee	Madison Avenue Mtg Rm	
20	5:00 pm	Urban Services Committee	Madison Avenue Mtg Rm	
21	12:00 pm	Housing and Comm Dev Cmsn	Madison Avenue Mtg Rm	
21	3:30 pm	Administrative Services Committee	Madison Avenue Mtg Rm	
21	*4:00 pm*	*Public Art Selection Commission*	*Parks and Rec Conf Room*	
21	5:30 pm	Arts and Culture Commission	Parks and Rec Conf Room	
21	7:00 pm	Planning Commission	Downtown Fire Station	
22	*11:00 am*	*Public Participation Task Force*	*Madison Avenue Mtg Rm*	
24		No Government Comment Corner		
26		City holiday - all offices closed		
27	5:15 pm	Cmsn for Martin Luther King, Jr.	~~City Hall Meeting Room A~~ Osborn Aquatic Center	
31		No Government Comment Corner		

JUNE 2014

Date	Time	Group	Location	Subject/Note
2	**6:30 pm**	**City Council**	**Downtown Fire Station**	
3	7:00 am	Airport Commission	Madison Avenue Mtg Rm	
3	2:00 pm	Human Services Committee	Madison Avenue Mtg Rm	
3	4:00 pm	Downtown Parking Committee	Downtown Fire Station	
3	5:00 pm	Urban Services Committee	Madison Avenue Mtg Rm	
4	3:00 pm	Community Police Review Board	Walnut Community Room	
4	3:30 pm	Administrative Services Committee	Madison Avenue Mtg Rm	
4	7:00 pm	Planning Commission	Downtown Fire Station	

4	7:30 pm	Library Board	Library Board Room
6	7:00 am	Bicycle and Pedestrian Adv Cmsn	Madison Avenue Mtg Rm
7		No Government Comment Corner	
9	3:00 pm	Economic Development Cmsn	Madison Avenue Mtg Rm
10	8:20 am	Citizens Advisory Cmsn on Transit	Madison Avenue Mtg Rm
10	6:30 pm	Historic Resources Commission	Downtown Fire Station
11	5:30 pm	Downtown Commission	Madison Avenue Mtg Rm
12	8:30 am	Citizens Advisory Cmsn on Civic Beautification and Urban Forestry	Parks and Rec Conf Room
14	10:00 am	Government Comment Corner	Library Lobby - Biff Traber
16	**6:30 pm**	**City Council**	**Downtown Fire Station**
17	2:00 pm	Human Services Committee	Madison Avenue Mtg Rm
17	5:00 pm	Urban Services Committee	Madison Avenue Mtg Rm
18	12:00 pm	Housing and Comm Dev Cmsn	Madison Avenue Mtg Rm
18	3:30 pm	Administrative Services Committee	Madison Avenue Mtg Rm
18	5:30 pm	Arts and Culture Commission	Parks and Rec Conf Room
18	7:00 pm	Planning Commission	Downtown Fire Station
19	6:30 pm	Parks, Natural Areas, and Rec Brd	Downtown Fire Station
21		No Government Comment Corner	
24	5:15 pm	Cmsn for Martin Luther King, Jr.	Osborn Aquatic Center
25	5:15 pm	Watershed Management Adv Cmsn	Madison Avenue Mtg Rm
28	10:00 am	Government Comment Corner	Library Lobby - Mike Beilstein

JULY 2014

Date	Time	Group	Location	Subject/Note
1	*7:00 am*	*Airport Commission*	*Madison Avenue Mtg Rm*	
1	*4:00 pm*	*Downtown Parking Committee*	*Downtown Fire Station*	
2	*7:00 pm*	*Planning Commission*	*Downtown Fire Station*	
5		*No Government Comment Corner*		
7	***6:30 pm***	***City Council***	***Downtown Fire Station***	
8	*8:20 am*	*Citizens Advisory Cmsn on Transit*	*Madison Avenue Mtg Rm*	
8	*2:00 pm*	*Human Services Committee*	*Madison Avenue Mtg Rm*	
8	*5:00 pm*	*Urban Services Committee*	*Madison Avenue Mtg Rm*	
8	*6:30 pm*	*Historic Resources Commission*	*Downtown Fire Station*	
9	*3:30 pm*	*Administrative Services Committee*	*Madison Avenue Mtg Rm*	
9	*5:30 pm*	*Downtown Commission*	*Madison Avenue Mtg Rm*	
10	*8:30 am*	*Citizens Advisory Cmsn on Civic Beautification and Urban Forestry*	*Parks and Rec Conf Room*	
12	*10:00 am*	*Government Comment Corner*	*Library Lobby - Penny York*	
14	*3:00 pm*	*Economic Development Cmsn*	*Madison Avenue Mtg Rm*	
16	*4:00 pm*	*Public Art Selection Commission*	*Parks and Rec Conf Room*	
16	*5:30 pm*	*Arts and Culture Commission*	*Parks and Rec Conf Room*	
16	*7:00 pm*	*Planning Commission*	*Downtown Fire Station*	
17	*6:30 pm*	*Parks, Natural Areas, and Rec Brd*	*Downtown Fire Station*	
18	*7:00 pm*	*Planning Commission*	*Downtown Fire Station*	
19		*No Government Comment Corner*		
21	***6:30 pm***	***City Council***	***Downtown Fire Station***	
22	*2:00 pm*	*Human Services Committee*	*Madison Avenue Mtg Rm*	
22	*5:00 pm*	*Urban Services Committee*	*Madison Avenue Mtg Rm*	
23	*3:30 pm*	*Administrative Services Committee*	*Madison Avenue Mtg Rm*	
23	*5:15 pm*	*Watershed Management Adv Cmsn*	*Madison Avenue Mtg Rm*	
22	*5:15 pm*	*Cmsn for Martin Luther King, Jr.*	Osborn Aquatic Center	
26		*No Government Comment Corner*		

Bold type – involves the Council

~~Strikeout~~ type – meeting canceled

Italics type – new meeting

CIP – Capital Improvement Program

HRC – Historic Resources Commission

PC – Planning Commission

TBD – To be Determined

To: City Council
From: Dan Brown

April 7, 2014

Subject: Amendments to the RPD Proposal

The proposal brought from USC to the Council differs from previous proposals. It was prepared in haste, and will require further refinement and consideration. Despite months of work, a number of procedural issues slowed our process down, and USC deliberation is not complete.

Like any regulation, this proposal has costs and benefits. In the RPD case there will be real financial and lifestyle costs which will reduce "livability" among those it is designed to protect.

I want the RPD expansion to be as easy on the residents and on the City (costs and bad will) as possible. I am offering up two amendments for this purpose.

Amendment #1 - Petition Process

I move to amend: ***Expansion of the RPD will be accomplished through a petition process involving the affected residents rather than through imposition by the City government.***

(1) I believe that a democratic process will provide a remedy and allow the affected residents an opportunity to sort out the costs and benefits to them personally. This process has been used successfully in the past to expand existing Districts and, in 2010, to add a new one. Imposition by the City will cause lots of citizen complaints.

(2) Simultaneous creation of several new districts will cost a lot of money, hundreds of thousands in one-time costs (creating and planting signs) and hundreds of thousands in continuing annual expenses (paying several new enforcement officers). I wonder where the money will come from. Will the Council find it in the general fund, the parking fund, or through revenue generated by selling expensive permits to residents?

Amendment #2 - Seasonal Enforcement

I move to amend: ***Enforcement of the residential permit requirement will cease during OSU's summer break and during OSU's winter break.***

(1) Although well-intentioned, the guest permit system has a negative impact on livability. Unless it can be accomplished with certainty in less than two hours, it is practically impossible in a RPD to have a weekday shower, kids' birthday party, tea party, etc. Out-of-town relatives who arrive by car cannot visit for two weeks. Grandchildren and grandparents, are nailed with $50 tickets. Residents are especially frustrated during times when there is no good reason for enforcement. Commuter parking is not a problem during the summer months or the winter holidays.

(2) In Corvallis, many landlords require one-year leases, and the turnover is in June. New tenants who rent during the summer must purchase one permit for the end of the last year and a second one on September 1.

(3) Overall, the purpose of this amendment is to improve "livability" through the perceived benefit to cost ratio for residents.

