



**CORVALLIS
CITY COUNCIL AGENDA**

May 19, 2014

6:30 pm

*[Executive Session at 5:30 pm and
immediately following the regular meeting]*

**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

5:30 PM Executive Session under ORS 192.660(2)(d) (e) (status of labor negotiations) (status of real property transaction)

I. CALL TO ORDER

II. PLEDGE OF ALLEGIANCE

III. ROLL CALL

IV. PROCLAMATION / PRESENTATION / RECOGNITION

A. Proclamation of Older Americans Month – May 2014

B. Proclamation of Historic Preservation Month – May 2014

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 – May 5, 2014

2. For Information and Filing (Draft minutes may return if changes are made by the Board or Commission)

a. Corvallis-Benton County Public Library – April 2, 2014

- b. Housing and Community Development Commission – April 16, 2014
 - c. Planning Commission – April 16, 2014
 - d. Public Participation Task Force – April 28 and May 1 and 8, 2014
 - e. Watershed Management Advisory Commission – April 23, 2014
- B. Announcement of appointment to Arts and Culture Commission (Robinson)
- C. Approval of an application for an Off-Premise Sales liquor license for Amandeep Vivk and Kulwant Kaur, members of GV Hospitality Group, LLC, dba Comfort Suites, 1730 NW Ninth Street (New Outlet)
- D. Schedule public hearings for June 2, 2014 to consider State Revenue Sharing Funds for Fiscal Year 2014-15 and a Fiscal Year 2014-15 budget
- E. Schedule a public hearing for June 16, 2014 to consider a Land Development Code amendment.
- F. Confirmation of Executive Sessions at 5:30 pm on May 19, 2014 under ORS 192.660(2)(d) (e) (status of labor negotiations) (status of real property transaction) and immediately following the May 19, 2014 meeting under ORS 192.660(2)(a) (e)(h)(i) (status of employment of a public officer) (status of real property transaction)(status of pending litigation or litigation likely to be filed) (status of employment-related performance)
- G. Schedule an Executive Session on June 2, 2014 at 5:30 pm under ORS 192.660(2) (a)(d)(e)(i) (status of employment of a public officer) (status of labor negotiations) (status of real property transaction) (status of employment-related performance)

VII. ITEMS REMOVED FROM CONSENT AGENDA

VIII. UNFINISHED BUSINESS

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

- A. Human Services Committee – May 6, 2014
 - 1. Liquor License Annual Renewals [direction]
 - 2. Majestic Theatre Annual Report [direction]
 - 3. Council Policy Review and Recommendation: 99-4.13, "Internet Access Policy for Corvallis-Benton County Public Library"[direction]
- B. Urban Services Committee – May 6, 2014
 - 1. Residential Parking Districts [direction]
- C. Administrative Services Committee – May 7, 2014
 - 1. Council Policy Review and Recommendation: 95-4.10, "Public Library Gifts and Donations Policy" [direction]
 - 2. Parks and Recreation Department Cost Recovery Update [information]
 - 3. da Vinci Days Loan and Annual Report [direction]

D. Other Related Matters

1. *A resolution relating to the Risk Management Fund, transferring appropriations from Contingencies to the City Manager's Office, to be read by the City Attorney* [direction]
2. *A resolution closing the 2011 Operating Levy Fund, to be read by the City Attorney* [direction]
3. A resolution appropriating a supplemental budget that increases General Fund appropriations by \$103,270 for Parks and Recreation, **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. City Manager's Report – April 2014 [information]
2. Economic Development Monthly Business Activity Report – April 2014 [information]

XI. NEW BUSINESS

- A. A possible motion relating to a real property transaction (after 5:30 pm Executive Session) [direction]

XII. PUBLIC HEARINGS – None.

XIII. ADJOURNMENT

For the hearing impaired, a sign language interpreter can be provided with 48 hours' notice prior to the meeting. Please call 541-766-6901 or the Oregon Communications Relay Service at 7-1-1 to arrange for TTY services. A large print agenda can be available by calling 541-766-6901.

A Community That Honors Diversity



**CITY OF CORVALLIS
ACTIVITY CALENDAR**

MAY 19 - 31, 2014

MONDAY, MAY 19

- ▶ City Council Executive Session – 5:30 pm – Downtown Fire Station, 400 NW Harrison Boulevard
- ▶ City Council – 6:30 pm – Downtown Fire Station, 400 NW Harrison Boulevard (Executive Session immediately follows)

TUESDAY, MAY 20

- ▶ No Human Services Committee
- ▶ Urban Services Committee – 5:00 pm – Madison Avenue Meeting Room, 500 SW Madison Avenue

WEDNESDAY, MAY 21

- ▶ Housing and Community Development Commission – 12:00 pm – Madison Avenue Meeting Room, 500 SW Madison Avenue
- ▶ No Administrative Services Committee
- ▶ Public Art Selection Commission – 4:00 pm – Parks and Recreation Conference Room, 1310 SW Avery Park Drive
- ▶ Watershed Management Advisory Commission Annual Forest Tour – 5:00 pm – meet at City Hall, 501 SW Madison Avenue
- ▶ Arts and Culture Commission – 5:30 pm – Parks and Recreation Conference Room, 1310 SW Avery Park Drive

THURSDAY, MAY 22

- ▶ Public Participation Task Force – 11:00 am – Madison Avenue Meeting Room, 500 SW Madison Avenue

SATURDAY, MAY 24

- ▶ No Government Comment Corner

MONDAY, MAY 26

- ▶ City holiday – all offices closed

TUESDAY, MAY 27

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

WEDNESDAY, MAY 28

- ▶ City Council Work Session – time to be determined – Madison Avenue Meeting Room, 500 SW Madison Avenue (Planning Commission and Historic Resources Commission interviews) (tentative)

THURSDAY, MAY 29

- ▶ City Council Work Session – 5:00 pm – Madison Avenue Meeting Room, 500 SW Madison Avenue (Planning Commission and Historic Resources Commission interviews)

SATURDAY, MAY 31

- ▶ No Government Comment Corner



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P R O C L A M A T I O N
OLDER AMERICANS MONTH
MAY 2014

WHEREAS, Benton County includes 14,827 citizens ages 60 years and older; and

WHEREAS, Corvallis is committed to helping all individuals live longer, healthier lives; and

WHEREAS, The older adults in Corvallis have made countless contributions and sacrifices to ensure a better life for future generations; and

WHEREAS, We recognize the value of injury prevention and safety awareness in helping older adults remain healthy and active; and

WHEREAS, Our community can provide opportunities to enrich the lives of individuals young and old by:

- Emphasizing the need to take action to safeguard themselves from unintentional injuries where they live, work, and socialize;
- Providing information on avoiding leading causes of injury for older adults – falls, motor vehicle-related incidents, suffocation, medication overdose, and fire/burns; and
- Helping older adults take control of their safety and wellbeing.

NOW, THEREFORE, I, Julie Jones Manning, Mayor of the City of Corvallis, do hereby proclaim **May 2014** as **Older Americans Month** and urge every resident to take time this month to recognize older adults and the people who serve and support them as powerful and vital individuals who greatly contribute to the community.

Julie Jones Manning, Mayor

Date



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P R O C L A M A T I O N

NATIONAL HISTORIC PRESERVATION MONTH

MAY 2014

WHEREAS, Historic preservation is an effective tool for encouraging economic development, revitalizing neighborhoods, fostering local pride, and maintaining community character, while enhancing livability; and

WHEREAS, Historic preservation is inherently economically, environmentally, and socially sustainable, fostering a culture of reuse and maximizing the life cycle of resources through conservation; and

WHEREAS, It is important to celebrate the role of history in our lives and the contributions made by dedicated individuals in helping to preserve the tangible aspects of the heritage that has shaped the City of Corvallis and us as a people; and

WHEREAS, Historic preservation encourages community reinvestment, saving resources and promoting socially, culturally, and economically rich communities.

NOW, THEREFORE, I, Julie Jones Manning, Mayor of the City of Corvallis, Oregon, do hereby proclaim **May 2014** as **National Historic Preservation Month** with the theme "New Age of Preservation: Embark, Inspire, Engage," and call upon the people of Corvallis to join their fellow citizens across the United States in recognizing and participating in this special observance.

Julie Jones Manning, Mayor

Date

**CITY OF CORVALLIS
COUNCIL ACTION MINUTES
May 5, 2014**

SUMMARY OF DISCUSSION

Agenda Item	Information Only	Held for Further Review	Decisions/Recommendations
Executive Session 1. Possible real property transaction 2. City Attorney Performance Evaluation Page 172	Yes Yes		
Proclamation/Presentation/Recognition 1. If I Were Mayor Contest (Van Cleave) 2. Sister Cities Week 3. Get There Corvallis 4. Public Service Recognition Week 5. Days of Remembrance Pages 172-173	Yes		<ul style="list-style-type: none"> • Recognized • Proclaimed • Proclaimed • Proclaimed
Visitors' Propositions 1. DR (Bailey, Murphy/LWV, Hess, Koenitzer) 2. Englewood Avenue (Haines, Kolluri) 3. Homeless (Kassatkin) Pages 173-174	Yes Yes Yes		
Consent Agenda Pages 174-175			
USC Meeting of April 22, 2014 1. CPRR: 91-7.04, "Building Permits" 2. RPDs Pages 175	Yes		<ul style="list-style-type: none"> • Affirmed policy <u>passed U</u>
Public Hearing 1. CDBG/HOME 2014-15 Action Plan Pages 176-177			<ul style="list-style-type: none"> • Adopt Plan; sign documents; submit Plan to HUD <u>passed U</u>
ASC Meeting of April 23, 2014 1. EZ Sustainability Criteria Follow-up 2. Visit Corvallis 2nd Quarter Report 3. DCA EID 2nd Quarter Report 4. Utility Rate Structure Review Pages 177-178	Yes		<ul style="list-style-type: none"> • Accepted report <u>passed U</u> • Accepted report <u>passed U</u> • Approved rate structure <u>passed U</u>
Other Related Matters 1. Old Peak Meadows grant (\$43,112) Page 178			<ul style="list-style-type: none"> • RESOLUTION 2014-12 <u>passed U</u>
Staff Reports 1. LDC Package #1 Update 2. Englewood Avenue Parking Pages 179-180		Yes	<ul style="list-style-type: none"> • Follow ordinance - allow parking on only one side of 58th Street
Mayor's Reports 1. Watershed Tour May 21 Page 180	Yes		

Agenda Item	Information Only	Held for Further Review	Decisions/Recommendations
Council Reports 1. PPTF 4/28/14 Public Forum (York) 2. Days of Remembrance; open carry in park (Hirsch) 3. Bike corral; bike light installation event (Beilstein) Page 180	Yes Yes Yes		

Glossary of Terms

- ASC Administrative Services Committee
- CDBG Community Development Block Grant
- CPRR Council Policy Review and Recommendation
- DCA Downtown Corvallis Association
- DR Density Rounding
- EID Economic Improvement District
- EZ Enterprise Zone
- HUD Housing and Urban Development
- LDC Land Development Code
- LWV League of Women Voters
- RPD Residential Parking District
- U Unanimous
- USC Urban Services Committee

**CITY OF CORVALLIS
COUNCIL ACTION MINUTES
May 5, 2014**

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.

Council entered executive session at 5:30 pm.

Economic Development Manager Nelson briefed the Council on the status of a potential real property transaction. Mr. Nelson left the meeting at 6:12 pm.

The Council and City Manager Patterson reviewed the City Attorney performance evaluation with City Attorney Fewel, and Deputy City Attorneys Brewer and Coulombe.

Mayor Manning recessed the meeting from 6:29 pm until 6:35 pm.

I. CALL TO ORDER

The regular meeting of the City Council of the City of Corvallis, Oregon was called to order at 6:35 pm on May 5, 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 Beilstein, Brauner, Brown, Hirsch, Hogg, Sorte, Traber, York

ABSENT: Councilor Hervey (excused)

Mayor Manning directed Councilors' attention to items at their places, including a Get There Corvallis brochure (Attachment A), a letter from the League of Women Voters (Attachment B), and a notice of the annual Rock Creek Watershed Tour (Attachment C).

IV. PROCLAMATION/PRESENTATION/RECOGNITION

A. If I Were Mayor Contest (recognition of participant – Bethy Van Cleave)

Mayor Manning welcomed Ms. Van Cleave, who introduced her family. Mayor Manning provided background about the contest, shared Ms. Van Cleave's entry with the audience, and presented her with a gift card and a certificate of participation.

B. Proclamation of Corvallis Sister Cities Week – May 4-10, 2014

Mayor Manning read the proclamation.

Kenny Maes from Corvallis Sister Cities noted the recent violence in Ethiopia and Ukraine, and encouraged everyone to pray for peace and to learn more about the two countries.

C. Proclamation of Get There Corvallis – May 5-16, 2014

Mayor Manning read the proclamation.

Public Works Director Steckel noted the 2010 Census revealed that nationwide, Corvallis was rated number one as a bicycle commute city and number two as a walking city for communities under 50,000. She noted various Get There events highlighted in the brochure (Attachment A).

D. Proclamation of Public Service Recognition Week – May 5-16, 2014

Mayor Manning read the proclamation.

Human Resources Director Altmann Hughes said the City's annual employee recognition event was held on May 5 and this year's milestone employees had collectively provided 965 years of service.

E. Proclamation of Days of Remembrance – April 27-May 4, 2014

V. VISITORS' PROPOSITIONS

Kirk Bailey said the Infill Task Force reviewed Phase 1 of the Land Development Code (LDC) update at its last meeting. Infill Task Force member Tony Howell offered a possible approach to address the density rounding (DR) issue. Mr. Bailey asked Council to leave DR in Phase I for now so it could be included in the upcoming LDC Update public hearing. Mr. Bailey said Mr. Howell's approach seemed promising and the Planning Commission (PC) hoped to meet before the public hearing to fully vet the idea. In response to Councilor Beilstein's inquiry, Mr. Bailey said if the potential solution did not work out, DR could be included in Phase 2.

Shelly Murphy, League of Women Voters, read from a prepared statement (Attachment B) concerning DR.

Jeff Hess agreed with the request to keep DR in Phase 1 so it could be included in the upcoming public hearing. He said since the issue was brought forward 18 months ago, he was aware of seven duplexes that have been added as a result of the rounding amendment. He urged Council to take action now and not push DR out to Phase 2.

Marilyn Koenitzer said she met with staff on the DR issue and learned if it was eliminated, many non-conforming lots would be created. She suggested simply declaring the lots to be non-conforming, and if one of the structures was ever destroyed (e.g. by a fire), the City would allow construction of a replacement dwelling; the new structure would be required to conform with the density requirement in place at that time.

Arne Haines said he and his neighbor oppose the Englewood Avenue parking proposal. Construction on the subdivision began over eight years ago and parking signs were never erected. A neighborhood meeting was recently convened by staff from Public Works and the Fire Department, and Councilor York was also in attendance. Staff acknowledged the lack of parking signs was an oversight and at the meeting, someone from Public Works suggested that parking could be allowed on both sides of 58th Street, which dead ends. Mr. Haines' property is adjacent to 58th Street and during the seven and one half years he has lived there, he has picked up litter, tires, and other refuse on that street. Per City ordinance, parking is only allowed on one side. Results of a neighborhood survey were seven to six in favor of parking on both sides of the street. Mr. Haines said one of his neighbors did not receive a survey and they should be allowed to provide input. He said the City ordinance should be applied consistently and therefore, he opposed parking on both sides of the street. He urged Council to follow the current ordinance.

Siva Kolluri also spoke about the Englewood Avenue parking proposal. He said City staff was well intended, but neighbors who live on either side of 58th Street are not being considered. Car headlights and noise from slamming doors is a problem. In response to Councilor York's inquiry, Mr. Kolluri said he would prefer parking on both sides of 58th Street, as it has been for nearly eight years. However, if parking is allowed on only one side of the street for the other streets in the neighborhood, it should be the same for 58th Street. In response to Councilor Sorte's inquiry, Mr. Kolluri said he does not object to his neighbors parking on 58th Street, but since parking had been allowed on both sides, people who don't necessarily live in the neighborhood use 58th Street as a parking lot and a place to change their car oil.

Nikolai Kassatkin said he left Arcata, California to get away from drug-abusing transients so he could raise his family in a better place. He loves Corvallis, but he was starting to see some of the same problems here. He bought the old Sivetz Coffee building and transients are sleeping on his loading dock and using his alley as a bathroom, among other unsavory behaviors. Recently, his wife who is six months pregnant encountered a group of homeless people drinking alcohol behind their building. Mr. Kassatkin was at work, so he called the police and was told his wife should ask the offenders to leave. He said asking his expectant wife to do that was ludicrous and he urged the Council not to enable homelessness. In response to Mayor Manning's inquiry, Mr. Kassatkin said he had noticed a small difference as a result of the Police Department's tactical action plan in the downtown area, but not as much as he would like. Councilor Hogg thanked Mr. Kassatkin for speaking, noting that others in the downtown area share his concerns. In response to Councilor Hogg's inquiry, Mr. Kassatkin said in other instances, rather than calling the police, he had personally asked the offenders to leave and stayed to make sure they did.

