

**HUMAN SERVICES COMMITTEE  
MINUTES  
April 8, 2014**

Present

Councilor Mike Beilstein, Chair  
Councilor Bruce Sorte

Staff

Jim Patterson, City Manager  
Nancy Brewer, Finance Director  
Steve DeGhetto, Parks and Recreation Assistant Director  
Carrie Mullens, City Manager's Office

Absent

Councilor Penny York (excused)

Visitors

Joe Raia, *Corvallis TidBits*  
Cynthia Spencer, Public Art Selection Commission  
Cheryl French, The Arts Center Interim Executive Director

**SUMMARY OF DISCUSSION**

	<b>Agenda Item</b>	<b>Information Only</b>	<b>Held for Further Review</b>	<b>Recommendations</b>
I.	Council Policy Review and Recommendation: 91-1.02, "Liquor License Approval Procedures"			Amend Council Policy 91-1.02, "Liquor License Approval Procedures" as recommended
II.	Council Policy Review and Recommendation: 94-4.07, "City Owned or Funded Art Objects on City or Private Property"			Amend Council Policy 94-4.07, "City Owned or Funded Art Objects on City or Private Property" as recommended, amended to include a four-year review period
V.	Public Art Selection Commission Annual Report			Accept the Public Art Selection Commission annual report
III.	Council Policy Review and Recommendation: 97-4.09, "Guidelines for Free Use of Parks and Recreation Facilities"		Yes	
IV.	The Arts Center Annual Report			Accept The Arts Center annual report
VI.	Other Business	Yes		

Chair Beilstein called the meeting to order at 2:05 pm.

**CONTENT OF DISCUSSION**

- I. Council Policy Review and Recommendation: 91-1.02, "Liquor License Approval Procedures"

Ms. Brewer noted that the policy has not been amended since 2006. Staff recommends extending the review period to four years.

Councilor Sorte reported that Councilor York emailed comments for the meeting since she was not able to attend. He agreed with her support of a four-year review. He suggested staff consider amending all Council Policy reviews to four years except for high-risk policies that need a more frequent review. He added that he does not recall a liquor license ever being denied or Council considering an appeal.

Ms. Brewer said Council previously recommended that the Oregon Liquor Control Commission (OLCC) decline one application. OLCC issued a provisional license instead and the business changed ownership soon thereafter. Most applications process through without difficulties. City Departments do a thorough job completing background investigations and reviews during the application process. The Tavern Owners Association is very active and provides education and assistance to local establishments.

In response to Chair Beilstein's inquiry, Ms. Brewer said the City offers OLCC an opinion about the approval or denial of liquor license applications and renewals. The City collects a \$100 fee for the initial application and a \$35 fee for the annual renewal. Although the fee is used toward background investigative costs, the fees do not cover the costs of the program. OLCC regulates the amount the City can collect so the fees cannot be increased to cover true costs

Chair Beilstein said although he enjoys reviewing the list of establishments seeking renewal, he wonders whether it is necessary for the City to bother with the application process.

Ms. Brewer said she is not sure what OLCC would do if the City did not provide recommendations. She noted that the Police Department prefers to continue the renewal process since it identifies new owner information that might not have been reported.

The Committee members present unanimously recommended Council amend Council Policy 91-1.02, "Liquor License Approval Procedures" as recommended.

II. Council Policy Review and Recommendation: 94-4.07, "City Owned or Funded Art Objects on City or Private Property"

Mr. DeGhetto reported that amendments were made to the policy based on recommendations from the Public Art Selection Commission (PASC) and City Attorney. PASC requested that prior to acceptance of any artwork, the City obtain written permission to relocate the artwork if necessary. PASC also suggested removal of some language; however, the City Attorney recommended retaining the language for legal purposes.

In response to Chair Beilstein's inquiries, Mr. DeGhetto and Ms. Spencer provided examples of issues when artwork was relocated. Mr. DeGhetto clarified that the City is responsible for moving City owned or funded art objects and the contributing artist is responsible to provide permission to move or repair damaged art.

Mr. DeGhetto confirmed for Councilor Sorte that staff would be acceptable to a four-year review.

The Committee members present unanimously recommended Council amend Council Policy 94-4.07, "City Owned or Funded Art Objects on City or Private Property" as recommended by staff, amended to include a four-year review period.