Oregon Department of Transportation

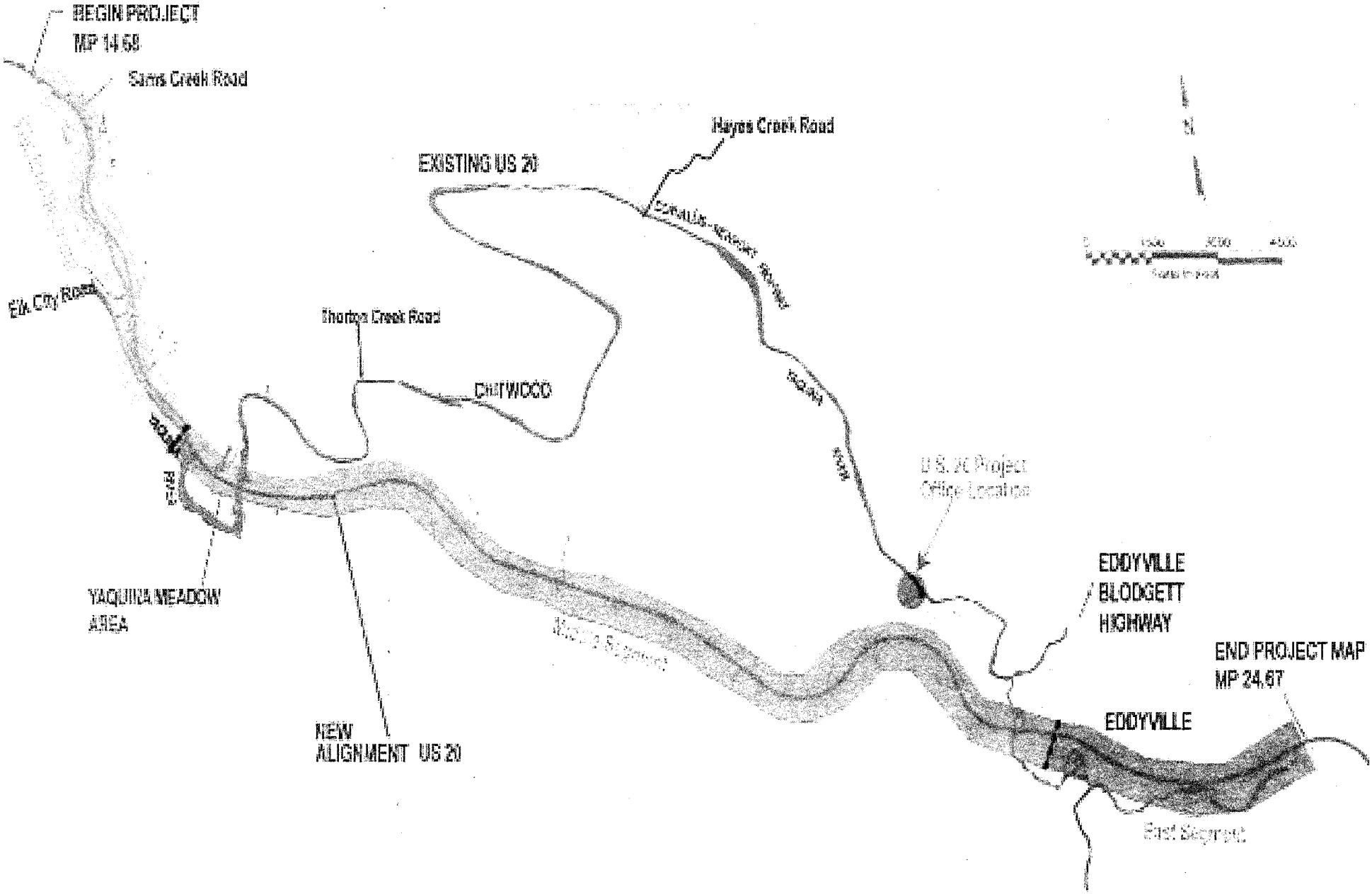
US20: Pioneer Mountain – Eddyville

Update

Winter/Spring 2014

Jerry Wolcott, Project Leader

Oregon Department of Transportation

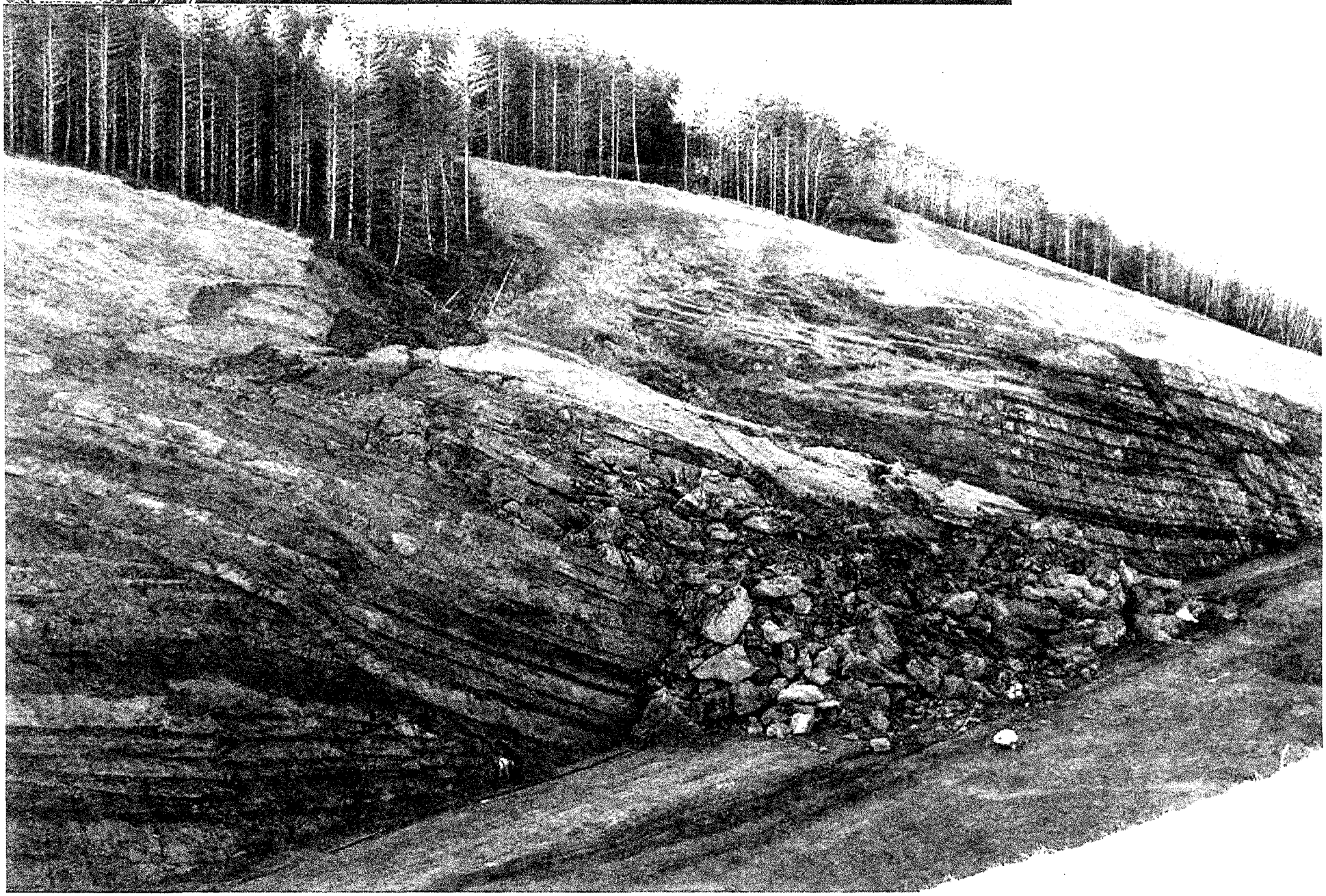


Oregon Department of Transportation

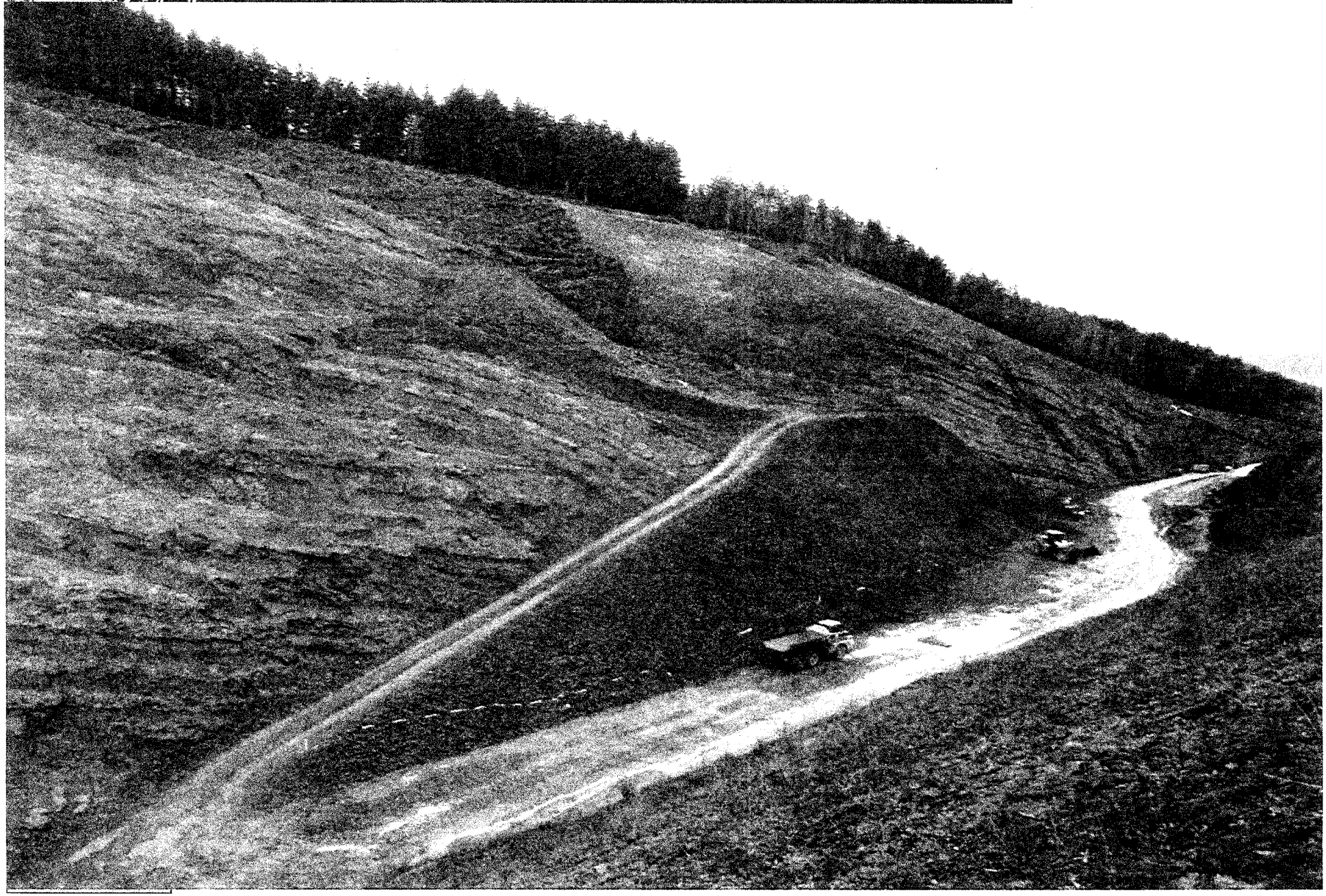
The Big Picture

- The landslide activity is big. Really big.
- It rains there. A lot.
- The rain raises the water table and makes land masses slide faster.
- Therefore, the plan is to channel and drain the water, and stack up large amounts of rock to buttress against the slides.
- We are also using toe keys and ground anchors to stabilize