VI. CONSENT AGENDA

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

- A. Reading of Minutes
 1.
 - a. City Council Meeting – April 21, 2014
 - b. City Council Work Session – April 21, 2014
 - c. City/County Joint Meeting – March 31, 2014
 2. For Information and Filing (Draft minutes may return if changes are made by the Board or Commission)
 - a. Arts and Culture Commission – April 16, 2014
 - b. Bicycle and Pedestrian Advisory Commission – April 4, 2014

- c. Citizens Advisory Commission on Civic Beautification and Urban Forestry – April 10, 2014
 - d. Citizens Advisory Commission on Transit – April 8, 2014
 - e. Downtown Commission – April 9, 2014
 - f. Downtown Parking Committee – April 1, 2014
 - g. Economic Development Commission – March 31, 2014
 - h. Planning Commission – April 2, 2014
 - i. Public Participation Task Force – April 17 and 24, 2014
 - j. Watershed Management Advisory Commission – February 26, 2014
- B. Announcement of a vacancy on the Parks, Natural Areas, and Recreation Board (MacMullan)
 - C. Confirmation of an Executive Session for May 5, 2014 at 5:30 pm under ORS 192.660(2)(a) (e) (i)(status of real property transaction)(status of employment of a public officer; status of employment-related performance)
 - D. Schedule an Executive Session following the May 19, 2014 regular meeting under ORS 192.660(2)(e) (status of real property transaction)

The motion passed unanimously.

VII. ITEMS REMOVED FROM CONSENT AGENDA – None.

VIII. UNFINISHED BUSINESS – None.

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

- A. Human Services Committee – None.
- B. Urban Services Committee – April 22, 2014

1. Council Policy Review and Recommendation: 91-7.04, "Building Permits"

Councilors Hogg and Brown, respectively, moved and seconded to affirm Council Policy 10-1.12, "Building Permits." The motion passed unanimously.

2. Residential Parking Districts

Councilor Hogg said the Committee discussed requiring a Construction Contractors Board license for contractor parking permits, with the rate set at \$100, and excluding from the parking district the west side of 6th Street between Van Buren and Jefferson Avenues. Fine amounts will be discussed at the May 6, 2014 meeting. Staff will develop ordinance language for consideration at the May 20 Urban Services Committee meeting. The item was for information only.

Mayor Manning recessed the meeting from 7:25 to 7:30 pm.

XII. PUBLIC HEARINGS

A. CDBG/HOME Public Hearing

Mayor Manning convened the public hearing at 7:30 pm and explained the purpose was to consider a Fiscal Year (FY) 2014-15 Action Plan to guide the City's investments of its Federal Community Development Block Grant (CDBG) and HOME Investment Partnerships program funding.

Housing Division Manager Weiss reviewed the staff report. Mayor Manning noted one of the goals for use of the funds included alleviating problems of excessive rent burdens, homelessness, and deteriorating housing.

Executive Director of Willamette Neighborhood Housing Services Jim Moorefield thanked Council for considering requests for HOME funds to help with rehabilitating five homes in South Corvallis. He explained in the late 1980s/early 1990s, the Presbyterian Church needed a new parking lot and some homes at that location had to be moved or demolished. Around the same time, the new bypass was being built where the Eric Scott McKinley Skate Park is now located. Some City-owned homes in that location also had to be demolished or moved. Five structures from those two locations were donated and moved to South Corvallis near Pickford and Leonard Streets. The homes provide ten units of housing that is affordable to very low and extremely low income residents, including one formerly-homeless tenant, but they are aging and need rehabilitation. Mr. Moorefield appreciated Council's support to get the project completed.

Mayor Manning closed the public hearing at 7:38 pm.

Councilor York cited barriers to housing for low income residents as noted in the proposed Action Plan. A constituent recently asked her about inclusionary zoning (IZ) and she had since learned it is not legal in Oregon. Mr. Gibb explained IZ requires residential developments to set aside a portion of homes as affordable units. The City considered IZ in the late 1990s, but as Mr. Gibb recalled, the State passed a law banning IZs before action was taken. He believed some efforts had been made at the state level to amend the law, but as of yet nothing had changed.

Councilor Beilstein noted the City requires larger developments to provide a variety of housing types.

Councilor Sorte said ultimately, IZs become administratively very expensive because eventually, all housing becomes unaffordable. He said when he was serving on the Housing and Community Development Commission, affordable housing issues were considered. In response to his inquiry about regional coordination and the Action Plan, Mr. Weiss said the City coordinates with other jurisdictions to a degree and the State had provided some occasional help, but it was not as well coordinated as it could be. Mr. Weiss said jurisdiction-centric requirements limit planning for how CDBG/HOME funds are used to Corvallis projects and programs, as is the case in Albany. This differentiates Corvallis and Albany from smaller communities like Lebanon.

Councilors Brauner and Hirsch, respectively, moved and seconded to approve and adopt the Fiscal Year 2014-15 Action Plan as written; authorize the Mayor to sign CDBG and HOME application and certification documents as stipulated by Housing and Urban

Development (HUD), submitting them as elements of the approved Action Plan; and authorize staff to submit the completed Action Plan to HUD for review and approval. The motion passed unanimously.

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

C. Administrative Services Committee – April 23, 2014

1. Enterprise Zone Sustainability Criteria Follow-up

Councilor Traber said the Administrative Services Committee (ASC) reviewed the Enterprise Zone's (EZ) annual report at a previous meeting. The report focused on information required by the State, so the Committee asked Mr. Nelson to return with information about sustainability commitments existing companies had made to receive EZ exclusions. Mr. Nelson provided information from last year and going forward, the information will be included in the annual report, which is reviewed by ASC each November. The item was for information only.

2. Visit Corvallis Second Quarter Report

Councilors Traber and Brauner, respectively, moved and seconded to accept the Visit Corvallis Second Quarter Report. The motion passed unanimously.

3. Downtown Corvallis Association Economic Improvement District Second Quarter Report

Councilors Traber and Brauner, respectively, moved and seconded to accept the Downtown Corvallis Association Economic Improvement District Second Quarter Report. The motion passed unanimously.

4. Utility Rate Structure Review

Councilor Traber said the review was a multi-step process. Public Works staff presented information about water, storm water, and wastewater rates. If Council approves of the recommended revenue-neutral proposal, staff would provide outreach to educate the public on the proposed changes and bring an ordinance to Council in June for implementation in July.

Councilor Traber said the rate structure's last review was nearly 15 years ago. In the interim, water use had decreased due to conservation efforts, reducing revenues needed to fund infrastructure improvements. A consultant was hired to review the rate structure and determine what adjustments were needed. Proposed changes included ensuring the water base rate covers the cost of maintaining infrastructure and treatment required to provide basic water service. Water consumption rates would recover the additional treatment, storage, and pumping necessary to meet peak water demand. A similar model was applied to the wastewater rate structure and no changes were recommended to the storm water rate structure.

Councilors Traber and Hirsch, respectively, moved and seconded that Council approve a new revenue-neutral rate structure for water, wastewater, and storm water utility services to be effective July 1, 2014.

Councilor York observed there was a slight shift in system support from commercial to residential customers. In response to her inquiry, Councilor Traber said that shift was not a policy change.

Councilor Brauner said shifting costs from one user to another was not a conscious decision. Rather, the change attempted to recover costs based upon use, not type of service.

Councilor Beilstein said he would support the recommendation, but he believed the next review should consider that putting the burden on fixed costs may not encourage water conservation.

Councilor Sorte supported the recommendation, but he believed Councilor Beilstein's point was well taken. He said storm water was diluting wastewater, which could be expensive to treat. In response to his inquiry about progress toward separating the combined sewer system, Councilor Traber said Public Works staff was conducting an infrastructure inventory; costs will then be determined and a plan will be drafted for consideration.

Councilor Brauner agreed with Councilor Sorte's comments about water use, but he noted water use is the largest share of a customer's bill, so conservation does make a difference.

Councilor Hirsch said ASC discussed how the level of wastewater concentration impacts cost and processing ability. Councilor Sorte said that spoke to his point that dilution can be helpful.

The motion passed unanimously.

Councilor Traber said ASC also discussed road fees and paying for maintenance, and it will be a future meeting topic.

D. Other Related Matters

1. Mr. Fewel read a resolution accepting an Old Peak Meadows grant in the amount of \$43,112.

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

RESOLUTION 2014-12 passed unanimously.

X. MAYOR, COUNCIL, AND STAFF REPORTS

C. Staff Reports

1. Land Development Code Package #1 Update

Planning Manager Young reviewed the staff report, including the DR measure proposed by the Neighborhood Planning Work Group and the recommendation from the PC to consider a more comprehensive analysis and revision of the DR provisions in the LDC. He asked for City Council direction regarding how to proceed with the more comprehensive analysis of the density rounding provisions in the LDC, reviewed the options presented in the staff report, and stated that staff recommends Option 3.

In response to Councilor Hirsch's inquiry, Mr. Gibb said staff does not yet know the specifics of Mr. Howell's potential DR solution, but if it was deemed feasible, it could be presented as another option and considered during the public hearing in June.

In response to Councilor Sorte's inquiry, Mr. Gibb said the type of recommendation made by the PC would dictate how quickly that portion could be implemented. Staff discussed DR with the City Attorney and if the current PC recommendation was changed and it impacted property values, the process would need to be temporarily suspended so a Measure 56 notice could be sent.

In response to Councilor Sorte's inquiry, Mr. Gibb said the DR amendment proposed by the Neighborhood Planning Work Group was included as part of a much larger package of LDC changes. A Measure 56 notice was sent about the entire package.

Councilor York said while she understands the issue is complicated, she believed if a number is stated as a maximum, that is what it should be. She said if there was not strong consensus on the possible DR solution, she prefers deferring it to Package #2.

Councilor Brauner said he was not ready to take action in light of the potential DR solution. He would prefer including the possible DR solution with the public hearing on Package #1.

Council agreed to defer a decision on the matter until the initial public hearing is conducted.

2. Englewood Avenue Parking

Councilor York said parking on both sides of Englewood Avenue presents a safety hazard, as the street is too narrow for emergency vehicles to pass through. She noted a condition of approval for the development stipulated parking was permitted on only one side of the street. Councilor York noted the vote from the neighborhood survey regarding parking on 58th Street was nearly tied and she was concerned that one of the neighbors did not receive a survey.

In response to Council discussion about making a motion, Ms. Steckel said staff did not need a motion to act. Offering to allow parking on both sides of 58th Street was an attempt to make up for parking that was lost. She said having parking on only one side of 58th Street is reasonable and staff could review the survey to determine which side the neighborhood preferred.

In response to Councilor Hirsch's inquiry, Ms. Steckel said alternating sides of the street where parking was allowed on different days of the week would not work.

Councilor Beilstein supported Public Works staff moving forward and following the ordinance.

Councilor Brauner also supported following the ordinance.

City Manager Patterson said it was important to note the City recognized the oversight as soon as it came to staff's attention. Safety was the most important consideration, staff supports a consistent standard, and the City should follow through on its original commitment.

By consensus, Council agreed with staff following the original development plans and only allowing parking on one side of the street.

A. Mayor's Reports

Mayor Manning noted the Watershed Annual Tour on May 21 (Attachment C).

B. Council Reports

Councilor York thanked those who attended the Public Participation Task Force's (PPTF) public forum on April 28. Comments from small group discussions will be in an upcoming PPTF meeting packet. Mayor Manning said the PPTF will make recommendations at the June 2, 2014 Council meeting.

Councilor Hirsch noted the Days of Remembrance proclamation included in the Council packet. He received a phone call from a constituent who saw someone at a local park openly carrying a gun. He expected citizens to attend the next Council meeting to speak on the matter and he vowed to advocate on their behalf.

Councilor Beilstein said a new bicycle corral will be installed at the corner of Second Street and Jackson Avenue in the next few months. He noted an event to install bicycle lights was happening at Kings and Monroe until 9:00 pm.

XI. NEW BUSINESS – None.

XIII. ADJOURNMENT

The meeting adjourned at 8:40 pm.

APPROVED:

MAYOR

ATTEST:

CITY RECORDER



No matter how you "Get There,"
you can WIN prizes donated by
our generous sponsors

GRAND PRIZES

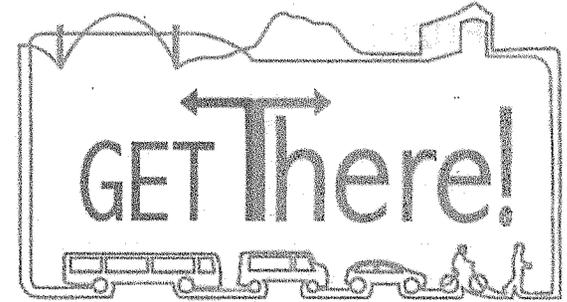
(Track just 5 trips or more to be eligible)

- **Overnight stay for 2 at the Chinook Winds Casino in beautiful Lincoln City!** Plus a prize package that includes:
 - Dinner for 2 at the Rogue River Steakhouse and headliner show tickets for 2!
- **Overnight stay for 2 at Chinook Winds,** plus golf for 2 at the resort's golf course!
- **iPad Air!**
- **iPad Mini!**

OTHER PRIZES

(Track just 1 trip to be eligible)

- SamFit, 1 three-month gym membership plus 1 punch card for attending fitness classes
- Enterprise CarShare, 2 free annual memberships
- Corvallis-Albany Farmers Market tokens
- Cyclopolia, 2 bike repair gift cards
- First Alternative Co-op, 5 gift cards
- Footwise, 1 gift card
- Great Harvest, 2 gift cards for free sandwiches
- Five Star Sports, 3 gift cards
- Audible.com, 5 free e-books
- McMenamins, 1 gift card
- Novak's restaurant, Albany, 1 gift card
- Peak Sports gift card
- Cycle Solutions gift card
- Loafer's Station, Albany, 1 gift card
- Sibling Revelry, 1 wallet made from a bike tire, plus 2 BPA-free water bottles
- Stoker's Vitaworld, 5 gift cards
- Woodstock's Pizza, 6 gift cards
- New Morning Bakery, 1 gift card



Corvallis

May 5-16, 2014

Drive Less! Save Money! Win Prizes!

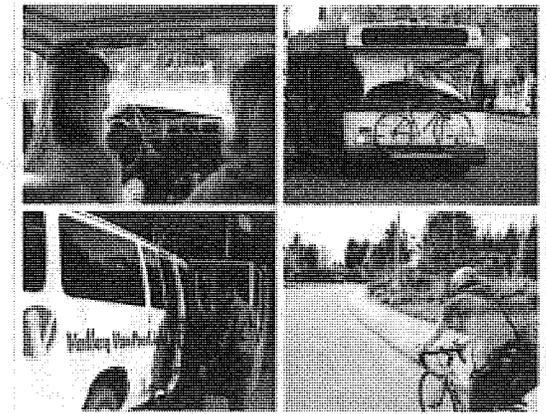
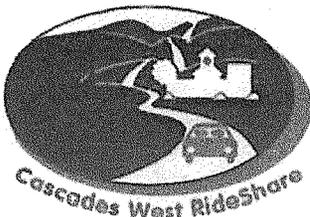
Track your trips at DriveLessConnect.com and watch your financial savings go up and your CO2 emissions go down! You also can search for bike buddies or carpool / vanpool options, whether for your regular commute to work or school, or a one-time trip anywhere in Oregon (and beyond!)

Sign up for FREE at DriveLessConnect.com, or simply log in if you're already a member! Click on "Ridematch" in the top blue bar to create a trip. Click on "Calendar" to track your trips.

It's that easy.



City of Corvallis Transportation Program



Bike, Bus, Carpool/Vanpool,
Telecommute, Walk or Skate
and WIN prizes, no matter
how you get there!

Win Prizes!

The City of Corvallis, Cascades West Rideshare, local businesses, and your Employee Transportation Coordinator (ETC) encourage you to leave your single-occupancy vehicle (SOV) at home and travel to work, school or shopping ANOTHER WAY! Do this at least once during May 5-16, and you'll be eligible to win terrific PRIZES! Each day you register a trip by cycling, walking, carpool/vanpool, transit or telecommuting, you increase your chance of winning:

- An overnight stay for 2 at **Chinook Winds Casino Resort in beautiful Lincoln City!** Prize package includes dinner for 2 in the Rogue River **Steakhouse** and headline show **tickets** for 2!
- A second winner will take home an overnight stay at **Chinook Winds** plus **golf** for 2 at the resort!
- An **iPad Air!**
- An **iPad Mini!**

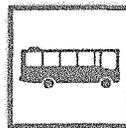
Track 5 trips at **DriveLessConnect.com** to be eligible for these great prizes, and track just 1 trip to be eligible for gift certificates to local restaurants and more!

Special thanks to all of our sponsors, Employee Transportation Coordinators and partner organizations!

Getting there another way costs less:

- Compare your costs at www.rideshareonline.com/commuters/calculator.html
- Riding a bike costs pennies per day and Corvallis buses are fareless!
- Active transportation is part of a healthy lifestyle and helps you arrive at your destination more alert and invigorated.
- Commute time on the bus or a shared ride becomes free time to read, rest, or catch up, if you're not driving.

*For information on your transportation options, contact your organization's ETC or the City of Corvallis Transportation Program at 541-754-1730 or Gregory.Wilson@corvallisoregon.gov. And, check out the *Get There Corvallis* website for more event details: CorvallisOregon.gov/GetThere*



Bus!