V. Public Art Selection Commission Annual Report

Ms. Spencer said PASC has been developing a mission statement and created a brochure to let artists know that PASC can help them facilitate public art projects. She acknowledged that there have been questions in the community about PASC and the Arts and Culture Commission (ACC), and opined that PASC has a focused purpose and ACC focuses on overall arts and culture awareness.

Councilor Sorte recommended PASC attend the April 28 Public Participation Task Force (PPTF) public meeting. PPTF will be recommending consolidating some boards and commissions and the recommendation may impact PASC.

Mr. DeGhetto noted that the brochure developed by PASC includes information about commissioned art projects and simplifies the process for public participation. He said including artists with varied backgrounds on PASC is helpful when considering artwork.

Ms. Spencer added that it was a good exercise for PASC to write guidelines since the Policy does not include standards for deliberations or other PASC procedures. Mr. DeGhetto agreed that a clear process is essential when working with contracts and risk assessments.

Chair Beilstein said it would be helpful for future reviews to include the policy establishing PASC.

Chair Beilstein noted that he previously suggested PASC consider expanding the policy describing locations where public art can be displayed. He said there are many public areas that are not acceptable for public art displays due to policy language. He referred to Council Chambers, City Hall, Corl House, Avery House, and the Chintimini Senior Center as examples. He is interested in expanding the language, but understands this may not be something PASC wants to pursue.

The Committee members present unanimously recommended Council accept the Public Art Selection Commission annual report.

III. Council Policy Review and Recommendation: 97-4.09, "Guidelines for Free Use of Parks and Recreation Facilities"

Mr. DeGhetto reported that staff amended policy language to reflect suggestions made by this Committee during the February review. He noted that Councilor Sorte and Parks and Recreation Director Emery met to discuss proposed amendments.

In response to Chair Beilstein's comments, Mr. DeGhetto clarified that staff anticipates additional language changes based on PPTF recommendations that may include mention of neighborhood associations in the policy.

Mr. Patterson added that when this policy was originally reviewed, it was assumed PPTF would forward their recommendations to Council sooner than they are able to. He agreed with Mr. DeGhetto's assessment that this policy will need to be reviewed again after Council deliberates the PPTF recommendations.

Councilor Sorte confirmed that he discussed draft language with Ms. Emery. She incorporated that discussion into the proposed amendments and he has additional changes to propose.

In response to Councilor Sorte's inquiries, Mr. DeGhetto explained that a separate policy addressing reduced fees does not exist. The fee schedule includes fees for non-profit and private organizations. This policy would be used to review a request from the public for free use. The procedure includes submitting a request for co-sponsorship and a description of the community benefit. If there is significant community benefit, the user fee could be eliminated. Most groups submitting requests are classified as non-profits in the lower fee schedule. Groups would need to qualify their contributions in exchange for free use. For instance, a group who cannot afford fees to meet at the Avery House might provide a specific number of volunteer hours weeding around Avery House in exchange for free use. Mr. DeGhetto confirmed for Councilor Sorte that this policy would be used to determine whether a specific activity qualifies if the activity benefitted the community and the organization equally.

Councilor Sorte suggested that the policy title and description be amended to read, "Guidelines for Free **or Reduced Cost** Use of Parks and Recreation Facilities." He would prefer the policy easily identify what staff is looking for to qualify for free use or a reduced fee. Councilor Sorte proposed additional amendments (*Councilor Sorte revisions in bold/underline and strikeout; staff revision in bold only*):

Section 4.09.010, Purpose (second sentence): This policy provides a methodology to permit free **or a reduced cost for using facilities based on the extent to which use of the facility furthers community-wide goals,** ~~use, where appropriate, while optimizing the generation of non-property tax revenue to financially support the ongoing facility operation~~ **recognizing the need to generate revenue to supplement property tax revenue for financial support of the facilities as described in the Cost Recovery Methodology, adopted in 2011.**

Mr. DeGhetto confirmed for Chair Beilstein that the Department has a fee schedule based on the Cost Recovery Methodology (CRM). The fee schedule includes community benefit at the bottom tier increasing to individual benefit at the top tier. Some non-profits contribute to community benefit identified in the lower tier. The fee increases to the top tier for events that benefit individuals of the organization as much as the community.

Councilor Sorte added that the fee schedule pyramid extends to the CRM for all Parks and Recreation programs and events.

Councilor Sorte suggested the word "must" be avoided in policy language as it is too authoritative. A softer approach would be the use of **shall**, **will**, and/or **needs to**.