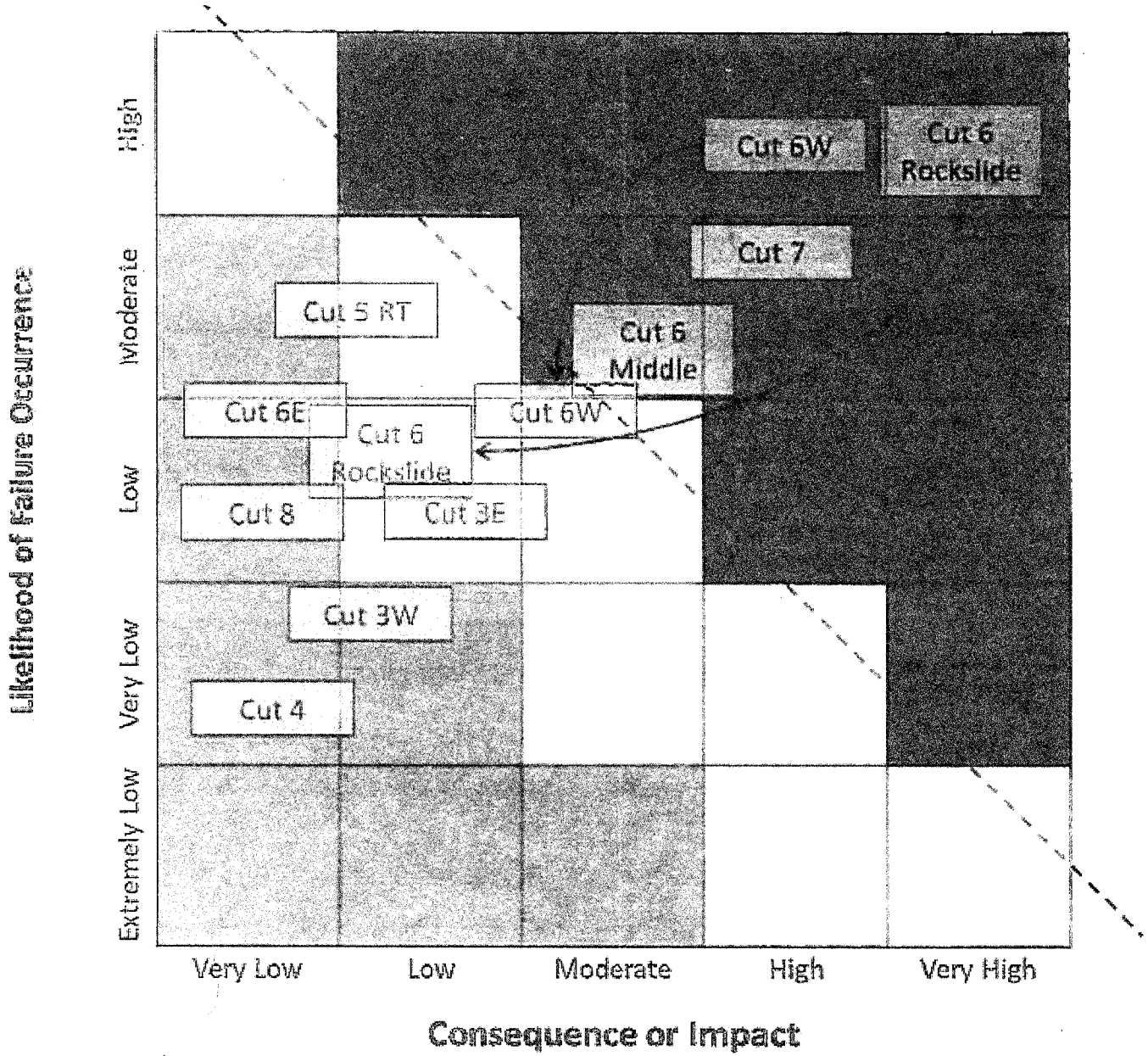
Oregon Department of Transportation



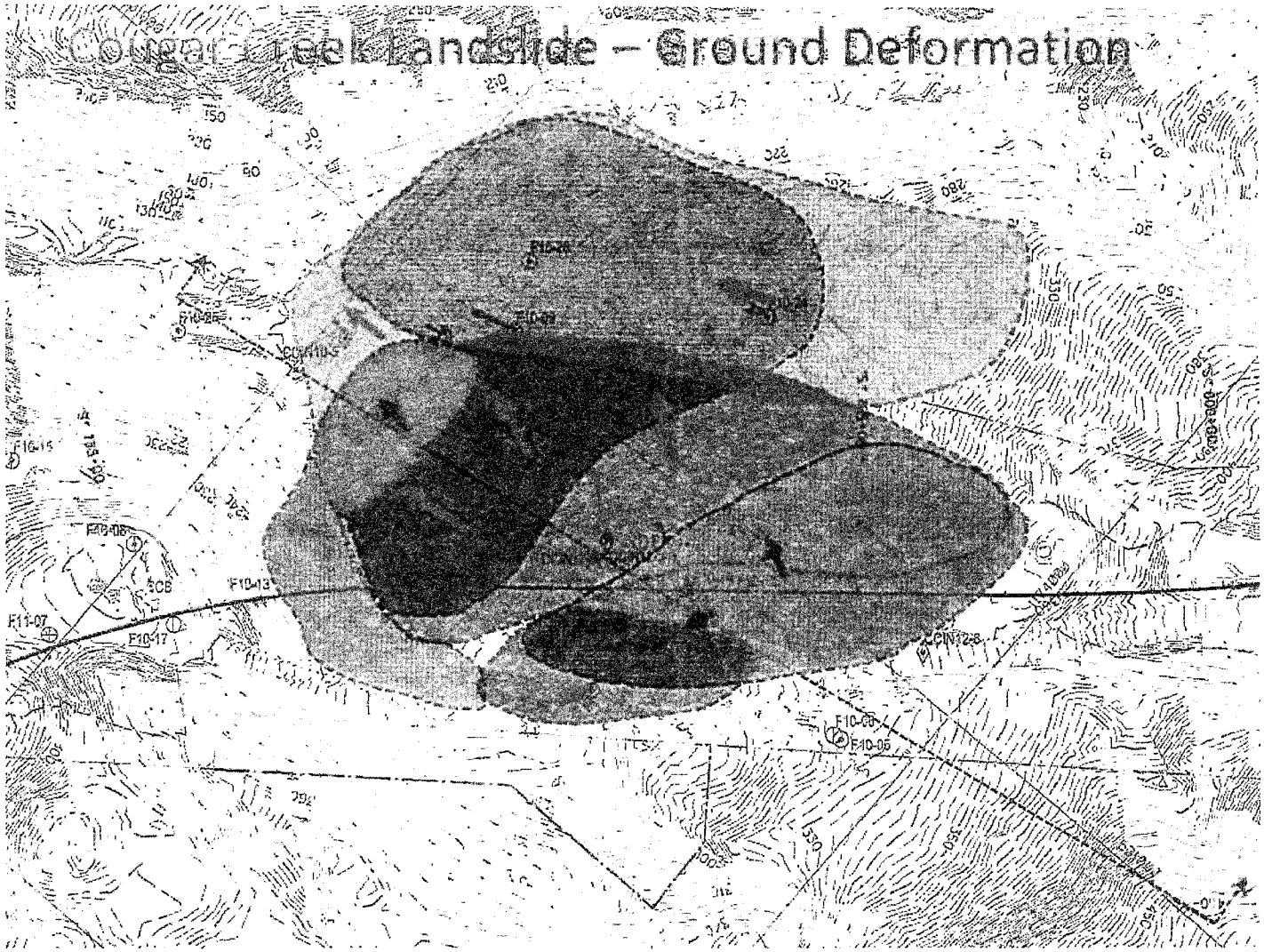
Oregon Department of Transportation



Oregon Department of Transportation

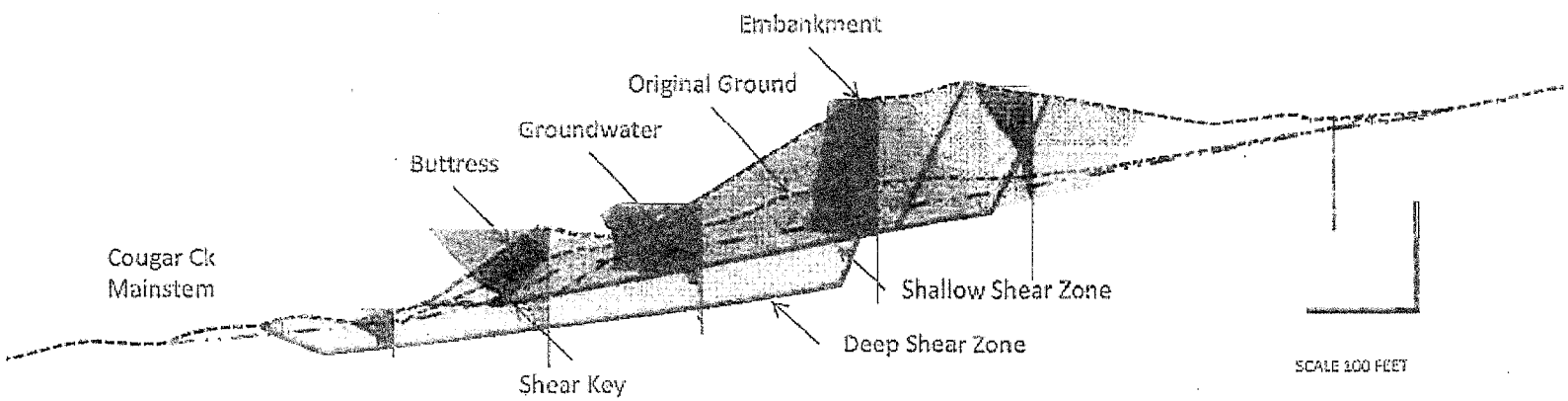


You can't fix the problem until you truly understand the issue.



Understanding the problem, (cont.)

Cougar Creek Landslide – Analysis Section

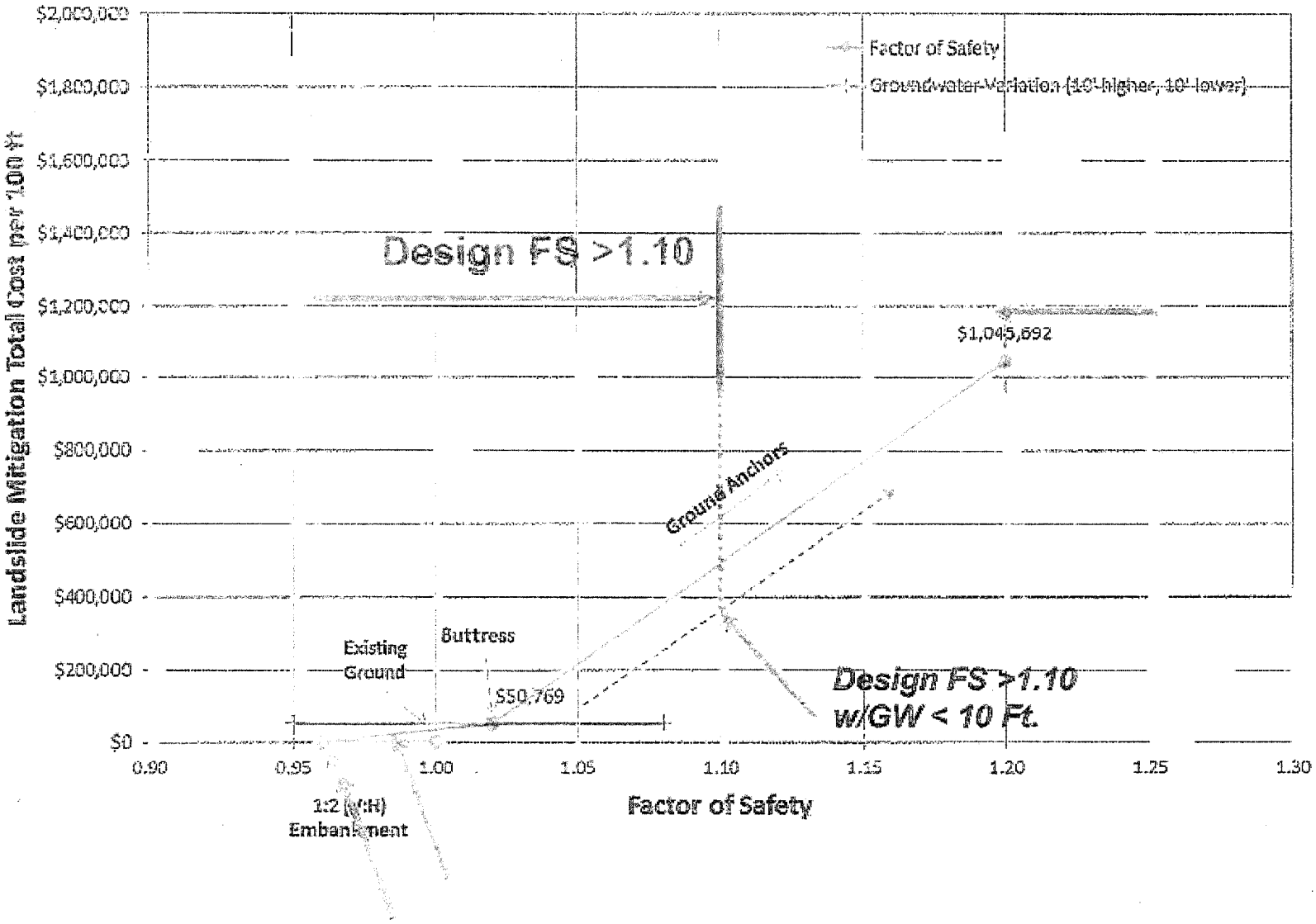


At what point do you say, that's enough, this fix is good?