Bike!



Walk!



Carpool/Vanpool!



Telecommute!

Schedule of Events:

Mon. May 5	Light it Up! Free bike lights for cyclists at several Corvallis locations. Details at CorvallisOregon.gov/GetThere .
Every Tuesday in May	Free bike repair workshops, 7-8 p.m., main meeting room, Corvallis Benton County Public Library (645 NW Monroe). Details at Corvallis.libguides.com/bikes .
Wed. May 7	Bike to School Day, 509J School District Safe Routes to School Program. See csd509j.net for details.
Thurs. May 8	"Bike Touring with Kids: A How-To," 7 p.m., free, Corvallis Benton County Public Library.
Fri. May 9	Transit Appreciation Breakfast! Free treats and safety lights at the Downtown Transit Center, 7-9 a.m. Route info at CorvallisTransit.com .
Tues. May 13	Bicycle law clinic, free, 7-8:30 p.m. at the Madison Avenue Meeting Room, 500 SW Madison Ave.
Wed. May 14	Panel on living car-free, free, 7 p.m., main meeting room, Corvallis Benton County Public Library. Also, OSU Alternative Transportation Day; see OregonState.edu/ssi .
Thurs. May 15	Bike Movie Night, Darkside Theatre, see DarksideCinema.com for details.
Fri. May 16	Bike to Work Day! Free bagels and coffee at the Corvallis Skate Park, by Philomath/Riverfront paths, 7-9 a.m.



LWV Corvallis

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

May 5, 2014

To: Mayor Manning and Members of the Corvallis City Council

From: League of Women Voters of Corvallis, Ann Brodie, President *AB*
Shelly Murphy, Community Planning Chair *SM*

Re: Residential Density Calculations

The LWV of Corvallis supports comprehensive planning, effectively implemented. In order to improve the clarity and effective implementation of Land Development Code (LDC) requirements pertaining to residential density, we request that City Council direct Staff to take the following actions:

1. Conduct a comprehensive review of existing residential density standards, and
2. Propose changes that will make the Land Development Code clear and transparent regarding the number of dwelling units allowed in residential zones.

Currently in the LDC, minimum and maximum density in units per acre is stated for each zone, but in actuality, due to complex density calculations to establish the net area, required setbacks, and the rounding up of fractions, the number of units allowed is extremely difficult for anyone dealing with the Code to determine.

The Fractions definition in the LDC – the practice of adding an additional dwelling unit when the sum of dwelling units is .5 or greater – was added as a housekeeping amendment to the LDC in 2000 and went into effect in 2006. This rounding practice has resulted, in many cases, in an increase in the stated maximum density and has had unintended consequences for neighborhood character and livability especially as infill occurs in established neighborhoods. League believes that the practice of rounding in this manner should cease so that the stated density is not exceeded.

This is a complicated issue and needs to be looked at in conjunction with an examination of citywide densities and their ramifications. Currently, according to Staff, Corvallis determines its densities differently from other Oregon cities. Our practices should be examined also by comparison studies of how we are different and why. We urge you to direct Staff to include proposed solutions to these residential density issues in the LDC amendments that are now being considered.

LDC Chapter 1.6: Definitions

Area, Gross - Total area of a parcel or site, usually expressed in acres.

Area, Net - Total area of a parcel or site, usually expressed in acres and excluding existing public street rights-of-way and, if a developer desires, excluding public parks, Significant Natural Feature areas dedicated to the public, and/or other areas permanently precluded from development due to development constraints or conservation easements. Planned streets shall not be excluded from the net area.

Density - Number of dwelling units per acre of land, calculated in accordance with the definition for Density Calculation.

Density Calculation - Density is calculated as either gross density or net density. The minimum density for a site is net density and the maximum density is gross density.

- a. **Density, Gross** - Number of dwelling units per gross area, in acres. See definition for Area, Gross. Additionally, in calculating gross density for a Minor Land Partition site, applicants may include in their calculation 50 percent of the area of any street rights-of-way that front the subject site, for the distance the streets front the subject site.
- b. **Density, Net** - Number of dwelling units per net area, in acres. See definition for Area, Net.
- c. **Fractions** - When the sum of the dwelling units is a fraction of a dwelling unit, and the fraction is equal to or greater than 0.5, an additional dwelling unit shall be required (minimum density) or allowed (maximum density). If the fraction is less than 0.5, an additional dwelling unit shall not be required or allowed.

Density Transfer - Permits residential density under a single development application to be shifted from one part of a development site and added to another part of the same site. It can be used to protect Significant Natural Features that are on the development site without losing overall density in the development. Density transfer does not permit an increase in the gross density for the entire development site.

Corvallis Forest/Rock Creek Watershed Annual Tour
Wednesday, May 21, 2013
5:00-8:00pm

The free, annual tour of the City-owned property near Marys Peak will take place Wed., May 21, beginning at 5:00 p.m. This is a rare opportunity to visit an area that is normally restricted to the public and to view upcoming and ongoing management activities in the Corvallis Forest. Buses will leave City Hall, 501 SW Madison Ave., at 5:00 p.m. sharp and will return about 8:00 p.m. **Space is limited and preregistration is required. Call Corvallis Public Works at 541-766-6916 or email: public.works@corvallisoregon.gov.**

CORVALLIS-BENTON COUNTY PUBLIC LIBRARY BOARD MINUTES
April 2, 2014

Board Present	Staff Present
Scott Elmshaeuser, Chair	Carolyn Rawles, Library Director
Jacque Schreck, Vice-Chair	Carol Klamkin, Management Assistant
Jennifer Alexander	Andrew Cherbas, Extensions & Technology Manager
Hal Brauner	Mary Finnegan, Adult & Youth Services Manager
Katherine Bremser	Lori Johnston, Circulation Supervisor
Martha Fraundorf	Felicia Uhden, Access Services Manager
Paula Krane	Linda Hart, Senior Administrative Specialist
Cheryl Maze	
Jana Kay Slater	
Steve Stephenson	
Excused:	Visitor:
Linda Modrell	None
Sravya Tadepilli	

SUMMARY OF DISCUSSION

Agenda Item	Information Only	Action
Call to Order	7:28 pm	
Visitors' Propositions		None
Minutes: March 5, 2014		Approved as corrected
Library Board Sub-committee Discussion		
Library Board Packet	x	
Director's Report	x	
Division Manager Reports	x	
Gift and Donation Policy Review		Recommend approval to City Council with no changes
Internet Policy Review		Recommend approval to City Council with changes
Board Reports		
• Friends of the Library Board	x	
• Foundation Board	x	
Information Sharing	x	
Adjournment	8:57 pm	

CONTENT OF DISCUSSION

I. CALL TO ORDER

Chair Scott Elmshaeuser called the meeting to order at 7:28 pm.

II. VISITORS' PROPOSITIONS

None.

III. APPROVAL OF MINUTES

Approval of March minutes. Jennifer Alexander said in Section V, first paragraph, it should be "*Humans of New York*"; discussion during the March meeting was that it was more appropriate for Friends of the Library to implement, not Board. In the same paragraph, references to "*three talking points*" should be "*three goals*." In that same section at the bottom of page 2, Katherine Bremser asked for clarification on Calendar, Goals, Board Training and Continuing Education all being gathered into one category called Orientation and Training. The last sentence reads, "Paula (Krane) suggested revisiting all of the topics;" Katherine asked if Paula meant periodically looking at the entire list to refresh. Paula confirmed this was her intent. Jana Kay Slater moved to approve the minutes as corrected; seconded by Jacque Schreck. Motion carried.

IV. LIBRARY BOARD SUB-COMMITTEE DISCUSSION

Katherine asked if there was a way to redo the list and categorize by those best done by Friends or Foundation, those for the Library Board, things that should be revisited at a later date, etc. Carolyn Rawles suggested that this be done by a couple of Board members outside of the meeting. Carolyn noted that during the February meeting she had included "Board training and education (through ALA or local conferences); Prepare annual calendar (of Board to-dos and Goals at August or September meeting); and Identify new potential Board members" as one category. Jennifer and Katherine offered to work on this and forward their suggestions to Carolyn for review and inclusion in packet for the May Board meeting. Board members will then have a chance to review in preparation for discussion at the meeting.

V. LIBRARY BOARD PACKET QUESTIONS AND COMMENTS

Commenting on the article from the Eugene Register-Guard, Carolyn stated that during 2013 our Library had restricted nine people, not including those who were just asked to leave for the day. Eugene has 208 restricted, according to the article included in packet. Carolyn explained that the Library maintains a spreadsheet with names and length of ban. Jana Kay asked about appealing a ban. Carolyn said the Library Code of Conduct provides such a process, and she is not aware of anyone who has filed an appeal. She believes there are only five people who are banned permanently.

VI. DIRECTOR'S REPORT

As a follow up to the March discussion, Carolyn distributed a proposed calendar, which includes key items such as policy reviews, budget discussions, skipping the July meeting, and meeting in a branch once a year. She asked if this would be helpful in making a plan for the year. Steve Stephenson and Scott both indicated it was a useful document. Carolyn will send it electronically to everyone on the Board. Jacque would like to include just Library Board activities, and not include Friends and Foundation activities.

Paula asked about policy reviews, and said she would like to include a list of policies that are coming up for review over the next 1 – 3 years. Carolyn said there is a policy review calendar that can be provided to the Board. It would be a valuable document for new board members, and it was suggested that it be included in new member binders.

Katherine revisited the list of goals. She recalled that at prior meetings, the Board established the following goals for 2014: Publish an article in "*Check It Out*" about the board; develop a calendar for the Board for the year; welcome patrons who come to the library on the first Sunday Opening on June 22; work with the Library Director on new board member orientation and additional board training; and develop three talking points the board could use. The Outreach Subcommittee has agreed to develop a plan for the June 22 Sunday Opening, which they will bring to the May board meeting. Carolyn feels a committee should develop orientation before new board members are selected; she mentioned Martha will be leaving at the end of her term, and Isabela Mackey has resigned. Katherine and Paula will work with Carolyn on developing the orientation program for new board members. Jennifer suggested that the talking points and additional board training ideas may come naturally out of the orientation program. Steve and Martha both feel the points should cover the Library as a whole, not just Board activities. Jennifer and Katherine volunteered to summarize the ideas for goals from prior meetings and their current status for the next meeting. The board can then revisit the list when it is time to establish the goals for 2015.

Carolyn said Janelle Cook had her baby March 11, a girl named Alyssa Ann. Alyssa has already visited the Library, and Janelle has come in to work on invoices.

The annual National Library Week proclamation will be read by Mayor Manning at the April 21 City Council meeting.

Carolyn reminded everyone that Friday May 16 is the annual Volunteer Recognition breakfast, 8:00 – 9:30 a.m. Scott has been asked to say a few words. Board members will be receiving invitations soon.

The Library's budget presentation will be April 22 at 7 p.m. at the Downtown Fire Station. Scott will be there; Carolyn and Scott will meet the week prior to plan the presentation. The City budget is balanced this year, and it will be released the end of this week. She will send a copy to the Board members electronically. There will be several nights of department presentations, then deliberations and eventual adoption by Council. Katherine asked if Carolyn wanted more people to attend and not speak. Carolyn said it is an enlightening experience, not an advocacy situation, and it is good to have board presence. The presentation will be short, no PowerPoint. Councilor Hal Brauner said these presentations are for the education of the Council, and some departments get more questions than others. A public hearing on the budget is held after all of the department presentations have been made. Carolyn said union employees will vote in the next few weeks on a new contract; if accepted, it will help to get health care costs under control.

One item in the FY 14-15 budget is money for a survey in preparation for the FY 15-16 strategic planning process. She, Carol Klamkin and Mary Finnigan met with representatives of OrangeBoy, who do market research, and develop strategic plans for libraries. They provided data for a strategic plan done by the Salem Public Library. Salem has had constant budget issues, and their circulation is lower than Corvallis even though they have higher population. OrangeBoy suggested that Salem do more for existing patrons and concentrate less on getting new patrons. They are working up a proposal for Carolyn.

OrangeBoy's process is to use an email survey sent to borrowers. Carolyn said the Library's circulation policy states that the Library may use borrower information for administrative purposes, although the Library has never done so. She said this may be the best way to reach a good cross section. Some people might fill out a form in the Library or on the web site, but an email will reach those who use the Library most. She said there is the possibility of some patrons opposing receiving such an email. She thought perhaps contacting patrons earlier with the choice to opt out of the survey might be an option. Jacque suggested sending an email with information about future planning, mentioning survey, and giving the opportunity to opt out. Jana Kay expressed concern about people then getting two emails. Carolyn said OrangeBoy specializes in working with libraries, and has worked with about 50 library systems nationwide. She said the Library will be getting competitive quotes on several different possibilities, including phone surveys. The last survey for the Library only targeted land lines; more people today just have a cell phone. The results of that telephone survey were not a surprise to Carolyn, the main finding being that many people didn't realize the breadth of services offered by the Library. Steve said he is intrigued by the idea, as maximizing resources is good; we used to ask what should we do; now we ask

what can we do. OrangeBoy looks at market groups, similar to the Pew research study distributed earlier by Carolyn. Steve asked if 80/20 split is still accurate, i.e. 80% of the population doesn't use the Library, 20% does. Carolyn confirmed for Jennifer that the OrangeBoy proposal would be just part of the research into developing a strategy, not the only research. Carolyn mentioned that the City's Economic Development office has a lot of information that can be of benefit in planning the future of the Library's services. The survey results will be a tool for the Library to use in planning. She said OrangeBoy is from Portland, and the budget is \$20,000.

VII. DIVISION MANAGER REPORTS

Extension Services: Andrew Cherbas thanked Board members Jacque, Jennifer, Cheryl, Katherine and Paula for help testing the new web site; they all provided good feedback. Next step is more testing, then a meeting on April 23 with the web rebranding consultants regarding logo, colors, etc. He hopes to launch the new web site June 1. It will probably go on the current website 2-3 weeks prior to get the public used to it.

Administration: Carol Klamkin said the department has spent 2-3 weeks adjusting to Janelle Cook being out. Mike Hanson, Rosalind Blair and Linda Hart are helping with the cash deposit, which allows Erin to focus on other tasks. Janelle is coming in after hours to do focused work. There have been conversations with Finance about ecommerce, which will be a part of the new web site. The contract with the company that manages the Fenner Building has been finalized. The City's Building Maintenance will be taking care of the building.

Adult & Youth Services: Mary Finnegan noted that April is National Poetry Month, and several people will read poems tomorrow. Councilor Brauner has agreed to read a poem; he chose Kipling's "If." There is a word board upstairs where people can write their own poems. Author J.A. Jance called the Library and asked if she could visit during her upcoming book tour, specifically on July 29. Mary is working to get space at Corvallis High School as the Library's Main Meeting room is booked that date. Recruiting is underway for a new Youth Librarian. Ashley Hall, Philomath librarian, will work Tuesdays in Youth. Lisa Stout from Philomath will come over some Fridays to help in Adult Reference. She said it is good to have these staff exchanges. The Early Literacy newsletter is available online, and features a music theme. The Steinway event will take place next week. There is an exhibit upstairs.

Access Services: Felicia Uhden announced there had been a successful shelving party. Adult non-fiction DVDs are now on the 2nd floor. In the children's area, the DVDs and sound recordings have been moved to lower shelves. Juvenile kits are in a section of shelving that has hooks for hanging the kits. Juvenile area is being reconfigured. Next is rearranging adult media to allow more room for CDs. More changes to come.

Circulation: Lori Johnston said Sally Price is retiring on June 30. During National Library Week patrons will have the chance to use "Food for Fines" to settle their accounts. One non-perishable food item covers \$1 in fines, up to a maximum of \$5 per patron.

VIII. COUNCIL POLICY REVIEWS

Carolyn presented the Gift and Donation Policy. There were questions raised last month about the levels of giving; Carolyn confirmed the levels are consistent with the Donor Board upstairs and as reported in Check it Out. Those should be left in the Policy. There was a question about gifts of real estate or similar donations and the policy statement that management of funds is by "governing body." Carolyn explained the governing body is the City, and it would be managed by Finance. She said it would be rare for the Library to receive this type of gift, as it would usually be directed to the Library Foundation. Jennifer asked about the procedure for approving the policy. Carolyn explained this is one way that the Board is an advisor to the City Council. The Board will reach consensus on any changes then vote to approve as is or with changes. Then in this instance, the policy goes to the Council's Administrative Services Committee, who recommend to Council. Jacque moved, and Steve seconded, to affirm the existing policy with no changes.

Carolyn next presented the Internet policy. Suggested changes had been written in bold type. Steve asked to reconfirm why we have policy. Carolyn replied at one time a policy was required to qualify for ERate discounts.

Even though we no longer apply for these discounts, it is a good idea to have a policy in place. Jacque moved and Steve seconded to recommend the Council approve as amended.

IX. BOARD REPORTS

Friends of the Library: Jacque reminded everyone of the pasta-thon fundraising event at Pastini's on April 7 and 8; mention the Library and 50% of the net proceeds go to Friends of the Library. This was a big success in the past. The postponed December 2013 book sale will be held over one or two days in June. The April board meeting will be held at the Monroe branch library. Lois Malango is coming back to replace Judy Ladd, who has resigned.