Chair Beilstein suggested that the word "must" be removed (and not replaced with another word) to soften the first sentence in Section 4.09.022, Guidelines: All users ~~must~~ pay to....

Councilor Sorte reported that Councilor York's email mentioned that the Committee previously discussed "business purpose" in Section 4.09.025 b. He proposed the following: **Free use for programs or events that are directly related to the applicant's mission and not for unrelated social gatherings or activities.**

Chair Beilstein said he prefers Councilor Sorte meet with Mr. DeGhetto to finalize language proposals before the Committee makes a recommendation to Council. Mr. Patterson suggested Councilor Sorte email Mr. DeGhetto his proposed language amendments for review at the next Committee meeting.

This item is for information only.

IV. The Arts Center Annual Report

Ms. French said The Arts Center celebrated its 50th Anniversary last year. The membership drive included a matching grant of \$25,000 for acquiring 50 new memberships. The Center continues to offer a variety of exhibitions. Last year, "The Last Supper" exhibit received coverage in the *New York Times*. The exhibit included ceramic representations of last meals of people on death row. The "Howland Community Exhibit" offers an opportunity for residents of Linn and Benton Counties to display one piece of artwork. The Center has continued its arts education classes and camps. The highly popular Circus Camp will be offered again this year.

In addition to serving as the Interim Executive Director, Ms. French serves as the At-Risk Youth Education Program Director. This program brings arts education to children who may not otherwise have exposure to arts. Programs are offered at Lincoln and Garfield Elementary Schools, Jackson Street Youth Shelter and other youth facilities. The Center also offers the Arts Care program, bringing arts experiences to patients, health care workers, and families in medical facilities.

Ms. French said The Arts Center provides more than \$100,000 in income to artists each year through teaching contracts or selling their work. The Art Center is grateful for the funding and other resources it receives from the City. Although the funds are less than what has been provided in previous years, it is appreciated and needed for program stability. Ms. French noted that the Center brings grant funds into the community from the National Endowment for the Arts and Oregon Arts Commission.

Ms. French explained that the Center hired a new executive director last year after the previous director accepted a position elsewhere. The Board and the new executive director had different goals and ideas that eventually led to the new director leaving. The search for a new executive director has begun.

Mr. Patterson said it is important to acquire a good fit when hiring a director. He encouraged the Board to ask candidates about their goals to determine if their goals match the Board's goals, and to identify whether the candidate's background reflects similar goals.

Ms. French agreed with Mr. Patterson's comments and said the Board is working to make sure they understand their goals and refine the strategic plan before they hire a new director.

Chair Beilstein said The Arts Center is a model for successful local arts and culture organizations. The Center is clearly a strong organization that has necessary civic and citizen support. He acknowledged Fall Festival as another successful arts organization.

Mr. Patterson said difficult funding decisions were required after he was hired as City Manager. He is impressed by the spirit of those people involved with The Arts Center who focus on what can be done with what has been given instead of focusing on previous allocations. He stated appreciation for the gratitude expressed by Ms. French and said it is also important to acknowledge that the amount is less than previous years. In addition to being a model organization focused on good things for the community, the people are very gracious in their dealings with the City.

Councilor Sorte said annual reports should reinforce mission with research. The Arts Center includes examples of good work throughout the report. Including research about how or why art is a benefit could be included.

The Committee members present unanimously recommended Council accept The Arts Center annual report.

#### IV. Other Business

Chair Beilstein said the City provided the Corvallis Boys and Girls Club (CBGC) with a \$100,000 grant many years ago with the agreement that CBGC present an annual report to this Committee. A few years ago, Council agreed to discontinue CBGC mandatory reporting. At that time, CBGC Executive Director Higgins offered to present annual reports on a voluntary basis. Chair Beilstein said he is not insisting CBGC provide a report; however, he believes there is value in obtaining an update of their programs.

Mr. Patterson said he would reach out to Ms. Higgins about presenting a report. Mr. DeGhetto added that his Department collaborates on many youth activities with CBGC. Councilor Sorte noted that the City receives CBGC information through the United Way of Benton on Lincoln Counties reports.

Mr. Patterson said there are no agenda items scheduled for April 22. If Ms. Higgins is willing to present a report to the Committee on that date, the Committee could also consider amendments to the Free Use Policy.

The next Human Services Committee meeting is scheduled for 2:00 pm on Tuesday, April 22 in the Madison Avenue Meeting Room.

The meeting adjourned at 3:05 pm.

Respectfully submitted,

Mike Beilstein, Chair