- When it's safe
  - Low risk of catastrophic failure
- Maintainable
  - Still may be some movement in some areas.
- To stop all movement is cost-prohibitive

Oregon Department of Transportation

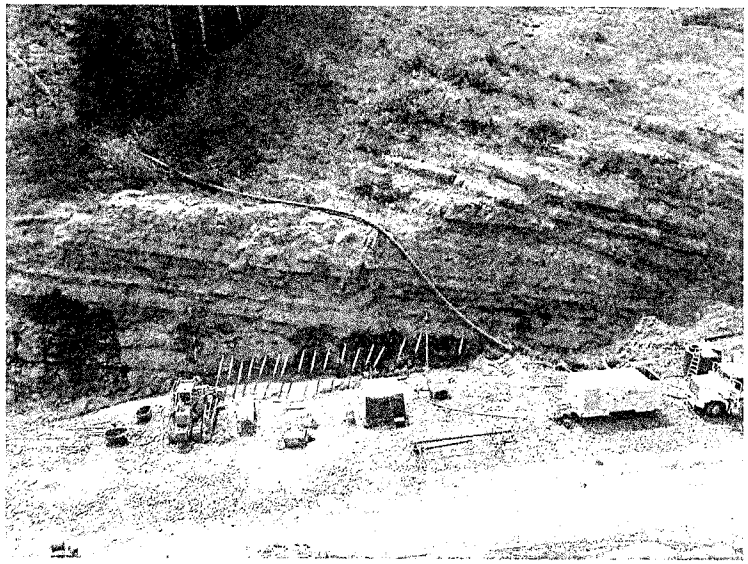
Eddy Creek Trib C along Mainstem
(Trib. C Confluence to Trib. D)

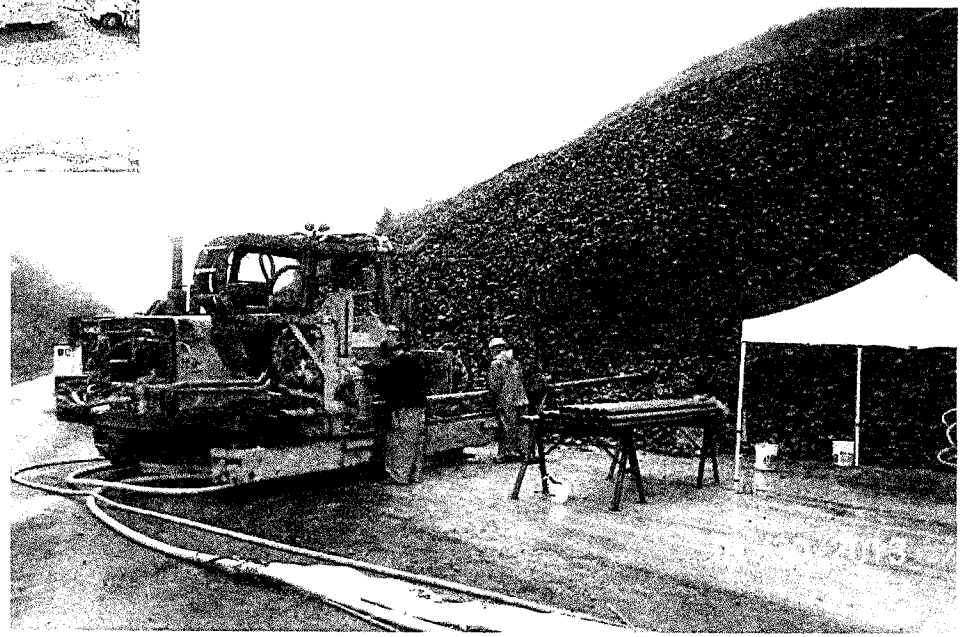


Solutions...based on conditions at each cut/fill

- Horizontal drain
- Trench drain
- Blanket drain
- Buttress
- Key
- Ground anchor