Foundation Board: Events Committee is planning an event in late October to recognize donors; it may become an annual event. Tentative plans are for a mid-day event on a week day with finger food and a talk by Bonnie Brzozowski, one of the Reference Librarians, on the future of libraries. The Resource Development Committee, together with marketing, is developing a new brochure in conjunction with Friends and the rebranding of the library, which will emphasize what the Foundation has done. Jacque suggested emphasizing the Foundation's page on the new web site. Steve wants to help the public understand better what the Foundation has done and continues to do to help the Library. Jacque also said they are updating the annual appeal letter.

XII. INFORMATION SHARING

Cheryl suggested the Board put something on the Library's web site and on Facebook during National Library Week mentioning the tremendous library staff and volunteers. Scott will write the copy and Cheryl will add graphics. Facebook is getting lots of mentions, even by other libraries. Cheryl would like to do more things on Facebook, possibly some "back room" activities. Carolyn suggested describing the life cycle of a book.

XI. ADJOURNMENT

The meeting was adjourned at 8:57 pm.

NEXT MEETING: May 7, 2014 7:30 pm

Draft
Subject to review &
HCDC approval

HOUSING AND COMMUNITY DEVELOPMENT COMMISSION
MINUTES
April 16, 2014

Present

Judy Gibson, Chair
 Ed Fortmiller
 Gary Hamilton
 Dave Henderer
 Kenny Lowe
 Gerry Perrone
 Roger Lizut, Planning Commission Liaison
 Dan Brown, City Council Liaison

Absent

David McCarthy, Vice Chair
 Kara Brausen

Staff

Joe DeMarzo
 Terri Heine

Visitor

Tom Jensen

SUMMARY OF DISCUSSION

Agenda Item	Action/Recommendation
I. Visitor Comments	Discussion
II. Consideration & Approval: HCDC Draft Minutes of March 12, 2014	Approval
III. Status: Loan Funds & Recent Rehab Loans	Information Only
IV. Revised Awards for FY 14-15 CDBG and HOME Activities	Recommendation
V. Review of Human Services Goals	Discussion

CONTENT OF DISCUSSION

I. Visitor Comments

Chair Gibson opened the meeting. Tom Jensen introduced himself, noting that the HCDC's Mission Statement includes language in regard to low and medium-low income housing. He opined that there is currently a trend in the City where this type of housing is rapidly disappearing, noting that Oregon State University (OSU) has seen an increase in enrollment of nearly 10,000 over the last decade, with a minimal change in the number of permanent residents. Mr. Jensen noted that he teaches in the area, adding that the local public school system has seen a decrease of approximately 1,000 students in the last ten years. He noted that he is not wealthy, and cannot afford the majority of housing available and/or being built in the City.

Continuing, Mr. Jensen noted that the Collaboration Committees are planning to put together a Housing Task Force or Work Group to deal with student housing, adding that he strongly recommends against doing this because the HCDC is already tasked with doing that work. He opined that formation of a new group could cause favoritism, at the least, and shows a focus of preference on a specific group instead of all of the City's residents, adding that he does not want to see the neighborhoods surrounding OSU succumb to student-only housing.

Concluding, Mr. Jensen asked what is being done for the creation of more housing that would be available for lower income families. Senior Administrative Specialist Heine responded that Housing staff recently completed the draft FY 14-15 CDBG/HOME Action Plan, noting that the document, which can be accessed online on the City's Web site, contains all of the activities and projects to be funded next fiscal year as recommended by the HCDC in February. Heine added that there will be a second public hearing regarding the draft Action Plan during the City Council's May 5th meeting.

Chair Gibson thanked Mr. Jensen for his comments, noting that he makes a very good point. Commissioner Fortmiller noted that affordable housing in Corvallis has been an issue for many years, adding that the HCDC continues to work with staff to recommend allocation of the City's CDBG and HOME federal funds, the total of which has decreased significantly over the years. Commissioner Henderer noted his agreement with Mr. Jensen's concern, adding that he grew up in the area and attended public schools here, and has noticed that some schools have had to close because young families cannot afford to move to Corvallis. He opined that the problem may be more code and development related, though, and that the HCDC may not be the correct group to explore the issue as it may be better suited to those who are making decisions regarding the shortage of available land for new developments.

Mr. Jensen noted that many of the new developments that he has read about and seen in the City seem to be marketed as student-housing, adding that the five-bedroom units are too large and/or too expensive for most families to rent. Commissioner Lizut noted that it would be difficult for the HCDC to address that issue because this Commission is tasked to work in the specific area of subsidized housing and a low income target population. DeMarzo agreed, noting that the HCDC focuses on federally-funded projects and activities included in the Consolidated Plan, with low income residents of Corvallis as the beneficiaries. He added that the topic of affordable housing is such a comprehensive issue that it requires direction by the City Council,

as well as approaches on many different levels because any one City Department or Commission may not have the time and resources necessary to take on this large issue.

Mr. Jensen again noted his concern regarding the creation of another group to focus on affordable housing in the community because he believes that OSU is running the show, and that housing decisions should be made by the Corvallis community. He added that he is aware that the HCDC's focus is on those with the lowest incomes in the City, but noted that "housing" is included in the Commission's mission statement.

Councilor Dan Brown introduced himself, noting that this is the first HCDC meeting he has attended since being appointed the new Council liaison, apologizing for missing the first few meetings due to trouble with HCDC meeting times or places since the beginning of the year. Mr. Brown noted that the HCDC is part of a group of efforts dealing with housing issues in the City, adding that the City Council has commissioned a housing study that will commence in May. The Collaboration group has a housing component within it that has made a number of recommendations, most recently in regard to a new Property Maintenance Code. Mr. Brown noted that the majority of Corvallis' residents are renters, adding that this is unusual in the State as most people own their homes in other parts of Oregon.

Concluding, Mr. Brown opined that affordable housing is a large and important issue, and his recommendation at this time is for people to be aware of the other housing efforts that are currently taking place in the City and to provide input into those processes. As there were no further comments, Chair Gibson thanked Mr. Jensen and the HCDC members for their comments.

II. Consideration & Approval: HCDC Draft Minutes of

Chair Gibson asked for consideration of the HCDC draft minutes of March 12, 2014. The minutes were approved unanimously.

III. Status: Loan Funds and Recent Rehab Loans

Housing Program Specialist DeMarzo reported that one new First Time Home Buyer (FTB) loan had closed since the last meeting. Regarding rehabilitation loans, DeMarzo noted that none have closed since the last meeting, adding that several are in the application/review process.

IV. Revised Awards for FY 14-15 CDBG and HOME Activities

DeMarzo directed Commissioners to a memo included in their packet regarding revised awards for FY 14-15 CDBG and HOME activities. He noted that at the conclusion of HCDC's February 19 CDBG/HOME funding allocation session, potential funding adjustments were briefly discussed in anticipation of publishing the FY 14-15 CDBG/HOME Action Plan and HUD's subsequent release of actual program award amounts. HCDC's recommended allocations were based on staff's best estimates of what might be available, and the Commission's direction to staff was that staff use their discretion in modifying allocations should they need to be increased or decreased to align with actual awards.

Continuing, DeMarzo noted that the City will receive approximately \$40,000 more in CDBG, and close to \$9,000 more in HOME than was anticipated during the allocation discussions. Directing Commissioners to a table on the back page of the memo, DeMarzo noted that staff have reviewed the Human Services Fund (HSF) requests, as well as other program needs, and as suggested by the HCDC, have revised HSF awards and other program support amounts as shown on the table. Changes are relatively limited: funding for program administration was increased to the allowed cap amounts; funding for the Essential Repair (ER) loan program was increased to provide a bit more capacity there; funding for five of the six HSF agencies was increased by \$1,000, increasing the total from \$70,000 to \$75,000 (PEP was not increased along with the others because they requested and were awarded \$10,000); the small balances of remaining CDBG and HOME funds were dropped into contingency lines, which gives staff some flexibility if projects within those programs go over budget.

Commissioner Lowe moved, with Commissioner Fortmiller's second, to approve the revised awards for FY 14-15 CDBG and HOME activities as proposed by staff in the memorandum. The motion was approved 6-0, with Commissioner Perrone abstaining.

V. Review of Human Services Fund Goals

DeMarzo directed Commissioners to a second memo included in their packet regarding continued discussion of the Human Services Fund goals. He reminded them that at the conclusion of their March 12 meeting, staff mentioned that they would be bringing back for HCDC's consideration and discussion the topic of the local goals that are applied to programs seeking Human Services Fund support. In the Request for Proposals document that the City issues to solicit Human Services applications, applicants are asked to consider and respond to the following four goals: 1) assist projects or programs that create, build upon or support existing partnership collaborative efforts; 2) assist projects or programs that foster community-building or neighborhood-building opportunities among individuals and families leading to both formal and informal access to services and other types of support; 3) assist projects or programs that are delivered to people in their homes or through neighborhood centers; and 4) assist projects or programs that expand capacity and infrastructure to extend services to underserved populations.

Commissioner Lizut noted that criteria has been set for allocation of the City's Social Services Fund, and the focus will be on emergency and transitional services. He noted that even though this is a separate source of funding from the Human Services, he would like to see more coordination between the two sources as they both originate from the City. Councilor Brown opined that it would be appropriate for HCDC to make recommendations to the Human Services Committee in regard to the City's Social Services Fund. Chair Gibson asked how the allocation process for the Social Services Fund differs from the Human Services Fund process. Commissioner Lizut responded that the City contracts with United Way to facilitate the allocation and disbursement of Social Services funds. He again noted that it may be beneficial and more efficient if the United Way, City's Social Services Fund, and the City's Human Services Fund were all aiming for the same kind of leverage and focus, which could also prevent duplication and overlap of funding when funding sources are shrinking. Responding to a question from Heine, Commissioner Lizut clarified that he is suggesting that the HCDC discuss alignment of its Human Services Fund goals with that of the other two funding sources, but not integrating the allocation and disbursement processes.

Following the discussion, it was the consensus of the HCDC to ask staff to contact United Way

to acquire a copy of their application in order to get a sense of their goals and priorities. Chair Gibson asked that actual applications filled out by agencies also be provided if possible so that Commissioners could see how the goals relate to the questions asked. Copies will be provided to the HCDC for their review at a future meeting during continued discussion of the Human Services Fund goals.

There being no further business, the meeting was adjourned at 12:50 p.m.



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

**DRAFT
 CITY OF CORVALLIS
 PLANNING COMMISSION MINUTES
 April 16, 2014**

Present

Jennifer Gervais, *Chair*
 Frank Hann, *Vice Chair*
 Kent Daniels
 Ronald Sessions
 Jasmin Woodside
 G. Tucker Selko
 Jim Ridlington
 Roger Lizut
 Penny York, Council Liaison

Staff

David Coulombe, Deputy City Attorney
 Kevin Young, Planning Division Manager
 Jason Yaich, Associate Planner
 Sarah Johnson, Associate Planner
 Bob Richardson, Associate Planner
 Claire Pate, Recorder

Excused Absence

James Feldmann

SUMMARY OF DISCUSSION

	Agenda Item	Information Only	Held for Further Review	Recommendations
I.	Visitors' Propositions			
II.	<u>Discussion and Recommendation</u> : Package #1 Land Development Code Text Amendments (LDT 13-00002 and LDT 13-00003)			Recommend approval, with revisions
III.	<u>Minutes</u> – March 19, 2014			Approved as drafted
IV.	<u>Old Business</u>			
V.	<u>New Business</u>			
VI.	<u>Adjournment</u>			Adjourned at 9:45pm

Attachments to the April 16, 2014 minutes:

- A. Outline of the Components of Package #1 Land Development Code Text Amendments and Decision Options, submitted by Kevin Young, Planning Division Manager.
- B. Key Map for Density Studies, submitted by Planning Manager Young.

CONTENT OF DISCUSSION

The Corvallis Planning Commission was called to order by Chair Jennifer Gervais at 7:10 p.m. in the Downtown Fire Station Meeting Room, 400 NW Harrison Boulevard. Introductions were made.

I. VISITOR'S PROPOSITIONS: There were no propositions brought forward.

II. DISCUSSION AND RECOMMENDATION: PACKAGE #1 LAND DEVELOPMENT CODE TEXT AMENDMENTS (LDT 13-00002 and LDT 13-00003)

A. Opening and Procedures:

Chair Gervais welcomed everyone and said that the order for tonight's proceedings was for a brief overview by staff; questions of staff; then discussion and deliberations relating to the Package #1 Land Development Code Text Amendments.

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** - Daniels said he had attended an Economic Development Commission meeting at which the Land Development Code (LDC) Text Amendments had been discussed, but it would not affect his ability to make a fair and impartial decision.
3. **Other Declarations** - Commissioner Gervais said she had listened to the recording of the March 19, 2014, Planning Commission public hearing, since she was not present at that meeting.

C. Staff Review:

Planning Manager Young made note of the materials handed out at the meeting: 1) an outline of the Components of Package #1 Land Development Code Text Amendments and Decision Options, dated April 16, 2014 (**Attachment A**); and 2) a Key Map for Density Studies (**Attachment B**) which he would go over at the appropriate time. He also noted that commissioners received all the written testimony submitted up until the time the record closed. He referenced the April 10 memorandum included in the packet with staff responses to commissioner questions regarding the LDC Text Amendments, and said that staff would review those responses before commissioner deliberations.

Planner Yaich reviewed the staff response to questions relating to proposed changes to the density calculation definition. The recommendation in the original staff report was based on the Neighborhood Planning Work Group's (NPWG) recommendation. They had taken a narrow approach to modifying a piece of the rounding provisions of the density calculation that was limited to the minimum, or net, density. However, in staff's response to questions raised, more background has been provided on the NPWG's discussion on density, including some background on public testimony presented during their meetings. That testimony related to a broader discussion on how density was calculated, and a deeper discussion on the rounding provisions both for minimum and maximum density. Based on this, staff has provided a little bit more information on the density calculation question with four options for

consideration. The first option presented is to maintain the current method for rounding and density, with the addition of a footnote; the second would be to forward the NPWG's recommendation to City Council as presented in the original staff report, with the inclusion of a footnote; the third option would be to forward the NPWG's recommendation, but include an alternate footnote #2; and the fourth would be to forward the NPWG's recommendation and remove rounding provisions for maximum density. Staff is recommending the original proposal based on the NPWG's recommendation focusing on the minimum density rounding provisions, but providing a new footnote #1 noting that when one rounds up density may be exceeded in some instances due to the rounding provisions.

Additionally, Planner Yaich said that the NPWG had begun work on Residential Design Standards, which will become Package #2 and would be presented later in the year. They have formed a Technical Assistance Team (TAT) to start the process of developing code language for that package. In the initial discussions for that package, there was a lot of talk about density and how it relates to other residential development standards such as minimum lot area and reconciling the fact that in the LDC there are some inconsistencies between how one looks at minimum lot area in relationship to density calculations within any given zone. Therefore, there will be a broader and deeper discussion on density coming forward.

Manager Young noted that one of the handouts (**Attachment B**) was an analysis of some density studies performed by staff, within the Collaboration Study area. They had looked at ten sample residential blocks to see what existing densities were. Blocks were selected that had not seen significant redevelopment within the last 5-10 years. The intent was to capture what might be considered an established pattern of development, and to look at what the densities were at that time. This was done with some GIS analysis, both of the net and gross areas taking into consideration the half-street allowance allowed for partitions and replats. Calculations were done for both minimum and maximum density ranges for the particular amount of land. Staff then did some field verifications for numbers of dwelling units. The handout shows the results, with seven of the blocks having a development pattern within the density range, two having a pattern that exceeded that range, and one was below the range. This is not a definitive reflection of what is happening citywide, but was helpful for the NPWG's work. One of the key things to come out of that conversation, though, is that density is not the same as the number of people living in a dwelling unit. A dwelling unit might be a single bedroom apartment or a 4-5 bedroom unit.

Planner Johnson then addressed the next section of questions starting on page 8 of the memorandum, addressing concerns raised by Tony Howell and Kirk Bailey relating to the proposal to allow code-compliant development of industrial properties that contain Planned Developments. The first issue related to the proposed Minor Plan Adjustment code language. It was brought to staff's attention that while there was a stated intent to allow adjustments that are compliant with the LDC in Section 2.5.50.20, it was not explicitly defined that way in the code language. Staff suggests adding the following language: "*Minor plan adjustments to Planned Developments that otherwise comply with all applicable development standards in the LDC would be permitted and considered to be in compliance.*"

Planner Johnson further explained that Item 4 (April 10 memo, page 12) addressed a question raised by Commissioner Sessions relating to the proposed PD minor plan adjustment process and what would happen if an approved Planned Development were partially built out and then the applicant wanted to vary from the approved PD for a portion of the remaining construction.

Staff responded to this by stating that the Minor Plan Adjustment process would apply and would allow for limited code-compliant development, but still subject to the thresholds. Staff would look at the total approved gross area under the Detailed Development Plan, but then allow that flexibility within it up to the thresholds that are explained in the code language.