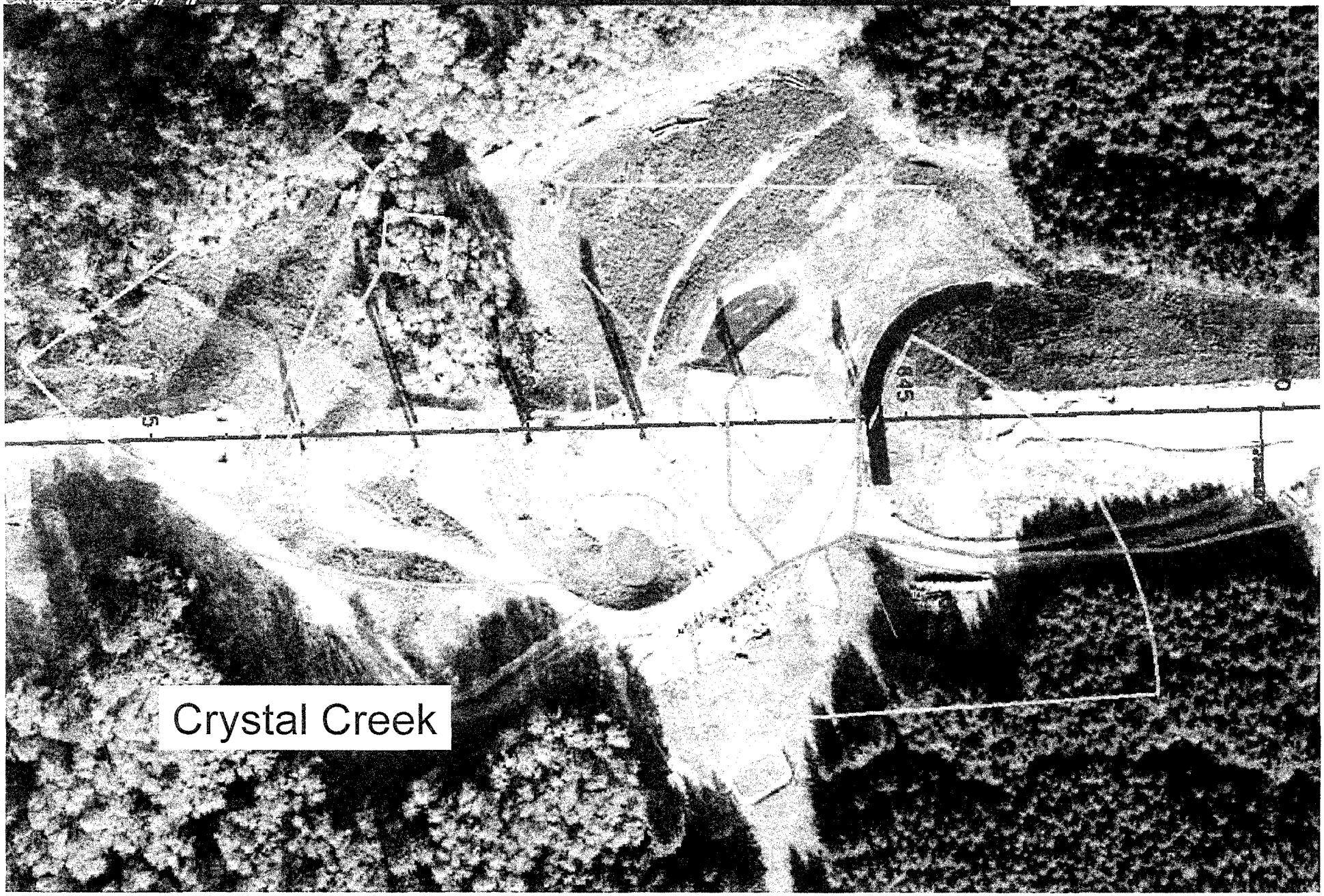
Horizontal drain installation





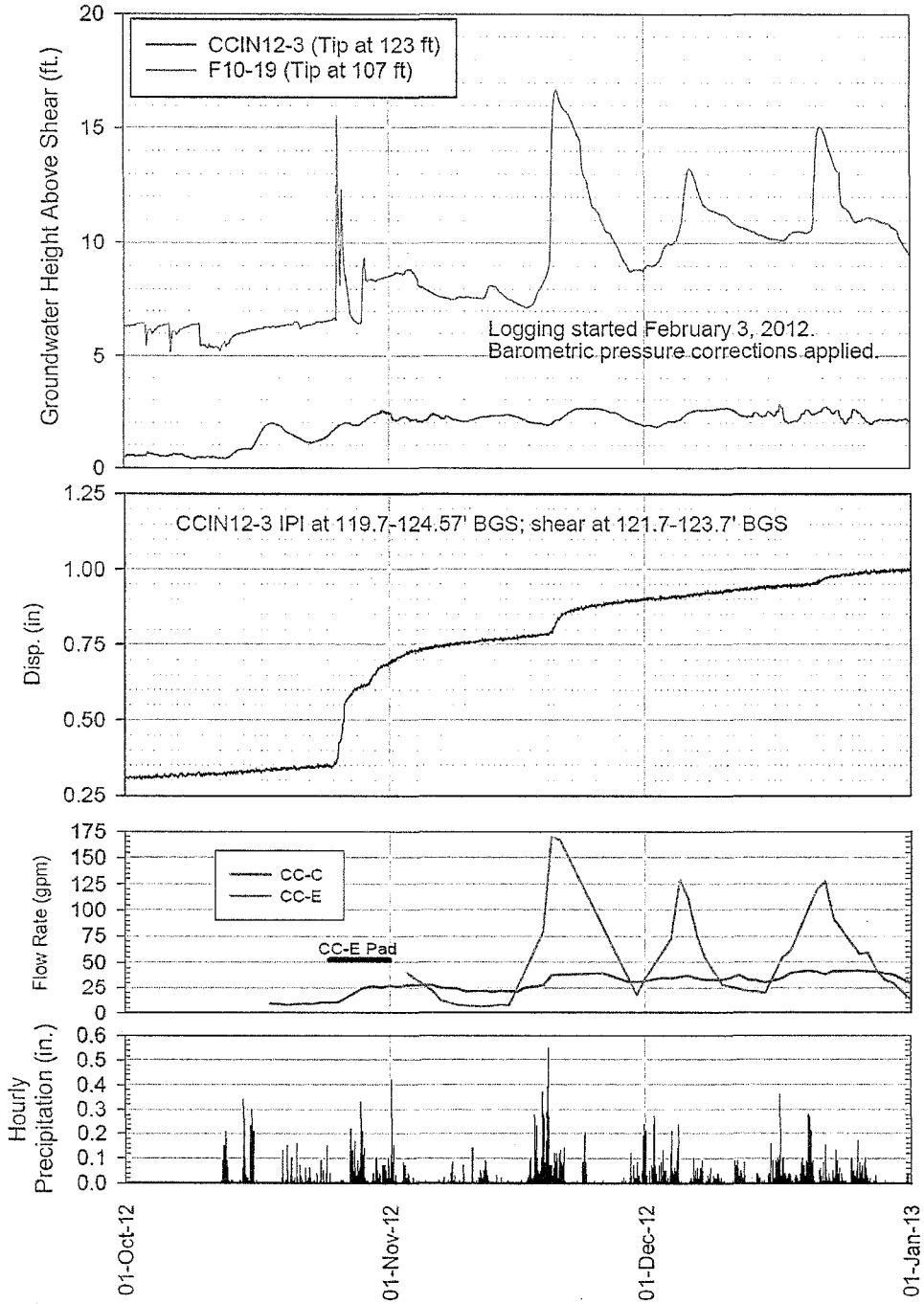
Oregon Department of Transportation

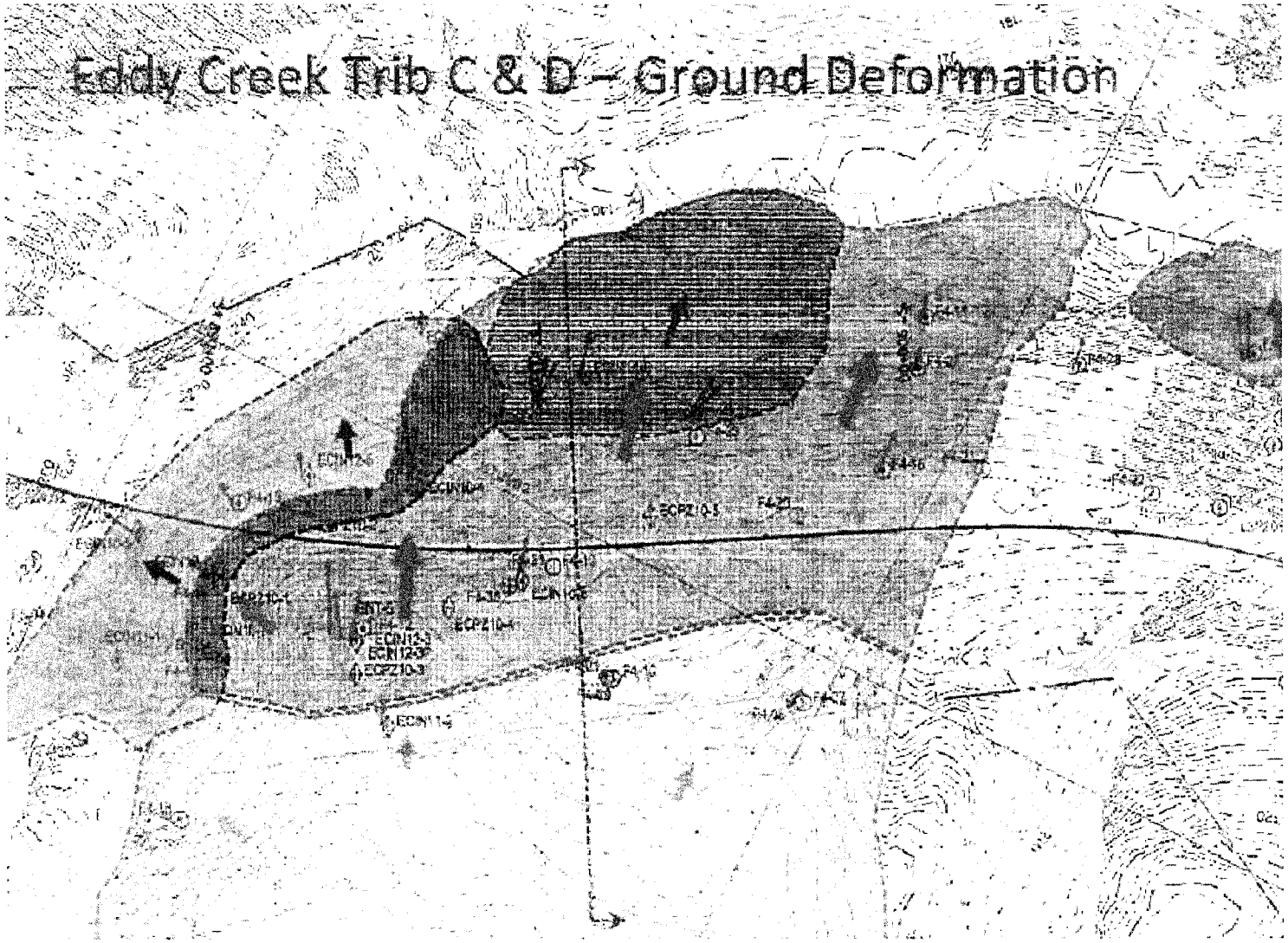
Oregon Department of Transportation



Oregon Depart

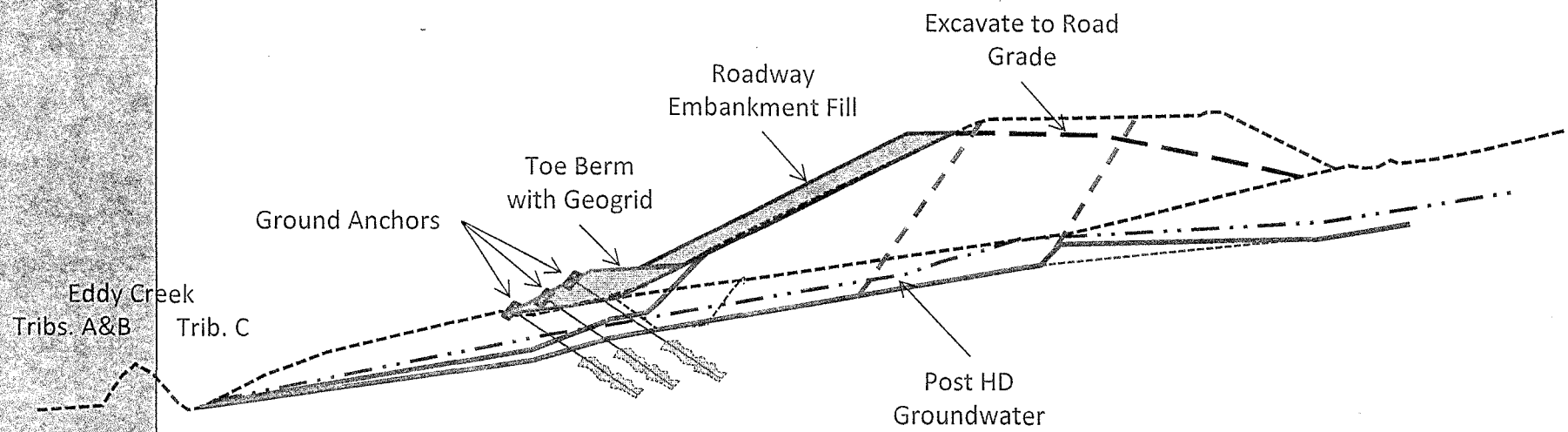
Inclinometers, groundwater and slide movement