The remainder of the Economic Development Commission's proposal (Section 3) relates to code-compliant development of PD industrial properties. There was testimony that indicated that the provision to allow code-compliant development on GI-(LI) and GI-(LI-O) industrial properties that had seen very little development under their approved plans would be in conflict with the Comprehensive Plan policy that calls out specific areas in South Corvallis on the west side of the highway - Areas A & B. That policy requires PD approval for any subdivisions of less than 50 acres of the total piece of Areas A or B. Secondly, it was brought up that industrial zones have not been updated to address compatibility and pedestrian-oriented design standards, along with other issues. There are natural features on industrial sites, particularly in South Corvallis, that were taken into account when the PD Overlays were put in place in order to require a public process and mitigation of those natural features upon development. Finally, South Corvallis is subject to the South Corvallis Area Refinement Plan (SCARP), which envisions consolidated access and takes into account traffic issues among other issues in South Corvallis. The "Staff Notes" beginning on page 8 of the Staff Responses memo apply to some of these issues. It was noted that there is a transportation impact analysis required with all development, regardless of whether it goes through a public process or is initiated through the Building Permit process. Staff looks at access and traffic impacts in general, and requires mitigation when required. This could be anything from infrastructure improvements to future plans for transportation demand management. She also noted that the City's Transportation System Plan is in the beginning stages of an update and should be completed within the next couple of years. Additionally, ODOT controls access to South 3rd/Hwy 99W, as well as Hwy 20, and is therefore heavily involved in controlling access and traffic impacts on those State routes. Natural features were inventoried and protected as a result of the LDC update. In South Corvallis, the large chunk of industrial land does not have a lot of natural features that were inventoried and called out for protections; but they are protected by the State as wetlands, and are subject to Department of State Lands (DSL) and the Army Corps of Engineers' standards for mitigation. Also, in the intervening years, the City has developed and adopted the South Corvallis Drainage Plan.

The industrial areas to which Section 3 would apply are rather limited, and include the McFadden site in north Corvallis, and the areas under discussion in south Corvallis. They are not adjacent to residential uses, which was intentional. Also, the LI-O zone was recently adopted through the 2006 LDC update. It is a new zone that is along South 3rd/Hwy 99, adjacent to the highway, and provides a buffer for the GI properties further to the west. That zone does include pedestrian-oriented and other design standards, and is intended to be a more pedestrian-oriented buffer to the larger industrial properties. Staff also note that Article 4 of the LDC requires amenities like pedestrian connections, separated sidewalks, landscape strips, etc. These are infrastructure improvements that are required regardless of the design standards that are present in each individual zone. They are required for development of through a public process or through over-the-counter Building Permits. The LDC also contains standards for gateway development along South 3rd/Hwy 99W in proximity to the City limits.

That said, staff has come up with options for consideration. The first one would be to retain the 50-acre minimum requirement in Area A, consistent with the Comprehensive Plan policy and call that out specifically within the LDC proposed language. Secondly, some square footage thresholds and total approved development percentage thresholds are put forth as an option. One would be a 200,000 sq.ft. building footprint, or 300,000 sq.ft. total gross area if an industrial property came in for development with a two-story building. Properties that wanted to do code-compliant development that had not seen a lot of development under the approved development plan could propose to do code-compliant development of up to those square footage thresholds. Along with that, a maximum of 30% of the total approved development area could be set as a threshold before the requirement for a PD or PD modification process would kick in. Further, staff suggested that there could be additional code language which would identify a “development site” as the development area approved under the original PD. Planner Johnson then showed some examples of what building footprints meeting those thresholds would look like on various properties.

In response to questions from Commissioner Hann relating to where there might still be some vulnerability if the commissioners were to recommend approval of the changes, Manager Young said that staff had attempted to address the concerns that had been raised, but there could always be unintended consequences. The proposal put forward was an attempt to accommodate EDC’s expressed concern about having some limited flexibility for code-compliant development while still ensuring there would not be significant impacts to the community. If there were no PD approval in place, staff would look to the LDC for natural features protections, public infrastructure improvements, permitted uses, parking requirements, etc. for any proposal that would come in for consideration. If there were a PD approval, the developer would be under the umbrella of that approval. If the authorization was for 100,000 sq.ft., one would be limited to a certain percentage of that, and development would have to be 100% code-compliant and compliant with any conditions of approval and/or compensating benefits that were provided. There would not be any “creep” and it would be limited to the percentage threshold.

Commissioner Daniels raised the issue of piecemeal development benefitting those who go in first and then having later developers having to spend a lot of money to upgrade transportation facilities, and he felt this was an important point to consider. Manager Young said that this was a scenario under which a lot of development occurs; however, there is an update to the Transportation System Plan (TSP) in the offing and certainly south Corvallis has been identified as a critical area with some significant transportation restraints. The policy direction from the South Corvallis Area Refinement Plan (SCARP) was that the goal is not to widen South 3rd/Hwy 99W so alternative methods will have to be looked at. The hope is that the TSP update will include more specific measures and mitigation directed to how the City can get that done. Even failing that, development in those areas will be subject to block perimeter standards so that alternative street networks will need to be provided. That area is further constrained by the Marys and Willamette Rivers and the railroad lines.

Commissioner Daniels then asked if the changes recommended by the EDC might negate the SCARP requirements, without having the force of a PD in place. Manager Young agreed that staff would be looking at implementing the LDC and would not be looking at the SCARP in consideration. Broadly speaking, a PD brings in consideration of a larger package of applicable policies and plans.

Commissioner Daniels then asked if at the time the properties were annexed they had had a PD overlay on them, with voters possibly approving an annexation knowing that there would be a public process at time of development. Manager Young said he could not speak to the history of all of the properties, but certainly the McFadden property had a PD in place in order to comply with the Transportation Planning Rule. Planner Johnson made the point that there is not intent to remove PD overlays from properties. The option is to allow code-compliant development on properties that will still retain their PD overlay, to a certain extent and within certain thresholds.

Chair Gervais asked why the mechanism to remove a PD overlay would not meet the needs of a developer. Planner Johnson said that the intent is to allow a limited amount of flexibility that would not require a public process. Planned Development modification processes can be onerous and extensive, and the intent was to remove some uncertainty and allow for a measure of code-compliant development that would be consistent with economic development goals without having to go through the extensive process.

Commissioner Woodside referred to Tony Howell's testimony in which he talked about the Phase 3 LDC Update, and the fact that it might resolve some of these issues. She asked what the trajectory was for that update. Manager Young said that his understanding was that Phase 3 was to put in place pedestrian-oriented design standards, as well as other elements of the new code, for the industrial zones in the City. This has already been done for a few of the industrial zones, though not the General or Intensive Industrial zones. The City Council's highest priorities at this time for the Planning Division are updates to the Buildable Land Inventory, the Vision 2020, and to the Corvallis Comprehensive Plan. Ultimately, this would lead to an update of the LDC. This is already ambitious, and Phase 3 is not on that list. It certainly could become part of the conversation if staff receives that direction from the Planning Commission and City Council. This conversation will take place at the beginning of the next City Council term when work plan priorities are reviewed to reflect Council goals. As a follow-up to Commissioner Woodside's question, Commissioner Daniels said that that priority could be changed, and he opined that the Economic Development Commission might even have some funding available for a Phase 3 LDC Update effort since this seems to be a priority for them.

Manager Young then moved the discussion on to staff's response to Question #3 (April 10 memo, page 11) relating to whether right-of-way dedication area counts towards allowed density. The simple answer is that it does. Where a site abuts an existing public street and additional street dedication is required to widen the existing street, the gross area is considered to be the size of the property prior to dedication of the right-of-way. In that instance, the dedicated right-of-way does count towards allowed density. The memorandum also notes the half-street bonus provisions do apply for Minor Land Partitions and Minor Replats. However, the proposal is to eliminate this as a part of Package #1.

Planner Yaich reviewed staff's response to Question #5 (April 10 staff memo, page 13), relating to expanding the notice area for administrative-type land use applications from 100 ft. to 200 ft. Staff provided additional analysis of the costs involved, as outlined on Attachment D to the April 10 staff memo. Commissioner Daniels thanked staff for their work on this, though he had not intended to generate so much work. He agreed with staff's analysis that citizens can also get notifications through other means such as the posted signs and subscribing to City notifications by e-mail.

Planner Richardson then reviewed staff's response to Question 6 (April 10 staff memo, page 14) relating to the request for the Historic Resources Commission (HRC) to provide feedback on OSU's screening request. He noted that OSU had submitted written testimony dated April 1, with a proposal for revised language to the screening requirements for ground-level mechanical equipment. The current language regarding screening for mechanical equipment is that as an exempt activity no HRC permit is required if the screening enclosure is up to 100 sq.ft. and 6 feet tall, or less. Through the initial HRC review process, that exemption was increased so that the area could be up to 400 sq. ft. and 6 feet tall as an exemption, and then during testimony OSU asked for consideration of an exemption for screening up to 14 ft. tall along with the 400 sq. ft. They also proposed a Director-level review for ground level screening enclosures of up to 14 feet in height and up to 600 sq. ft. in size. The HRC reviewed this proposal and said that they would be comfortable allowing an exemption for screen walls of up to 10 feet in height and 400 sq.ft. in size, but were not comfortable with Director-level review of an enclosure over 400 sq.ft. in size.

In response to a question from Commissioner Hann, Planner Richardson explained that the HRC felt it was difficult to know what the impact of a screening enclosure greater than 10-feet in height might have on a historic resource. The intent would be to have anything greater than this size reviewed by the HRC to ensure it will be historically compatible. Staff's recommendation is to support the HRC's proposal.

Manager Young then addressed Question #7 (April 10 staff memo, page 15). He had consulted with the City Attorney's office and made the determination that putting in place a special standard for "rounding" in the areas annexed before 1950 did not make them, or imply that they were, de facto historic districts. Putting in to place a special standard for a specific area in the City is not the same thing as a Historic District, with the key difference being that it does not involve a discretionary review process and instead is a clear and objective regulation applied consistently throughout a certain area. However, it was noted that the proposed language should be changed to "*areas within City Limits as of January 1, 1950*" as opposed to referencing having been annexed, since some areas might have simply been incorporated into the City when it was first formed.

D. Deliberations of Evidence/Testimony and Action by the Commission

Chair Gervais and commissioners discussed the best approach to considering the two packages and the individual proposed text amendments. It was decided to make individual main motions for each of the two packages, and then make "motions to amend" as necessary to accommodate desired revisions to the proposals contained therein. The April 16, 2014, handout entitled "Components of the Package #1 LDC and Decision Options" (**Attachment A**) was used to reference individual component proposals and options.

LDT13-00002 OSU Collaboration – Chapter 2.9 Revisions

MAIN MOTION: Commissioner Woodside **moved** to recommend that the City Council approve LDT13-00002 regarding LDC Chapter 2.9 - Historic Preservation Provisions as presented in the March 12, 2014, Staff Report to the Planning Commission. This motion is based on findings in support of the application presented in the March 12, 2014, Staff Report

to the Planning Commission, and findings in support of the application made by the Planning Commission during deliberations on the proposed Text Amendments. Commissioner Daniels seconded the motion.

Motion to Amend: Commissioner Daniels **moved** to amend the main motion by referencing **Option b** to recommend approval of the modified proposal, as discussed by the Historic Resources Commission on April 8, 2014, and as detailed in the April 10, 2014, Staff Responses to Planning Commission Questions Memorandum. Commissioner Woodside seconded the motion.

Commissioner Woodside said that she agrees with Commissioner Daniels and is leaning on the HRC's recommendation.

The motion to amend **passed** unanimously.

VOTE ON MAIN MOTION: The motion **passed** unanimously.

LDT13-00003 OSU Collaboration – Neighborhood Planning Items (and other items)

MAIN MOTION: Based on the findings in the March 12, 2014, Staff Report to the Planning Commission and based on the findings in the minutes of the March 19, 2014, meeting, Commissioner Woodside **moved** to recommend that the City Council adopt the proposed package of LDT 13– 00003, as presented by staff. This package of Land Development Code amendments includes amendments recommended by the Neighborhood Planning Workgroup, the Economic Development Commission, and by City staff. Commissioner Hann seconded the motion.

- *Recommendations from the Economic Development Commission (EDC)
(Component C, Items 1-3):*

Manager Young noted that there were three discreet proposals coming out of the EDC recommendations: Item 1 having to do with site design elements; Item 2 with code-compliant minor plan adjustments; and Item 3 focused specifically on allowing code-compliant development in certain industrial zones.

Deputy City Attorney Coulombe reminded commissioners that the main motion was referencing the original Staff Report, so if there had been revisions and/or recommendations since then that a commissioner wished to include, then that should be referenced through a “Motion to Amend.” If they wished to recommend that an item **not** be approved that also would take a “Motion to Amend.”

Commissioner Woodside referred to Item 3, the recommendation allowing for code-compliant development, and stated that she was not in favor of this. Commissioner Hann said he had started out with the same position. However, with staff's discussion about how there were still adequate protections in place since the developer would still have to meet LDC requirements, and along with his belief that some flexibility was needed to promote economic development in the City, he was moving away from that position.

Chair Gervais suggested they begin with **Item 1** which dealt with site element designs in approved PDs, under certain circumstances. Commissioner Daniels referred to the March 19, 2014, letter from Messrs. Howell and Bailey and said they had suggested some adjustments to one of the three items and he asked for clarification as to which item they applied. Planner Johnson said they applied to Item 2, not to Item 1 which was now under consideration. It was agreed to **choose option a** for Item 1, which was to recommend approval of the proposal as written.

Chair Gervais then moved to **Item 2**, allowing for code-compliant Minor Plan Adjustments within approved PDs, under certain circumstances. Commissioner Daniels asked staff for their feedback relating to the testimony he had just referred to from Messrs. Howell and Bailey. Planner Johnson said that her earlier comments during the staff response included code language that could be added to the section, as opposed to simply rejecting the recommended change. She read that language: *“Minor plan adjustments to Planned Developments that otherwise comply with all applicable development standards in the LDC would be permitted and considered to be in compliance.”* Commissioner Selko asked about the 10% limits on expansion versus the new 20% limits on expansion. Manager Young said that this one was a bit thorny. When they had looked at language, staff realized that these two areas of the Code talk about slightly different things. Instead of staff trying to craft language that bridges the differences, staff’s stance is that the most restrictive provision will apply in all instances. If one is limited to 10%, and another area of the Code allows 20%, the applicant will be held to the 10% standard. The apparent conflict between the language can be reconciled administratively by staff.

Planner Johnson said, as further explanation, that in certain circumstances the two thresholds could yield a different result. A specific example of this would be with a larger development site for which there are building square footage percentages, or thresholds, versus a specific PD on a very specific building. If there was a case wherein someone wanted to do an adjustment, they could presumably create an adjustment of up to 20% of the total development area. However, if there is just a building, and the building is already at 100,000 sq. ft., staff would require that the applicant go through a PD modification process in order to accomplish that development; and it would have to be limited to 10%. These are two separate circumstances wherein staff would apply that adjustment versus modification. If there was an instance where it was a specific building and it was at full build out, then the more restrictive of the two would come into play.

Motion to Amend: Commissioner Woodside **moved** to amend the main motion with regard to **Item 2** (proposal recommending allowing code-compliant adjustments) by selecting **Option b**, with the additional changes outlined by staff at the April 16, 2014, hearing. Commissioner Selko seconded the motion.

Commissioner Woodside asked staff what impact a Phase 3 LDC update might have on this proposal, if passed. Manager Young said it really depends on the components that might be included in a Phase 3 package. Certainly, the Planning Commission could consider eliminating these changes if they were no longer needed.

The motion to amend **passed** unanimously.

Chair Gervais then moved on to **Item 3** of the Economic Development Commission's proposals. Commissioner Daniels said that he would not be able to support this portion of the proposal. There were too many issues up in the air, such as the SCARP being negated to some degree and the absence of an updated Transportation System Plan. The removal of a public review process would be problematic, but he certainly would support some other action that would take the City in the direction of addressing these issues. Therefore, he supports picking option d. Commissioner Woodside said she supports Commissioner Daniels' position.

Motion to Amend: Commissioner Lizut moved to amend the main motion with regard to **Item 3** (proposal to allow for code-compliant development within certain industrial-zoned areas with PD Overlays, and under certain conditions) by selecting **option d**, thereby recommending that the change not be approved. Commissioner Selko seconded the motion which **passed** unanimously.

- *Recommendations from the Neighborhood Planning Work Group (Component B, Items 2-1 through 2-8):*

Chair Gervais said that she had some concern about Item 2-1, which would exempt qualifying affordable housing development from 4/5 bedroom parking requirements. In her experience, non-profits come and go, and she was seeking some assurance that this provision would not be exploited in the future. Commissioner Daniels said that when this discussion went through the Collaboration process, Mr. Moorefield (Director, Willamette Housing Neighborhood Services) had proposed this but had also said that most of their housing was not 4/5 bedroom in size. Manager Young said that was the case, but it would be a big impact for those that might be of that size and Mr. Moorefield made a good argument for why a family in that size of a house would not need the additional parking. In terms of the 20-year commitment, typically there are stipulations tied to federal monies that would lock in that requirement regardless of whether WHNS continued to exist or not. Commissioner Hann said that the recommendation had evolved out of concern that in certain situations, due to the lack of land, it would reduce the number of affordable housing units WNHS could provide due to the parking requirements for the 4/5 bedroom units. It was made clear that this exemption would not apply to student housing, since student housing would not qualify under the HUD regulations, unless the students were a low-income family with children. Chair Gervais said her concerns were erased.