Eddy Creek Trib C & D – Ground Deformation

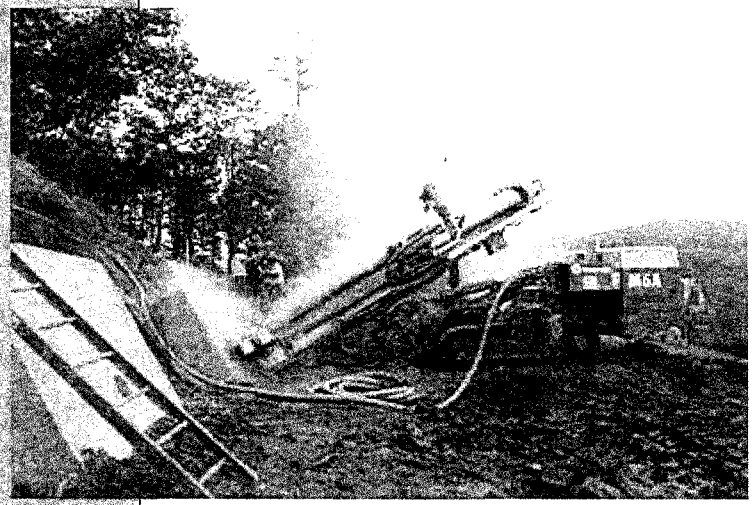
3D Graphic of Eddy C drainage

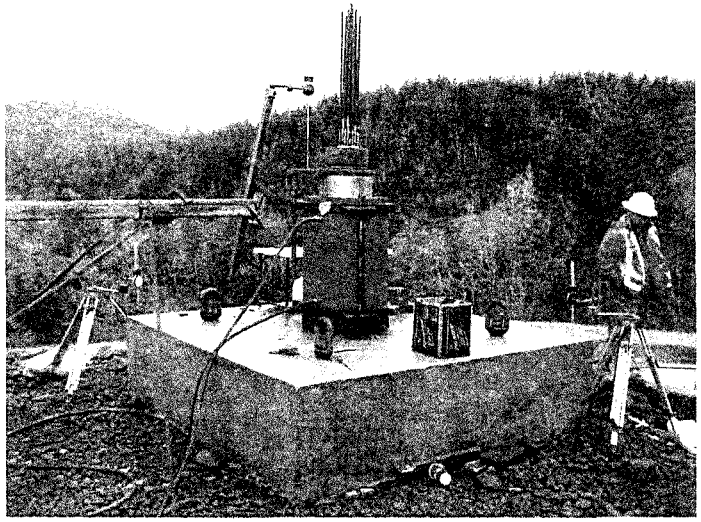
Eddy Ck Trib C – Phase 3 Design

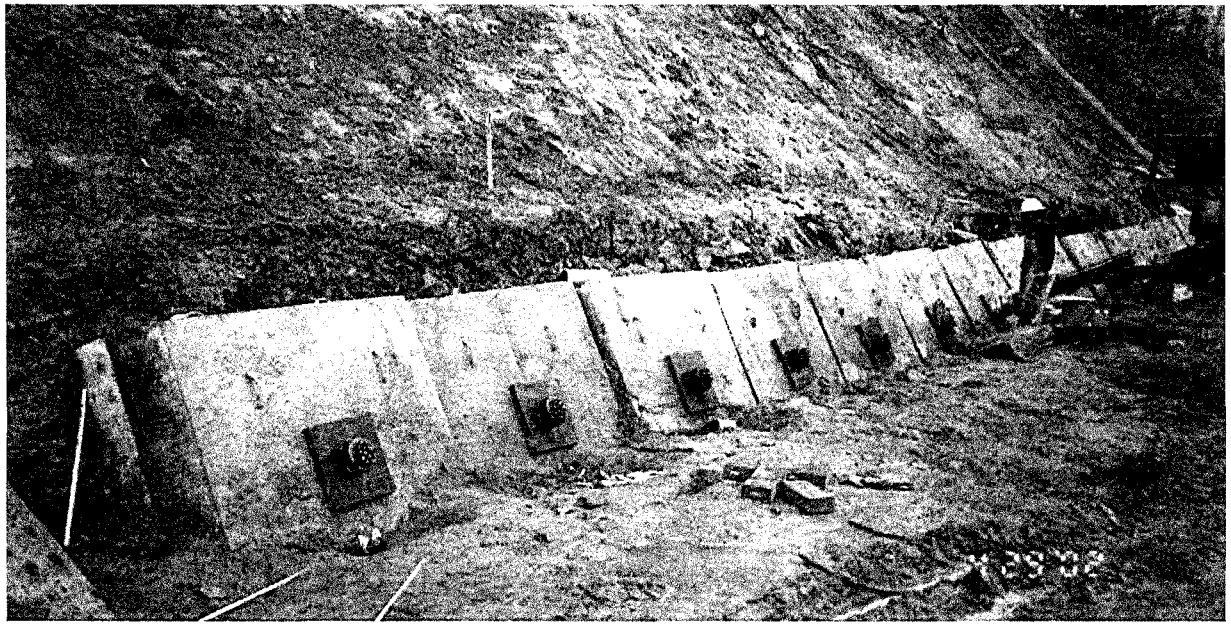


Oregon Department of Transportation

Ground Anchors







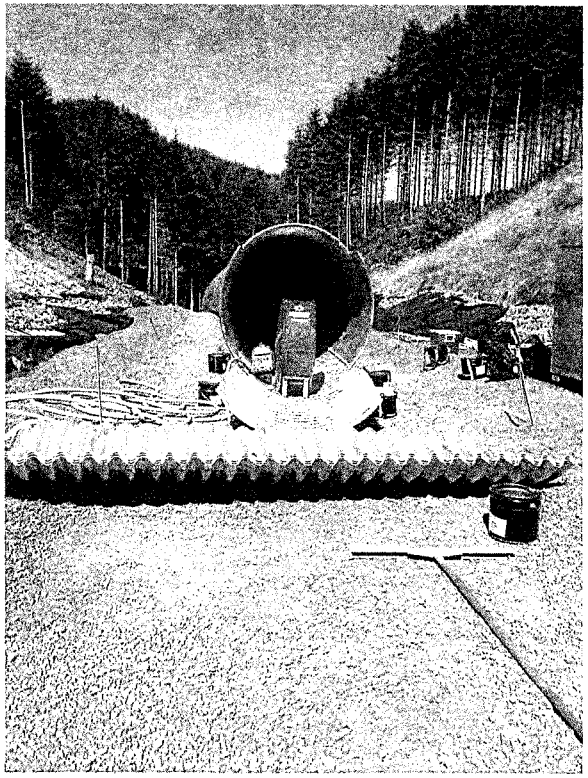
What's happened recently (Summer 2013)

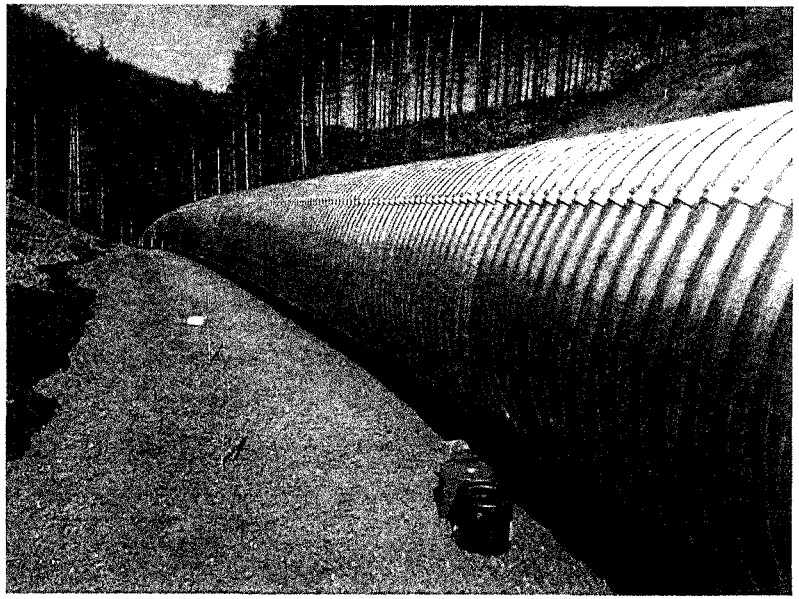
- **Phase 2**
  - Horizontal drain drilling (total 90 miles)
  - Trench and blanket drain installation
  - Culvert installation (four, 590-850')

- **Phase 2a –**
  - Safety improvements

Completed on time and on budget

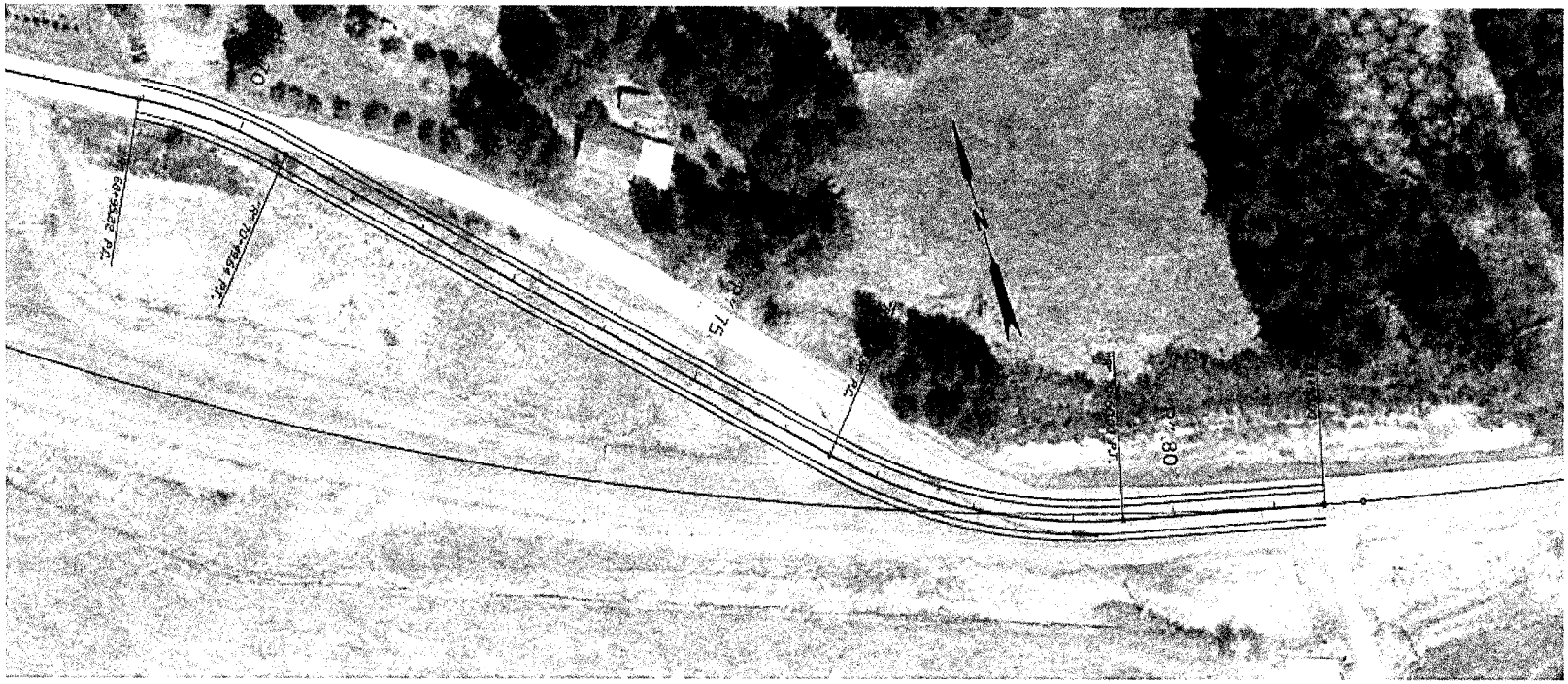
Culvert pipe installation





Oregon Department of Transportation

Phase 2a: Construction of Curve Improvement, new signs and striping



East end curve (Phase 2a)

Timeline

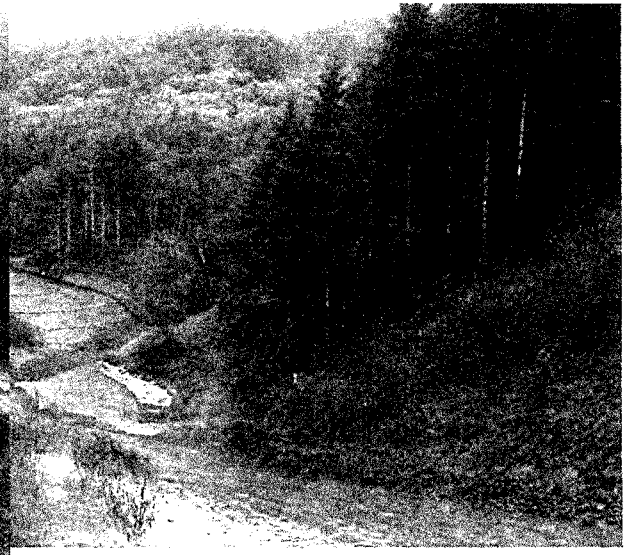
- Phase 1 – Structure demolition, trench drains and horizontal drains (2012/2013, Completed)
- Phase 1A – Horizontal drains, blanket drains, and instrument preservation (2013, Completed)
- Phase 2 – Culverts, embankment foundations, underdrains, horizontal drains (2013, Completed)
- Phase 2a – East end curve realignment (2013, Completed)
- Phase 3 – Earthwork, ground anchors, buttresses (2014/2015)
- Phase 4 – Subgrade, pavement and roadway (2016)
- Phase 5 – Environmental Mitigation (2014-2015)

Why so many phases? Faster, less expensive, provides opportunities for smaller local contractors

So...what does it look like now?

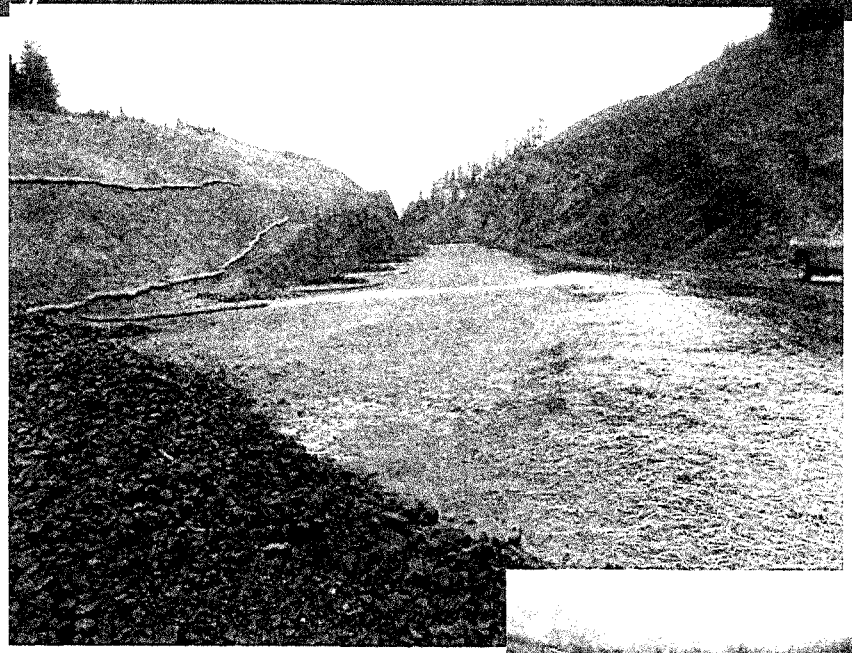
Oregon Department of Transportation

Cougar Creek



Cut 6, east

Oregon Department of Transportation

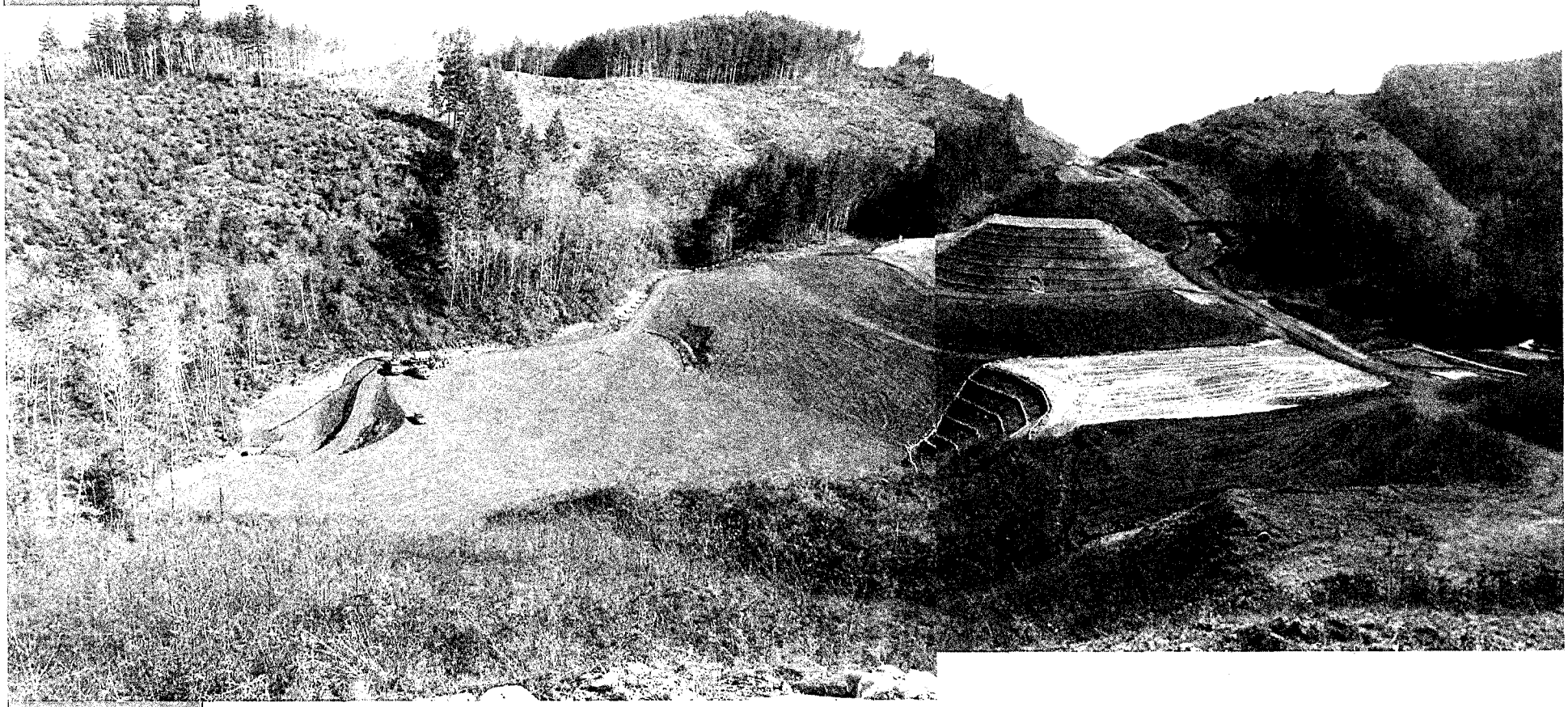


Cut 6

Oregon 1

Eddy C

Oregon Department of Transportation



Crystal Creek

Questions?

For more information:

- **Public Information Office: Rick Little (541) 726-2442** richard.little@odot.state.or.us
- **Project Leader (Development): Jerry Wolcott (541) 757-4164** jerry.o.wolcott@odot.state.or.us
- **Project Manager (Construction) Steve Schultz (541)757-4156** steven.schultz@odot.state.or.us
- **Ass't. Project Manager (Construction) Jaime Viramontes 541-757-4280** jaime.viramontes@odot.state.or.us

For Email updates, sign up at the web site:

www.us20pme.com

Corvallis Healthy Living & Sports Expo
April 12, 2014, 10am-3pm at the Boys & Girls Club

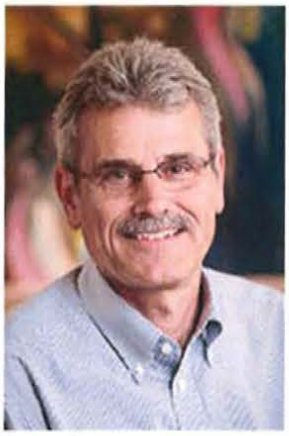
Corvallis Chamber of Commerce

BOYS & GIRLS CLUB OF CORVALLIS

1112 NW Circle Blvd, Corvallis

FREE!

- Health Screenings
- Advice
- Exhibitor Booths
- Interactive Demonstrations
- Presentations
- Food Samples



1 of 10 speakers:
Balz Frei of the Linus Pauling Institute
Should I Take a Multivitamin?

**For more information on sponsorship opportunities and participation, please contact the Corvallis Chamber of Commerce at (541) 757-1505 or visit www.corvallishlse.com*

The Sue Long Team — Bringing Healthy Living Home
Mueller Implants & Periodontics
Nutritional Healing Center
Powered by LPI
Timberhill Athletic Club
kw Mid-Willamette Keller Williams Realty
The Corvallis Clinic
MyFoot Supplies.com
Heresco Chiropractic and Associates

To the City Council,

When I looked through my copy of the Land Development Code I found it very difficult to read. I realized that all city documents are in Arial, which is not an easy font to read. It is a san serif font, which has no curly cues. The up and down lines are more difficult for the eyes to follow. The LDC is inhibiting enough without making it more difficult to read because of the font. The LDC does not encourage citizen participation because of the font in which it is written.

If you notice, newspapers and other media are still using Times or Times New Roman fonts for their printing. When desktop computing became part of our lives people experimented with using a variety of fonts. I understand that the city chose to have a uniform font for all documents and communication, rather than everyone using something different. I agree with that. Consistency is more professional. Note the curly cues in this font. They break up the up and down lines and are easier to read.

Recent research has shown that the federal government could save money by using Garamond. Garamond is still a serif font, but not available on my e-mail program.

Which of the above paragraphs is easier for you to look at? How did your eyes feel when you read the second paragraph? Should the city consider using a serif font for all documents rather than a san serif like Arial? There is research that claims Arial is best for computing, but I think the city should do some resesarch as to which font should be used for its published documents.

Louise Marquering

Corvallis
541-

April 6, 2014

Corvallis City Council

RE: Recommendation of the Urban Services Committee to Expand Residential Parking Districts

Dear Council,

Please consider my input as comment on the recommendations being made at the April 7, 2014 City Council Meeting in regards to the Agenda Item being presented by the Urban Services Committee.

When I discovered that I had not received a post-card about the proposed expansion of parking districts, I sought to learn why. Having discovered our neighborhood was not under consideration, I immediately provided input on the issue of the proposed parking districts to each of the Urban Services Committee members as well as to Councilman Dan Brown. I am dismayed to see that the proposal remains in its focus on the originally identified expansion areas. There is irony in the recommendation to "form a ring of districts around the Oregon State University Campus." Right now, the proposal is for a partial ring.

I live on the dead-end of west Jackson Ave. Our roughly 3-block section of Jackson Avenue is bounded by 35th avenue on the east, entirely on the south and west face by OSU agricultural property and the south east face is directly across the street from OSU Family Housing. Our street is already heavily impacted by OSU students, faculty, and staff who park up about ½ or more of our long block on a daily basis. This problem became increasingly acute over the last two years when additional parking lots were removed from the north side of campus and no north side parking was added. Drive ways are frequently partially blocked, cars cruise in and out, turning in driveways to find a spot or way out. I have experienced more than one near miss when returning to the neighborhood after 5 p.m. and having people still leaving the street by making U-turns mid-block.

If the proposed districts as now laid out are approved, our street will become solidly parked---it will be the closest available "free" space on the northwest side of campus. I would anticipate the parking-up will likewise impact Van Buren, one street to the north.

Due to the uniqueness of Jackson (roughly 3 blocks long), we would not meet the proposed criteria of requiring a minimum of 10 block face to create a new district. I have spoken with Jackson St. neighbors and many would like to see us included in District A effective immediately. Other than the request to be included now in District A, I am generally fine with the other aspects of the recommendation to Council. That said, if anyone is questioning the impact of OSU parking on our neighborhood currently, I invite them to come spend a few days observing the parking patterns.