By consensus, commissioners agreed with recommending **Items 2-1 and 2-2 (Option 1** for each).

For **Item 2-3**, Commissioner Selko clarified that concurrence with staff's recommendation would mean a recommendation that no change be made (**Option 1**). The commissioners agreed by consensus.

For **Item 2-5**, Manager Young explained that the packet included a memorandum (April 10, 2014, Staff Proposed Amendment to Property Line Adjustment Criteria) proposing a slight change to the language for the property line adjustment standard. Recommendation from staff is that the revised language be approved, which would require an amendment to the main motion.

Motion to Amend: Commissioner Hann moved to amend **Item 2-5** and going with the revised wording presented in the memorandum from staff dated April 10, 2014, regarding LDC Section 2.14.60.b. (**Option 1**). Commissioner Lizut seconded the motion, which **passed** unanimously.

Chair Gervais noted that they had skipped discussing **Component A**, which changes the schedule for Land Use Application Fee Reviews. By consensus, commissioners agreed with the proposal (**Option 1**).

Commissioner Woodside asked for some clarification for staff's recommendation for **Item 2-6**. Manager Young said that the recommendation from the workgroup was that this be applied to in-fill development. Staff's opinion is that because there is such a small difference between the side-yard setback that would be applied to a duplex as opposed to an attached dwelling unit, it makes sense to apply it city-wide. The recommendation from staff is **Option 1**. Option 2 represents the recommendation that came out of the workgroup. That option should be selected if the commissioners wish to apply it to in-fill development only. The commissioner consensus was to select **Option 1**.

Chair Gervais then moved the discussion on to **Items 2-7 and 2-9**, with a discussion relating to the half-street bonus and density rounding. She said that they had had a lot of testimony from Mr. Hess relating to the consequences of having much higher density than originally zoned. It seemed that removing the half-street bonus would remove a lot of those cases and she asked staff for their opinion. Manager Young said he would hesitate to quantify it, but thought it was a significant factor in influencing the result in densities with redevelopment. These standards apply to Minor Partitions and Minor Replats which generally reconfigure 1-3 lots. Typically, these situations occur in an in-fill context. By consensus, commissioners agreed to select **Option 1** which would eliminate the half-street bonus provisions.

The discussion moved on to changing the density rounding provisions. Commissioner Daniels said that there was a tremendous amount of confusing information, and the issue was complex. It is very difficult for a layperson to figure out, and he is not sure he understands the numbers. Mr. Hess' argument is clear to him in that in an RS-12 zone when rounding occurs it allows a density that is higher than 12 units/acre. There has been discussion that the Phase 2 LDC Text Amendments to be formulated by the Technical Advisory Team would likely result in design standards that would address most of the things that happen. For instance, if there were a design standard that required setbacks that were the same as the other houses on a block, this would probably negate a lot of the issues that are happening in the older neighborhoods. However, there is no guarantee that design standards will be adopted, since they will be controversial. He asked staff if his understanding was correct that if they went with no rounding it would change the density for the entire City. Manager Young said that staff had strong concerns that this would be an unintended consequence of that action. If rounding were not allowed in any development scenario, in the low-density residential zones this effectively puts into place a minimum lot size of 7,260 sq.ft. Whereas in RS-6, the most intensive low-density residential zone, the minimum lot sizes are more like 3500 sq.ft. which makes for a more efficient use of land. Practically speaking, the City has a large number of lots that are developed that would not comply with these standards if they are amended. Staff agree that the combination of different factors, definitions, etc. is very confusing for everyone, but especially the layperson. Another option is recommending a more holistic analysis, or look, at the question of density. It might make more sense to take more time and do a larger fix of the

density question. A lot of communities will basically establish a minimum lot size that effectively establishes the density ranges. It is a much clearer process. There is not enough time for this analysis to happen while still keeping the Phase 1 package on the anticipated timeline for adoption. However, the Commission could recommend that that work be taken on by the Technical Advisory Team as part of Package 2.

Commissioner Hann said that he would support moving forward with **Option 2** for changing density rounding by adopting the proposal from the Neighborhood Planning Work Group which would allow an applicant to round down even if a fractional result is 0.5 or above, to apply within a defined area of the City. The thought process behind this is that if one wanted to create an accessory dwelling unit for a family member on their lot, they would not be able to do this as they would be required to build two units. Manager Young thought that they could select this option and also make a recommendation to City Council that they look at the other issues.

Motion to Amend: With reference to the proposal to change density rounding, Commissioner Hann **moved** to select **Option 2**, adding the language proposed by staff which refers to “areas within City Limits as of January 1, 1950” as opposed to using the term “annexed.” Commissioner Woodside seconded the motion.

Council Liaison York opined that though she has heard staff’s opinions, she would like to hear more from the commissioners about how Mr. Hess’s concerns were being addressed. His concern is that leaving the density rounding language as is means that development can continue to exceed the number of units allowed in a particular zone. It would be helpful to City Council to hear more from the commissioners.

Commissioner Selko said that he has heard those concerns. However, the Planning Commission has turned down some development applications, even one recently, based on compatibility issues relating to these concerns. The Planning Commission has a history of showing concern about those issues, and recommending denial of development applications based on those concerns.

Chair Gervais said there had been another suggestion that the Planning Commission recommend to City Council that they look at the issue and develop a more comprehensive and holistic look at it since the options on the table at this time have some serious unintended consequences. This could be taken up at an appropriate time.

Deputy City Attorney Coulombe suggested that the minutes would be capturing some of those concerns already, and even if it gets formalized as a recommendation it is not going to be part of the Package #1 Land Development Code Text Amendments recommendation moving forward.

Chair Gervais said that removing the half-street bonus also should be a partial solution for Mr. Hess’ concerns. Commissioner Hann said that he believes the recommended actions will help in some areas, though it does not address all the issues. To a certain extent, they will have to look at what has been accomplished to date, with the changes to the parking requirements and recommendations coming out of this process, followed with a recommendation for looking at the design standards. There are a lot of tools to use to resolve the issue, and trying to take the whole toolbox at this time and slamming it down on the problem might create unintended

consequences which will then have to be fixed. He believes that the Technical Advisory Team needs to look at the issue in depth. Commissioner Woodside said she agrees that a recommendation for an additional holistic examination is appropriate but not a part of this package. Commissioner Daniels said that on the face of it he had been supportive of deleting the rounding up provision, but after reading the Staff Report he cannot support it for citywide application. He also has concerns about the impact on accessory dwellings. He commended Mr. Hess for all the work he has done on the issue over the last year-and-a-half.

The **motion to amend passed** unanimously.

Chair Gervais then moved the discussion to **Item 2-8**, increasing the public notice area for Major Lot Development Options from 300 to 500 feet. By consensus, the commissioners agreed with **Option 1**.

Commissioner Hann asked to revisit with Commissioner Ridlington the Commission's stance on the request by OSU for a Director-level review for screening. Commissioner Ridlington said that HRC did not feel comfortable with letting loose of this review for screening up to 14 feet in height. He felt that they had made their case, and that it would not be that onerous for OSU to come before HRC.

VOTE ON MAIN MOTION: The motion to recommend that the City Council adopt the proposed package of LDT 13- 00003, as presented by staff, and as amended by actions taken during deliberations, **passed** unanimously.

Chair Gervais then asked if the commissioners would like to take up Councilor York's concern for additional direction on how to address Mr. Hess' concerns. Commissioner Daniels said that he would like to have it on the record that the Commission is asking the Technical Advisory Team to take up the issue and consider it seriously as part of their work. Commissioner Hann is on the team, as well as some staff members, and they can apply all of the comments made tonight to that work. Deputy City Attorney Coulombe suggested that the Commission could direct staff to include this recommendation as part of the packet they would be preparing to take to City Council. Commissioner Hann clarified that the Technical Advisory Team meetings are public open meetings, but they do not take public testimony. Any recommendations coming from that team would be going through a variety of public processes when reviewed by various commissions and the City Council. Commissioners agreed by consensus that staff should include this discussion and recommendation as part of their Staff Report to City Council.

Commissioner Woodside said she would also like the opportunity to address the Phase 3 LDC update process, and how it might be given higher priority. Manager Young said that typically this would be taken up when staff discusses the Planning Work Program with the commissions and with City Council, usually in the spring of each year with the new Council term. Commissioners agreed by consensus that this effort should be given a higher priority.

III. MINUTES:

March 19, 2014

MOTION: Commissioner Daniels **moved** to approve the minutes as drafted. Commissioner Woodside seconded the motion, which **passed** unanimously.

III. OLD BUSINESS:

- A. Manager Young gave a status report on the Campus Crest application, and said that City Council had had its 1st reading of the ordinance. Since the vote was not unanimous it would have its second reading at the April 21, 2014, City Council meeting.
- B. Manager Young said that the terms for Commissioners Hann, Sessions and Ridlington were up in June, and he encouraged Commissioner Sessions and Ridlington to reapply. Commissioner Hann will have completed his third term which makes him ineligible to serve again. He asked for input on any potential good candidates that might be interested in applying for the position.

IV. NEW BUSINESS:

- A. There are no hearings scheduled for the May 7 or May 21 meetings. Manager Young suggested that this might provide an opportunity for having some training at the May 21, 2014, meeting. Commissioners' suggestions for topics of discussions and/or training included how to do a better job of stating reasons for supporting or not supporting a proposal, with appropriate references back to the Comprehensive Plan and Land Development Code. Chair Gervais said she would also like a discussion about how to capture and address points brought up during testimony to ensure they get addressed during deliberations. Another component of the discussion might be body language and how to present well to the public who attend the meetings. Commissioner Hann made the suggestion that for largely attended public hearings, a sign-up sheet could be used, so that the Chair could call on people to testify.
- B. Commissioner Lizut gave kudos to Chair Gervais for representing the Commission well with her excellent presentation and Q & A session at the City Club luncheon.
- C. Commissioner Daniels suggested that it would be helpful and courteous if Commissioners Hann or Gervais, or Messrs. Bailey or Howell, could attend an Economic Development Commission meeting to explain the Planning Commission's recommendation to City Council on their proposals, and answer any questions. Commissioner Hann said he certainly understood the EDC's desire for greater certainty and clarity which might enable businesses to expand and or new businesses to locate in Corvallis. He cited the loss of one business to Albany because of its inability to find a location in Corvallis for expansion.
- D. Manager Young announced both an April 21, 2014, work session with City Council to which they were invited, as well as the Public Participation Task Force public meeting being held on April 28, 2014.

VI. ADJOURNMENT: The meeting was adjourned at 9:45p.m.

**Components of the Package #1 Land Development Code Text Amendments and Decision Options
(April 16, 2014)**

General motion language could begin with the following phrase:

“Based on the findings in support of the application presented in the March 7, 2014, Staff Report to the Planning Commission, the information in the record of this decision, and findings in support of the application made by the Planning Commission during deliberations on this matter, I move to....”

The applicable case for all items except for the changes to the Historic Preservation provisions in Chapter 2.9 is LDT13-00003.

A. Change Schedule for Land Use Application Fee Reviews

Options:

1. Recommend approval of the recommended change,
2. Recommend modifications to the recommended change, or
3. Recommend not approving the recommended change.

B. Recommendations from the Neighborhood Planning Work Group include:

2-1 Exempt qualifying affordable housing development from 4/5 bedroom parking requirements

Options:

1. Recommend approval of the recommended change,
2. Recommend modifications to the recommended change, or
3. Recommend not approving the recommended change.

2-2 Change the definition of “family” to include domestic partnership

Options:

1. Recommend approval of the recommended change (also includes modifying definition to eliminate references to “physically or mentally handicapped,” etc.,
2. Recommend modifications to the recommended change, or
3. Recommend not approving the recommended change.

2-3 Change the definition of “residential home”

Options:

1. Concur with staff recommendation and recommend that no change be made
2. Recommend changing the definition of a “residential home” to differentiate from a “family”

2-5 Revise Property Line Adjustment criteria to not allow “unusable areas”

Options:

1. Recommend approval of the recommended change, as modified by staff in the April 10, 2014 memorandum to the Planning Commission (15 foot separation vs. twice the sideyard setback)
2. Recommend modifications to the recommended change, or
3. Recommend not approving the recommended change.

2-6 Increase setback standards for zero lot line, single attached units

Options:

1. Recommend approval of the recommended change to apply throughout the City (not to a defined area of applicability),
2. Recommend modifications to the recommended change, potentially to define the area of applicability (not City-wide), as modified by staff in the April 10, 2014 memorandum to the Planning Commission (areas within City Limits vs. areas annexed into the City), or
3. Recommend not approving the recommended change.

2-7 and 2-9 Change Density Calculations to disallow the “half-street bonus” and change density rounding provisions in “infill” locations

Half-Street Bonus:

Options:

1. Recommend approval of the recommended change (and eliminate half-street bonus provisions),
2. Recommend modifications to the recommended change, or
3. Recommend not approving the recommended change.

Change Density Rounding:

Options (see also April 10, 2014, response to Planning Commission questions):

1. Recommend making no change to density rounding provisions (maintain status quo), but include footnote to clarify that the density range can be exceeded under some circumstances)
2. Recommend adoption of the density rounding proposal from the Neighborhood Planning Work Group, allowing an applicant to round down even if a fractional result is 0.5 or above, to apply within a defined area of the City (areas within City Limits as of January 1, 1950)
3. Recommend adoption of the density rounding proposal from the NP Work Group and disallow rounding up density in all development scenarios
4. Recommend disallowing rounding up density in all development scenarios

2-8 Increase the public notice area for Major Lot Development Options applications

Options:

1. Recommend approval of the recommended change, thereby expanding the notice distance for Major Lot Development Options from 300 to 500 feet,
2. Recommend modifications to the recommended change, (to potentially include expanding notice requirements for all land use applications that require a 100’ notice distance to 200’, or other change – see staff discussion in April 10 Memorandum to the Planning Commission), or
3. Recommend not approving the recommended change.

C. Recommendations from the Economic Development Commission include:

1. Recommend allowing limited, code-compliant changes to site design elements in approved PDs, under certain circumstances

Options:

- a. Recommend approval of the recommended change,

- b. Recommend modifications to the recommended change, or
- c. Recommend not approving the recommended change.

2. Recommend allowing for code-compliant Minor Plan Adjustments within approved PDs, under certain circumstances

Options:

- a. Recommend approval of the recommended change,
- b. Recommend modifications to the recommended change (could potentially include changes outlined by staff at April 16, 2014, Planning Commission meeting, or other changes), or
- c. Recommend not approving the recommended change.

3. Recommend allowing for code-compliant development within areas zoned for Limited Industrial, Limited Industrial-Office, and General Industrial development with Planned Development Overlays that either do not have an approved Conceptual or Detailed Development Plan, or in which less than 5% of approved development has occurred

Options:

- a. Recommend approval of the proposed change, as proposed in the March 7, 2014, Staff Report to the Planning Commission
- b. Recommend approval of the modified proposal, as detailed in the April 10, 2014, Staff Responses to Planning Commission Questions Memorandum
- c. Recommend other modifications to the recommended change, or
- d. Recommend not approving the recommended change.