At the very least, please allow our neighborhood to demonstrate now that we wish to be added to Parking District A; it would significantly improve the safety and liveability of our section of Jackson. Thank you for consideration of my request.

Sincerely,

Stella M. Coakley

Corvallis, OR
Coakley.sm@
541-

Holzworth, Carla

From: Gibb, Ken
Sent: Monday, April 07, 2014 3:25 PM
To: Holzworth, Carla
Cc: Patterson, Jim
Subject: FW: Communication and collaboration Downtown Commission (DTC) and the Central Park neighborhood Association (CPNA)

Carla, could you please make copies of this for the CC as requested. Thanks.

-----Original Message-----
From: Kenton Daniels [mailto:kentonofbenton
Sent: Monday, April 07, 2014 11:39 AM
To: Gibb, Ken
Cc: Courtney Cloyd; Michael Pope; Garry Stephenson; Roen Hogg
Subject: Communication and collaboration Downtown Commission (DTC) and the Central Park neighborhood Association (CPNA)

Good morning Ken. I'd like to express some concern that I think many in the Central Park Neighborhood Association share. We would have appreciated some communication from someone either on the DTC or City staff that a recommendation to change the proposed parking district in our neighborhood to exclude 6th St. was being considered. I know that the President of the CPNA, Courtney Cloyd, will be submitting a letter to the City Council today opposing any such change.

We would have appreciated the opportunity to have met with the DTC before they took this step, or to at least have been contacted and told that the recommendation was in the works. Eliminating 6th St. from the parking district would have serious implications for persons living on 6th St., some of whom have either no off street parking or very limited options. For myself, I think it is inappropriate for part of our neighborhood to be considered as a parking lot for downtown employees any more so than for OSU employees or students. The way this has transpired lacked adequate transparency and is a small example of inadequate community member participation in the City's decision-making process.

I am probably going to be unable to attend the City Council meeting tonight, so I would appreciate your sharing my email with the Council. Thanks for everything you do for our community,

Kent Daniels

Holzworth, Carla

From: Ward 3
Sent: Monday, April 07, 2014 3:22 PM
To: Holzworth, Carla
Subject: FW: Assigned-Parking Space Model

Ditto, for our places tonight.
Richard

From: Jeff Hess [mailto:jeffhess100@
Sent: Monday, April 07, 2014 12:49 PM
To: mayorandcitycouncil@corvallisoregon.gov
Subject: Fwd: Assigned-Parking Space Model

In consideration of neighborhood parking districts I'd like the council to consider alternate models to the status quo. Below is one example (there were a number brought to the Collaboration WG which were not forwarded-on but the reasoning was not documented anywhere so it's unclear what, if any, consideration was given). Contemporary decision analysis tools used in private industry for some time now focus on comparing benefits and costs of options prior to making a decision but the approach below was shot down by city staff based on a "problems-only" analysis whereas even cursory brainstorming by city staff would have likely remedied the primary problem their analysis raised (essentially there are streets where there is no parking allowed and where would homes on that street get to park? A- same place they will with status quo approach, a different street). My feeling is that so much time had already been spent on the status quo idea that by the time this idea came before the urban services committee there was a significant push not to look outside the box resulting in quick dismissal of new ideas with no benefit analysis performed and minimal brainstorming. This is probably even more so the case now as we've continued to invest more and more resources into the status quo approach. At a minimum I'd ask the council to consider a permit allocation scheme based on street frontage for each property (i.e. if you have on street parking in front of your lot you get parking permits for those sites {up to two max}). This would equitably distribute parking permits based on how you've developed your property and place appropriate value on on-street parking from the developers perspective (currently there is no incentive to leave on-street parking in place and most sites rely on adjoining properties not developed to extremes for their on street parking). Additionally, this approach links the number of permits allocated to developments as they occur producing a system that is self-regulated (using the currently proposed method of permit allocation the city will have to step in periodically and lower the number of permits issued in each district as new development continues to occur and consumes on-street parking).

regards,
jeff hess

---------- Forwarded message ----------
From: **Jeff Hess** <jeffhess100@
Date: Fri, Oct 11, 2013 at 10:10 AM
Subject: Assigned-Parking Space Model
To: ward3@council.corvallisoregon.gov, "ward2@council.corvallisoregon.gov" <ward2@council.corvallisoregon.gov>, city.manager@corvallisoregon.gov

Councilor Brown asked for more information about the idea I've been proposing at the last few urban services committee meetings which I've written below. The implementation strategy I've outlined is but one of many

ways to do this and shouldn't be held to too much scrutiny as what I'm proposing is to examine what advantages attainable by designing an address-specific parking space system, then (if advantages are compelling), brainstorm ways to achieve it.

Potential advantages of an Assigned Parking Space Enforced on a Complaint Basis model *relative to the current parking district model*:

- **Much easier sale.** Consider this: "in exchange for your permit fee you get a guaranteed parking spot in front of your house" instead of "in exchange for your permit fee you *may* be able to park *within blocks* of your house". Parking in front of your residence is worth significantly more than parking in your district. And, because this approach should prove significantly less expensive (see below) the permit fee should be much lower.

- Assigned parking spaces **ends "space patrolling"** where vehicles cruise within district looking for a site, **returns livability to neighborhoods.**

- **No district boundaries** or interactions - simpler system.

- Complaint enforced should be **significantly less expensive** to enforce as no roaming vehicles are utilized and no permits are printed/issued/maintained.

- Complaints are much more likely to result in a ticket/fine producing **increased efficiency in enforcement** time (reduced FTE).

- The increased likelihood of getting a ticket in a complaint based model should **reduce the number of infractions.**

- Complaint enforced model allows visitors and service vehicles access with **no special permit needs (for properties with on-street spaces).**

- Complaint enforced model allows neighbors to work together in forming **parking communities** (parking for neighborhood events, visitors, etc.).

- **Equitable distribution of on-street parking**; as it provides each property with the number of on-street parking sites they would have access to if all adjacent properties were developed the same way they did.

- **Evolves with city development** resulting in less maintenance of districts and saves city staff time; alternate proposals of permit/kitchen will need to be periodically adjusted as districts see further development, this approach links the number of on-street "permits" to the number of on-street sites.

Motivation: Contemporary studies* show that the greatest way to promote alternate transport use is by making parking difficult/expensive. This is primarily achieved using a destination-based model: If you're driving to a business, the business provides parking space for you and if you're driving to a house the house provides a parking space for you...placing the cost of parking spaces on the traffic originators.

How it might be implemented:

For a typical street; parking sites are painted along the length of the street. Each property with a space in front of it has the right to park in that space (or they can let visitors or service vehicles park in that spot), up to a maximum of two spaces. Left over sites might be assigned to: Community service vehicle use, Community visitor space (with 2 hr limit), assigned to properties with high bedroom/off-street-parking ratios, other uses.

Each property owner is given a UUID (unique identifier) only they know. This UUID is required to initiate a parking enforcement response. Parking enforcement responds to complaint, ticketing (or towing) the offending vehicle identified in the complaint.

* http://www.tlcminnesota.org/pdf/mythoffreeparking_PUBLIC.pdf

Finally, thanks for all the work you're putting into this problem. No solution will be free of faults but continuing to not take action only increases the amount of pain that will ultimately be felt when districts are put in place.

Best,
Jeff Hess

Holzworth, Carla

From: Ward 3
Sent: Monday, April 07, 2014 3:20 PM
To: Holzworth, Carla
Subject: FW: Comments on Urban Services Committee's Residential Parking District Proposal

Carla,

Just in case you aren't reading Julie's email, while she is out of town, could you put this email at our places tonight?

Richard

From: C Cloyd [mailto:cloydjc@
Sent: Monday, April 07, 2014 12:10 PM
To: mayorandcitycouncil@corvallisoregon.gov
Subject: Comments on Urban Services Committee's Residential Parking District Proposal

Mayor Manning and Councilors,

The Central Park Neighborhood Association (CPNA) supports the Urban Services Committee's (USC) proposal to expand Residential Parking Districts (RPD), as summarized in Public Works Director Mary Steckel's March 28, 2014 memorandum. We do, however, have two concerns to bring to the Council's attention.

Residents on both sides of 5th and 6th Streets between Jefferson Avenue and Western Boulevard currently find it difficult to park near their houses because weekday commuter parking largely takes up on-street parking. Some of the houses in this area were built in the early 1900s without off-street parking, making on-street parking a necessity. If this area is not included in Parking Zone "F", it will be practically impossible for residents or visitors to find parking.

CPNA urges City Council to avoid this looming problem by taking these actions:

1. **Move the proposed eastern boundary of USC's Zone "F" to the west side of 5th Street from the south side of Jefferson Avenue to Western Boulevard, which is within a block of the original Collaboration Corvallis study area boundary.**
2. **Reject the Downtown Commission's recommendation to exclude 6th Street from RPD Zone "F". Metered parking in residential areas does not contribute to livability, and would inconvenience Central Park and Library visitors.**

Thank you for considering these actions, and for your contributions to Corvallis.

Courtney Cloyd, President
Central Park Neighborhood Association

From: A I SUSSMAN <anacapa26@
Subject: Downtown Corvallis experience
Date: April 5, 2014 10:55:08 AM PDT
To: "joan@downtowncorvallis.org" <joan@downtowncorvallis.org>
Cc: "mayor@council.corvallisoregon.gov" <mayor@council.corvallisoregon.gov>

Hello,

I have lived in Corvallis for 24 years. Yesterday something happened that made realize Corvallis has reached a tipping point; the small town desirability is no longer there.

My daughter and I were enjoying an afternoon downtown. After browsing through Peak Sports, we headed down Second Street. As we crossed Monroe a man on a bicycle began calling out to us. He came onto the sidewalk in front of us, weaving back and forth calling to us. At the point where we walked in front of the hot dog shop another man looked at my daughter and commented on her shirt. (I would like to point out, although it shouldn't matter, that I am a teacher, I dress fairly conservatively and so does my daughter). Meanwhile, the other man went back to the street, still calling out to us. He came up on the sidewalk again in front of Five Star and then rode right next to us as we crossed the street onto the next sidewalk. I grabbed my daughters arm and we turned and walked down Madison. We then turned left on Third street, saw him again, and so ducked into the Inkwell, watching through the window until he left.

I wish I could say this is the only awkward experience I've had downtown, but it's not. Three weeks ago I left the Book Bin to walk to the library. Upon entering the park there was a large group of people on the corner, some of whom called out to me making comments about me, my clothes, and asking me for money.

The end result is, I will not walk along Second Street between Monroe and Madison again. This means I will no longer patronize the businesses on that part of Second Street. But sadly, it means that wandering downtown Corvallis is no longer something that is fun. It's changed. And while I do not enjoy big box stores, I know if I take my daughters to 9th street there will not be men making lewd comments at me or at them.

Irene Sussman