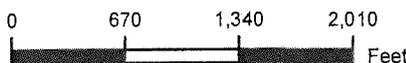
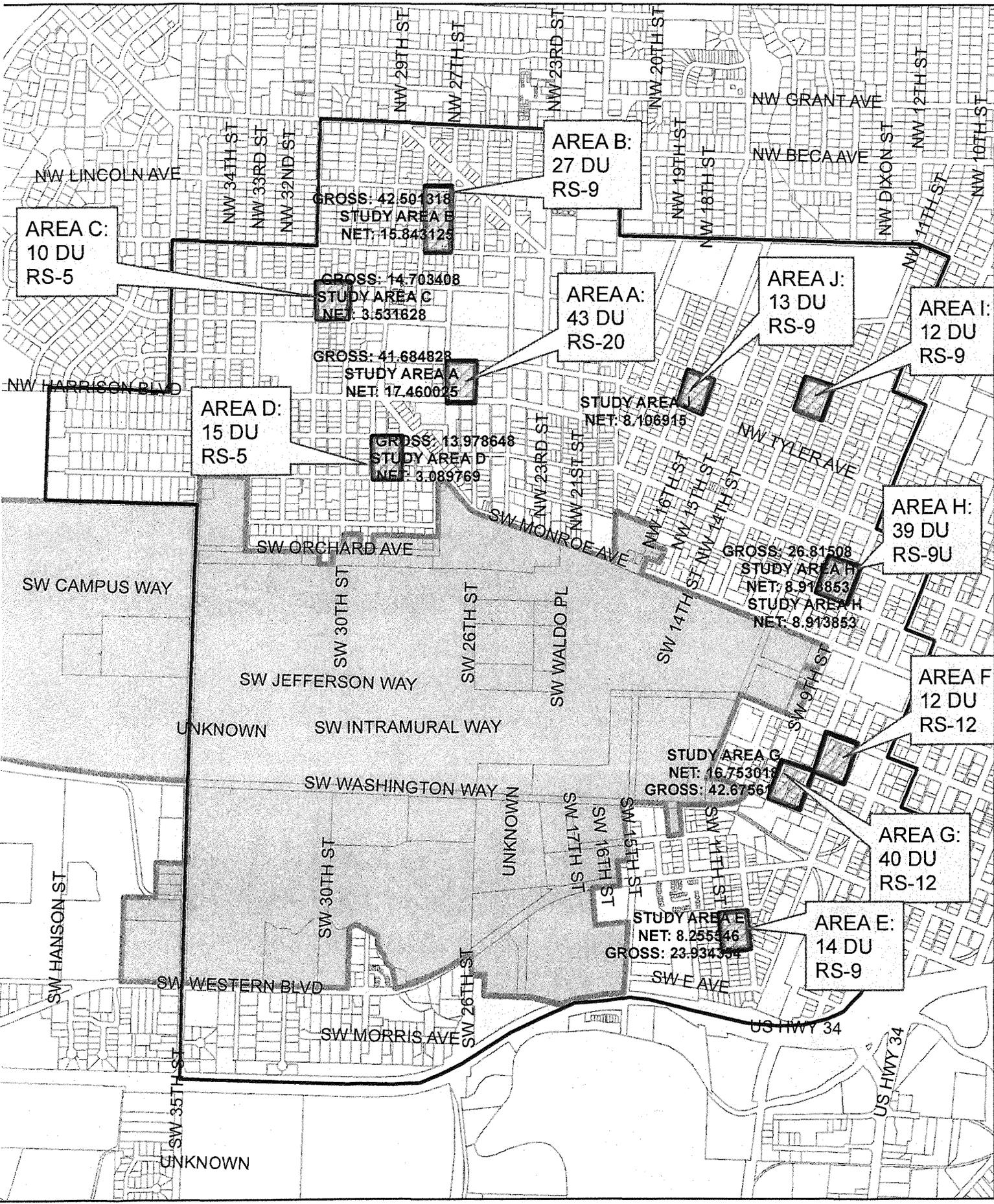
D. Recommendation from the Historic Resources Commission includes changes to the following provisions: (REMEMBER – A SEPARATE MOTION IS NEEDED FOR THESE CODE AMENDMENTS for LDT13-00002)

- 1. Alterations to Nonhistoric and Nonhistoric / Noncontributing Structures
- 2. Alterations to facilitate compliance with ADA, Building Code, or Safety Requirements
- 3. Minor Alterations that Facilitate Contemporary Use, and
- 4. Simplifications or Clarifications of Code

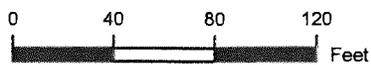
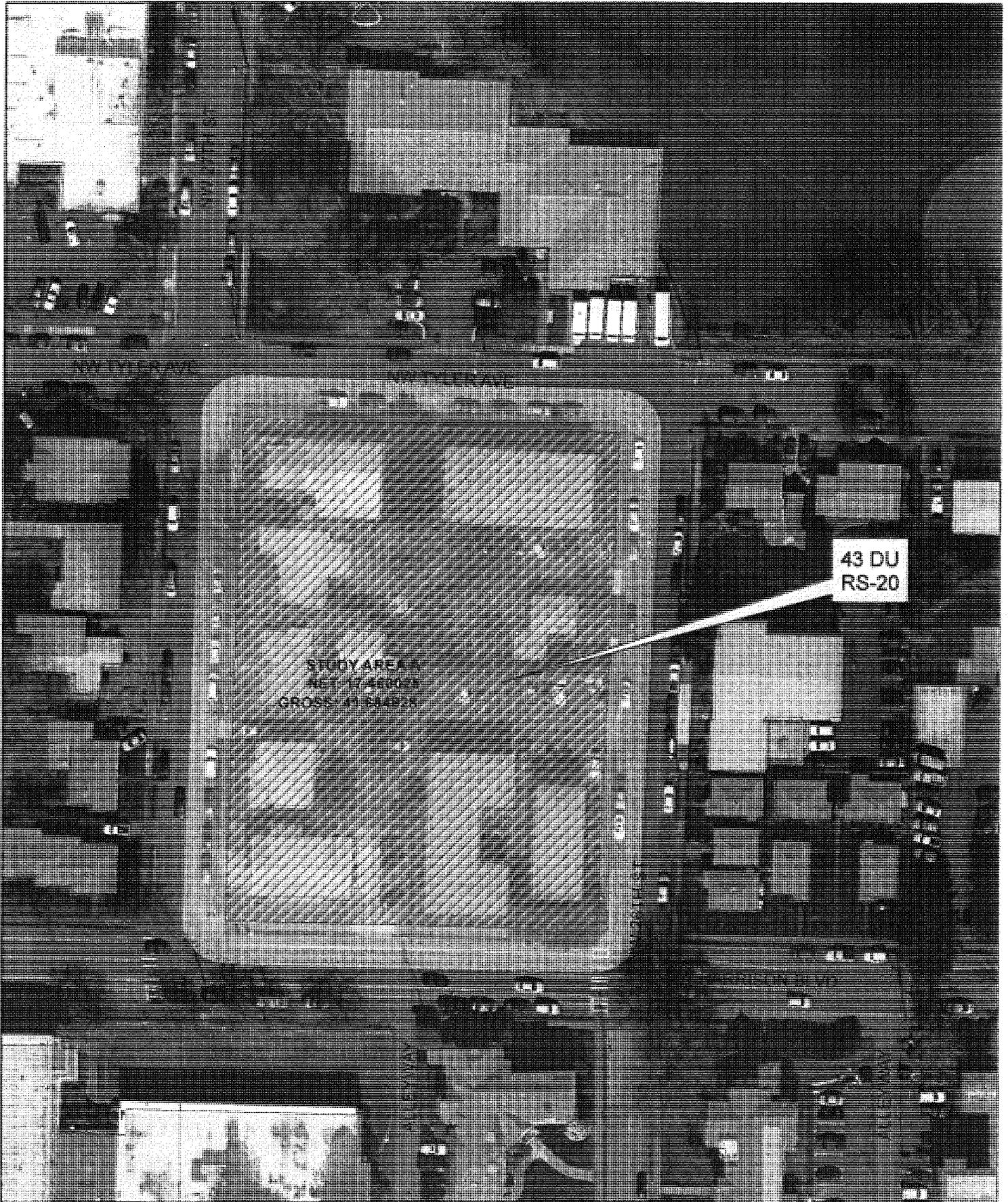
Options:

- a. Recommend approval of the Chapter 2.9 changes, as proposed in the March 7, 2014, Staff Report to the Planning Commission
- b. Recommend approval of the modified proposal, as discussed by the Historic Resources Commission on April 8, 2014, and as detailed in the April 10, 2014, Staff Responses to Planning Commission Questions Memorandum
- c. Recommend other modifications to the recommended changes, or
- d. Recommend not approving the recommended changes.

Key Map for Density Studies



Study Area A



Corvallis Planning Division
501 SW Madison Ave
Corvallis, OR 97333
541.766.6908
Planning@CorvallisOregon.gov



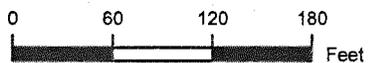
Study Area B



27 DU
RS-9

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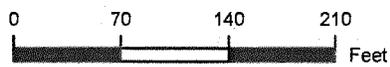
NW FILMORE AVE



Corvallis Planning Division
501 SW Madison Ave
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Study Area C



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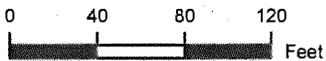
Study Area D



15 DU
RS-5

STUDY AREA D
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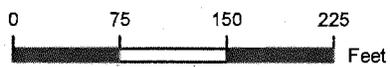
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GROSS: 13.378648



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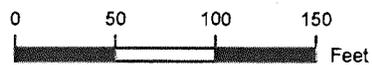
Study Area E



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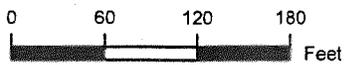
Study Area F



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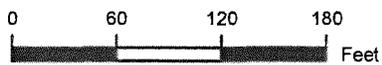
Study Area G



Corvallis Planning Division
501 SW Madison Ave
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Study Area H



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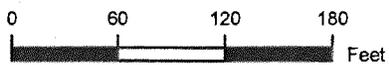


Study Area I



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STUDY AREA 1
NET 5226995

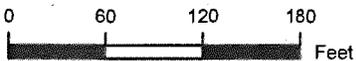
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Study Area J



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CITY OF CORVALLIS
Public Participation Task Force
Public Forum Meeting DRAFT Minutes
April 28, 2014

Members Present:	Kent Daniels, Chair; Annette Mills, Vice Chair; Penny York; Rocio Munoz; Becki Goslow; Brenda VanDevelder; Emily Bowling; George Brown; Lee Eckroth; Richard Hervey
Staff:	Mary Beth Altmann-Hughes, HR Manager; David Wilber, Scribe

<u>Discussion Item</u>	<u>Key Discussion Points</u>
1. Check in, introductions	<ul style="list-style-type: none"> Chair Daniels called the meeting to order at 6:35 pm, welcomed participants, and noted interpretation services were available.
2. Debrief on format for meeting	<ul style="list-style-type: none"> Vice Chair Mills provided an overview of the meeting
3. Clarifying Questions/ Answers	<ul style="list-style-type: none"> Councilor Hervey answered the following clarifying questions from participants: <ul style="list-style-type: none"> Q: Will there be another chance to provide formal written input? A: <i>Yes, via comment cards.</i> Q: Is the intent behind changing committee classifications to mandate they be open to the public? A: <i>No.</i> Q: What is the City spending pertaining to this? A: <i>There is no simple way to answer that.</i> Q: Will the changes recommended to the City's website include adequate staffing and resources to do such? A: <i>We will be discussing money as a component.</i> Q: If commissions would like to meet for discussion prior to submitting their thoughts, could such be given a reasonable time to submit feedback? A: <i>We will gladly allow two weeks for such, though sooner is better.</i> Q: Is the Land Use training mandatory? A: <i>Concerns regarding the suggestions for Land Use training are best open for discussion in the smaller groups.</i>

4. Presentation: Draft Recommendations	<ul style="list-style-type: none"> • PPTF members gave a PowerPoint presentation (Attachment A) concerning draft recommendations
5. Small Group Discussions	<ul style="list-style-type: none"> • Attendees broke out into small groups of roughly 8 total to discuss three guiding questions (Attachment B). <ul style="list-style-type: none"> #1 Do you see any missed opportunities in the draft? #2 Which recommendations concern you? #3 Which recommendations do you support? Are there any you are especially excited about? • Ms. Liz Frenkel gave the PPTF a letter containing her feedback (Attachment C)
6. Adjournment	<ul style="list-style-type: none"> • The meeting adjourned at 8:40 pm

Respectfully submitted: Kent Daniels, Chair

Next Meeting: May 1, 2014

ATTACHMENT A

Connected Communities continuing the conversation

In consideration of the public good

Corvallis enjoys a high level of civic engagement and we recognize the valuable work of all board and commission members currently serving. The focus of this task force is to improve civic engagement **early in the decision making process** and to **strengthen the existing system**, all while using city resources more efficiently.

Strengthening the system

The overarching goal of this work group is to build on the foundation of strong public engagement in Corvallis. We value the work of community members and our intention is to strengthen the opportunity for early engagement in the public process.

Overview of the Public Participation Task Force CHARGE

“The Task Force will develop alternative options to recommend to the City Council for improving the effectiveness and efficiency of the City’s Board and Commission system and for encouraging a thriving network of Neighborhood Associations.”

Issues to be studied and deliberated

1. Number and scope of Boards & Commissions
2. Formation, evaluation, revision and sunset process
3. Relationship with City operating departments
4. Council liaison role
5. Opportunities to advise the City Council
6. Cost factors
7. Committee for Citizen Involvement
8. Neighborhood associations

Issues to be studied and deliberated

- * **Effectiveness**- Improved communications between residents and appointees with the Council and staff in ways that result in better, more informed decision making.
- * **Efficiency**- Purposeful and limited use of city resources, including staff time, volunteer time, and other direct costs.

PPTF Process: Gathering information

- * Best practices/ideas from other communities
- * Phone calls to Neighborhood Association leaders
- * Feedback from Mayor, City Manager, Dept. Directors
- * Survey of current board/commission members
- * Public meeting (January 2014)
- * Survey of current Neighborhood Associations
- * Eugene site visit
- * Corvallis Neighborhood Summit
- * Public testimony at PPTF meetings

PPTF Process: Discussion and selection of draft recommendations

- * 3 sub-committees
- * Full task force

Purpose of Tonight's Meeting

- * Share draft recommendations – a work in progress
- * Gather your feedback

Key steps for efficient and effective public participation

- Increased understanding of issues
- Determine possible options
- Generate new ideas
- Discover and explore possible compromises
- Gauge the greater public's support for various solutions

Guiding Principles

We recommend that City Council adopt the following practices:

- Collaborative Democracy
- Diversity
- Openness and Access
- Inclusiveness
- Accountability

Understanding the issue

We have endeavored to provide recommendations for a **strengthened public participation system**.

Due to structural tax issues and the goal of creating a sustainable annual City budget, **cost savings is also a desired outcome** of the City Council from this process.

Possible solutions

Our recommendations will strengthen boards and commissions through:

- Consistency
- Clarity of purpose
- Efficiencies (direct and indirect costs)

1. Number and Scope

- * Recommendations are intended to align the work plans of Advisory Boards and Commissions to foster **early engagement** in City process.
- * Recommendations are intended to build strong **interrelationships** of Advisory Boards and Commissions, to address City planning such as **master plans**.

Identified gaps in the system

We identified 4 areas where City Council does not receive systematic community member advice:

- * Community Involvement and Diversity
- * Public Safety
- * Transportation Systems Planning
- * Water Systems Planning

Number and Scope cont.

- * Our recommendation includes three possibilities related to the number of boards and commissions.
- * Two options reduce the overall number of Advisory Boards and Commissions from 22 to 15 or 16. One option offers no change in the overall number.

Number and Scope cont.

- * Overall, these recommendations are expected to create cost efficiencies and include (in some cases) expanding the scope and reducing the overall number of boards and commissions through merging, sunseting, or changing to a department advisory committee.

Number and Scope cont.

- * We identified **13** committees where the scope is specialized or technical enough that some may benefit by either changing to a Department Advisory Committee or by incorporation into another committee with a more comprehensive charge.

2. Process to form, review, sunset

Recommendations include:

- * Consistent orientation and training
- * Consistent goal setting and reporting to City Council standing committees
- * Use Task Forces for specific, short term issues

Consistent orientation and training

Appointee orientation is inconsistent:
36% had an orientation/64% no/unsure
(November survey, 85 responses)

Benefits of orientation: understand structure of city government, understand committee's charge and the advisory role of the committee.

Consistent Goal Setting & Reporting

Annual reporting to Council is inconsistent:
68% yes/22% no/unsure (November survey, 85 responses)

Recommended direct relationship with a City Council standing committees:

- * Urban Services (land, facilities)
- * Human Services (people)
- * Administrative Services (financial)

Consistent Goal Setting & Reporting

Goal setting is inconsistent: 49% set annual goals/51% no/unsure (November survey, 85 responses)

- * Recommend consistent process to evaluate prior year's work, propose work plans including goals and desired outcomes to a standing committee of the City Council for review, revision, and approval.

3. Relationship with City operating departments

Current staff support is inconsistent.

Recommendations include:

- * Consistent practices including staff attendance, recorder, style of minutes
- * Adopt consistent titles of committees
- * Annual meeting for all boards & commissions

Consistent practices

- * Recommend consistent assignment of staff liaison and recorder. 1+ staff attendance is at discretion of Department Director.
- * Avoid verbatim minutes unless required by statute.
- * Role of staff liaison is to ensure committee is aware of laws and administrative processes.

Consistent definitions

- * **Commission** - decision making authority is delegated
- * **Advisory Board** – provide advice and information on a specific topic
- * **Department Advisory** – work with staff on matters involving technical expertise

Annual Meeting

- * Recommend a gathering of all advisory boards and commissions to hear same message from the Mayor and City Council.
- * Reduce silos, foster collaboration, encourage dialogue.

4. Role of City Council Liaison

Communications to City Council is inconsistent: “Council Liaison communicates on our behalf” 46% yes/54% no/unsure (November survey, 85 responses)

- * Recommend formalization of communication through Council Standing Committees

5. Community Engagement: Access and Opportunities

Recommendation:

Adopt Guiding Principles

Guiding Principle: Collaborative Democracy

Recommendation:

- * Create community-friendly atmosphere
- * Create a welcoming environment
- * Establish protocol for multiple persons representing an organization
- * Have agenda and other documents available

Guiding Principle: Diversity

Recommendation:

- * Use the term “community member”
- * Identify and reach out to diverse sectors

Guiding Principle:
Openness and Access

Recommendation:

- * Increase access to elected officials and city staff
- * Increase access to city government information
- * Increase transparency of the appointment process

Guiding Principle: Inclusiveness

Recommendation:

- * Involve broad representation of community members in decision-making process

Guiding Principle: Accountability

Recommendation:

- * Align work plans for boards/commissions with City Council standing committees

6. Cost factors and maximizing use of community volunteers

- * Streamlining the advisory board and commission system is expected to reduce costs.
- * Improved access is expected to foster improved public participation.

7. Committee for Citizen Involvement

- * Recommendation to sunset CCI.
- * Establish a new Community Involvement and Diversity Advisory Board to address a broader charge.

Community Involvement and Diversity Advisory Board

- * Implement PPTF recommendations including consistent orientation and "Public Participation 101" primer on public participation.
- * Sub-committee work with Planning Commission and Historic Resources Commission to address Land Use Goal 1: Citizen Involvement.

8. Neighborhood associations

- * Contribute to the quality of life in Corvallis and strengthen neighborhoods
- * Facilitate problem solving without government involvement
- * Empower community members to work with city for improved outcomes
- * Provide enhanced communication between community members and City
- * Utilizes expertise of residents

Neighborhood Connections

Three overarching goals:

- * Sustaining active neighborhood groups
- * Connecting neighbors to neighbors
- * Partnering with each other and the City

Neighborhood Connections

* Recommendation of new term:

Registered Neighborhood Group (RNG)

Sustaining Active Neighborhoods Primary Recommendations

- * Free meeting space
- * Neighborhood Empowerment Grant Program
- * Annual trainings
 - * Public Participation 101
 - * Land Development 101
 - * Community Leadership 101
- * Neighborhood Engagement Pathways

Sustaining Active Neighborhoods Secondary Recommendations

- * Small budget
- * RNG manual
- * "Benefits of being RNG" resource document
- * Resource library

Connecting Neighbors to Neighbors

Recommendations:

- * Listservs or distribution lists
- * Software or social networking sites

Partner with Each Other & the City

Recommendations:

- * City staff support
- * RNG leadership meetings
- * Annual RNG recognition process
- * City Councilor communication
- * RNG updates to City Council
- * Position vacancy circulation
- * City website resources for RNGs

Partner with Each Other & the City

Recommendations:

- Land Development Code and land use regulations
- * Annual trainings for RNG leaders in land use
 - * Require developers to hold pre-development, pre-application meetings with RNGs

Clarifying Q & A

Clarifying involves:

Summarizing and seeking feedback as to its accuracy.

Examples of clarifying questions:

- * *"I'm not quite sure I understand what you are saying."*
- * *"When you said what did you mean?"*
- * *"Could you repeat ...?"*

Ground Rules for Small Group Discussion

- * Focus on the question
- * Make sure everyone is heard
- * Be respectful of different opinions

Small Group Discussion

- * Facilitator and recorder for each group
- * Turn your chairs to form a group of 6 or more

Community Feedback

- * **Round one of discussion:** Do you see any missed opportunities in the draft?
- * **Round two of discussion:** Which recommendations concern you?
- * **Round three of discussion:** Which recommendations do you support? Are there any you're especially excited about?

Next Steps

Finalize recommendations
Meetings May 1, 8, 15
Present to City Council June 2

Thank you!

Notes from small groups at PPTF forum April 28, 2014

A – pages 1-11, sorted by City Council charge (limited consolidation)

B – pages 12 - 23, sorted by question (as provided by notetakers, names removed)

A. Sorted by City Council Charge

Charge: The Task Force will consider the issues below in their study and deliberations. The Task Force will develop alternative options to recommend to the City Council for improving the effectiveness and efficiency of the City's board and commission system.

1. The number and scope of boards and commissions

- *Combining boards, addressing gaps*
 - Consistent use of committee names
 - The definitions of advisory committees, commissions, and task forces are nice. Gives more clarity and consistency to the process.
 - Clarification of definitions is good. Consistency allows for how much a citizen wants to get involved-participate.
 - The changes in names are clarifications of authority . it would be clarity to the process. It makes for reasonable expectations. Step in the right direction. I don't really know what our authority is.
 - Reducing number of advisory boards and commissions
 - Lessen committees 13 vs. 22 - makes sense
 - Reducing the number of boards and commissions provides less opportunity for involvement and creates less opportunity for specialization
 - Concern is that things are very hard to get things done, things take so long to accomplish with city government, feels that they will get less done by being part of a larger group as a result of having members with different goals and interests, competing interests means less will get done, if you can't reach consensus you can never make a recommendation
 - If you have larger commissions, there are more subcommittees, more meetings, and more work
 - I would rather focus on my specific interests than to have my interests spread out more.
 - Why is it a problem or not a source of pride that we have more commissions than other cities? If they don't need to . What is the scope of the problem? What is the source of the problem?
 - Combining of commissions: more work for commissioners? Don't overwhelm.
 - The PPTF did a good job combining groups. Nothing was missed.
 - Visualizing proposed changes
 - Have a scheme of what are all the boards and commissions, have a chart of the standing committees, it's not always clear how standing committees and boards and commissions relate. Create an organizational chart of how the city operates and works.
 - Wanted flow chart to understand how current boards and commissions are related to City council compared to how new would be
- *Specific areas of advisory boards and commissions*
 - Airport
 - Don't understand proposed changes to Airport Commission

- Airport Commission will need to talk at their next meeting and send in feedback late next week
- Airport Commission is concerned with Option B- it is a self sustaining commission and should remain a stand-alone commission and not a Department Advisory Board
- Airport Commission is self-funded by federal money plus fees paid by airport users - no chance to save money there
- Arts, Beautification, Parks
 - Arts and Culture/PNARB/CBUF/Downtown Arts should all be one commission (just one commission for Parks and Recreation) and have sub-groups that deal with the specifics
 - A lot of beautification groups could be consolidated – arts, CBUF.
 - The Public Art Selection Commission could operate as a subcommittee of the Arts & Culture Commission. But, in general, merging groups will mean a loss of voice for some.
- Budget
 - Budget Commission - Talk about getting discussion earlier. Would that just make for lots more meetings all year? (Not necessarily, for example LBCC has a November meeting about the big challenges and concepts. This informs the administrative development of budgets)
 - Should the budget commission do all the advising?
 - Likes recommendation for Budget Commission
- Diversity, Inclusion, Involvement
 - Where is the city's investment in diversity? I have not seen any point person for diversity with the city. Who has responsibility for supporting each advisory committee or commission? All of the advisory committees and commissions need to have a city staff member with job duties aligned with the advisory committee or commission.
 - I'm wondering if there are enough people to fill the spaces in the boards and commissions. What is the rationale for merging? Does it have anything to do with not having enough people to fill the spaces?
 - CIDAB- Diversity should be replaced with Inclusiveness. Diversity has a specific meaning and that is not the intent of this group
 - Like CIDAB - good to encourage broad citizen involvement
 - CIDAB Group can't meet the needs of the list to support the RNG's. Seems that would be staff work and not the work of volunteers (i.e. create website, etc)
 - Like CIDAB. Likes the focus on outreach and helping folks feel comfortable in approaching government.
 - Still lots of work to be done – CIDAB.
 - MLK Commission not very active commission and now broadening scope, feels it should be a part of a diversity board (sub-group) not a stand-alone commission (a part of new CCI)
 - CCI should merge with MLK Commission
 - MLK – could someone tell me about this? Promoting diversity is good, but ghettoizing it might be a problem, it could keep the issues of diversity out of the other committees.
 - MLK Commission is very, very specialized, why was it not merged?
- Economic Development, Business, Downtown
 - Downtown Corvallis issues will not get addresses if the new system is put in place
 - Downtown Commission works on more than just economic items and that body of work may be lost if the Downtown Commission combines with Economic Development, they talk about housing downtown, signage, accessibility downtown, etc. Will this work be able to be continued?
 - The Downtown Commission does very specific work

- The Downtown Parking Committee is part of the Downtown Commission and it's very specific issues that the Downtown Parking Committee works on. If we're looking for citizen involvement, having narrower focuses is helpful so where people know where to go.
 - Downtown Parking is already a part of the Downtown Commission- should not be a recommendation because that is already the case
 - Would like to have seen the Economic Development Commission more fleshed out and what additional work they could take on being addressed.
- Putting the Downtown Commission under the EDC would be a disservice to the downtown. The EDC is about bigger picture economic issues. We'll lose the heart of the downtown by putting it under EDC. There are issues specific to the downtown that need to be addressed; they would get lost under the EDC. The Downtown Commission is a neighborhood-based commission, a combination of businesses and residents.
- Planning
 - Planning Merge with Land Development is good
- Public Safety
 - Public Safety Advisory Board is vague- not sure it is needed
 - We don't have an advisory board for the Fire Dept.
 - The Community Policing Forum is advisory to the Police Dept., and they are adamantly opposed to merging with Public Safety. I'm not a fan of getting greater efficiencies by merging boards and commissions.
- Transportation
 - Overarching Transportation Board is a good recommendation (will ensure better communication and planning with all groups together)
 - Transportation could be 9 members with each 1/3 have a representation of 3
 - Use liaisons between transport groups.
 - Like - Transportation – the possibility of review of road construction early on
 - Like Opportunity to merge all transportation committees into one
 - Makes sense to have parking as part of Transit
 - Concern about how new Transit Board would function and still be able to maintain the voices of the boards that are merging into it
 - Downtown Parking Commission is really more focused on traffic and transit, which should be kept under the Urban Services Committee, rather than the ASC. Also, it should continue to meet on an as needed basis. The issues it deals with are very specific. It could be part of the proposed Transportation Advisory Board.
 - BPAC
 - BPAC - Would cars be the 800 lb gorilla? Would parking really be included in TAB? Maybe that would be a distraction. Transportation should include how do you reduce car traffic, the need for parking?
 - Has concerns BPAC. However, maybe the combination suggested might be a good way of making sure that bike and pedestrian interests are heard in the context of all transport decisions.
 - She notes the need to have a 21st century vision for public transportation. She notes that staffing changes in recent years have led to staff less focused on bike transit. Thus the proposed merger comes at a particularly bad time. She complained that currently staff is not following procedures established in the past to bring items through BPAC.
 - Will there be an adequate voice for bicycles on transportation--he is afraid that the BPAC voice will become ambiguous , Current Corvallis received the Gold level from American

Bicycle League because we have an active bicycle advisory. If combined will we stand the chance of losing this level.

- Implications if Bike and Peds is consolidated? Bike and peds tend to be given second place to cars. The new one is a jump, a leap of faith. If they combine into transportation broadly – it would be interesting to see the composition of the body. Would it just be people interested in parking and cars?
- Bikes and pedestrians do not have same interest

- Water

- How do building plans fit in with Water Advisory Board- does not fit and does not make sense
- The idea of simplifying appeals to me, but, as a novice, I think that the proposed efficiencies and streamlining may be enough to get us where we want to go. I think having a Water Systems Advisory Board is important, and it's going to be increasingly important.
- Like - Water Systems Board
- No need for a Water Advisory Board- there is no need. Knows where this recommendation came from and it is not a widely shared concern
- Watershed
 - Watershed should be a part of the Water Board
 - WMAC doesn't want to be included in Water Advisory Board. Not a fit for them. WMAC is about Forest Management. Putting them in with a Water group would make their role a small one in a group that doesn't deal with similar issues. Would be willing to look at becoming a DAB. Prefer staying as is.
 - Doesn't like WMAC becoming a DAB. They work on issues that public is interested in. People can't go into the Corvallis Forest. As a DAB they wouldn't have to meet open meeting laws. Likes idea of a subcommittee of Water Advisory Group.
 - Watershed as a Department Advisory Board is a good recommendation

- *Missing*

- We seemed to be missing anything that addresses City Energy and Resource Use. No concise way for citizens to advise the City on this topic.
- Make task force on communications
- Lack of discussion about energy use and green house gasses and how the City will work to reduce

- *Department Advisory Committees, Subcommittees*

- How could subcommittees be used to do some of the work for the whole board?
- These recommendations will require more staff time with the additional boards and now sub-committees
- It's important to define what they are and who they report to, who are they advising? How is the advice received?
- Concern about loss of public meetings when commission turns into an Advisory Board
- Concern about Department Advisory Boards- what is the notice meeting process, who would appoint and what does that process look like, concerns department directors would stack the advisory boards with like-minded people

- *Advisory boards and commissions – general comments*

- Need different levels of public participation that require various level of time commitment
- What is the meeting schedule that make sense for each group? Not all groups need to meet monthly.

2. The formation, evaluation, revision and sunseting processes

- *Appointment*
 - Overarching boards should have even representatives from the sub-groups so not one issue/viewpoint dominates the bigger boards that have sub-groups. Have to be thoughtful in the appointment process
 - I resent telling the mayor how he or she should do their appointments for boards or commissions.
 - I don't really like having the Mayor do all the appointments. I think there needs to be a better process for the appointments.
 - It's good to have recommendations go to the Mayor for the appointments.
 - More transparent openings/advertisements for Board and Commission appointment process
 - Question about a non-resident having a voice, but no vote. A community member works here and has a business here, but does not live here. - perhaps they could be on an advisory.
 - Maybe make a commission fluid. Example A commission could have 8, with 4 be consultants or "on call" for their specialty
 - He has served on non-profits where the board members jobs were to interview a person with a specialty vs. having the person on the board. The board member would report back the information. It simplified having people coming in and presenting all the time.
 - Like - Better publication of openings on Boards
 - Like - Access and opportunities. Happy with focus on outreach to make volunteer opportunities known.
 - Do not expand boards to include a non-voting member outside of Corvallis- there is no real need to rationale
- *Work plans/reports to Council standing committees*
 - Is Goal setting really needed?
 - Report back to council quarterly vs. once a year - a written report
 - Some people are action people and some people are goal people
 - How would the relationship between the standing committees and boards and commissions work? The check in process might keep the boards focused on work (example: making sure that the TAB didn't just focus on car issues, but continued to keep transit and other issues considered).
 - Report needs to be clearer about tie between council goals and board goals.
 - Sunseting is not defined

3. Relationship with City operating departments

- What is legitimate city business versus work for the commissions and boards to do? What should city staff role be? What is a professional role for the city the play? What is a reasonable amount of work for a board or commission to do? Make sure that the amount of work that is put on boards and commissions is reasonable. Make sure that work load is sustainable for boards and commissions.

4. Council liaison role

- Liaisons positions important
- Council liaison – what does that mean? Those are city councilors. More clarity would be good. It might be better to have the relationship between the advisory board and the standing committee.
- The proposed change in boards strengthening relationships with standing committees would help
- The council liaison position could go away.
- All those meetings for city councilors – how do you do all these meetings?

5. Opportunities to advise the City Council

- *Training/orientation*
 - Trainings should be available to everyone, but shouldn't be mandatory.
 - 101 guides on participating is a good thing if done right
 - Likes big picture about streamlining. Also, looking forward to getting guidance on how to react to public and learning about records requirements. Learn about what's legal.
 - From PC: it would be really helpful for us if community members had better access and understanding of land use issues.
 - These recommendations are good. I didn't have a clue. After 2 meetings, and no orientation, I was made vice chair.
 - Clarifying questions about orientation and training: new members only, or also for recruitment? It could be a good tool .
 - There could be a 'TED' talk about an advisory board, so people know what it is about. Videos about each B&C
 - Encourage various advisory boards to attend meetings of other advisory boards. Go to the community and don't necessarily expect people to come to public meetings.
 - Some communities show a film for jurors, so you know in advance what is going to happen and why. That could be good for advisory boards. It wouldn't require everyone to come together. What we have now just isn't working.
 - It would be good to have a video about giving public testimony. In person is good, but a video would be available any time. A good recruitment tool.
 - The orientation needs to be clear. Outgoing chair needs to bring along the new person.
 - We need to have a shared community-wide calendar so different groups can see what's happening and they can coordinate their activities. An annual meeting of boards and commissions would enable people to do this.
 - Currently there isn't adequate training.
 - It would be useful if one of the outcomes was an educational video that Citizens can view to serve as an entrée into engagement. This would be useful for new community members as well as folks becoming vaguely aware of the possibilities.
 - No orientation makes the group more dependent on staff. That is inefficient. There needs to be more transparency, more clarity.
 - Likes the idea for B&C training for chairs. As an example offer a webinar so it can fit into the lives of people with busy schedules.
 - What is the process of our city government. All felt that a 101 class in city government process was a good idea from land use to presenting an idea correctly, using the correct language to council.
 - City councilor training should be mandatory
 - Citizen 101 request should include how to organize and establish an RNG.
 - You may not be prepared if a development comes up AFTER a required training that you haven't attended.
- *Citizen/Community member*
 - Did not like the change of the word citizen to community member
 - Like the change to community member
- *City Council*
 - I would like to see more diversity on our City Council, it's important to bring people up from various levels of community leadership.

- I'm concerned when we only have one City Councilor run for a seat. Part of the goal for this was to increase participation, correct?
- If City Council was a paid position, it would be more diverse.
- If businesses gave people time off to participate in City Council or encourage people to publicly participate, there would be more diverse representation.
- *City Council and B&C meetings*
 - A recommendation from the task force that B&C meetings be held at a more friendly time (example Bike/Ped meets at 7AM)
 - Create some structure and transparency around the agenda items and goals that the City and boards and commissions work on, how are these items decided upon? Who can suggest agenda items, what are the pathways for a person to suggest agenda items? Sometimes the agenda items come from city staff, sometimes they come from City Council
 - Southtown – there are block parties – talk about a lot of issues. Different settings are good.
 - Like The possibility of translation for participants.
 - Offering bilingual is a budget issue – not a pptf issue
 - PC has a large workload. Depending the intensity of the project, difficult to plan for workload and length of meetings – how could childcare work?
 - I like the narrative minutes. I skip through things that don't interest me, but I want to see details. The PPTF minutes aren't informative to me. They make it hard to decipher what happened.
 - All meetings should be publicized and open. You will only get people attending because something is close to their heart, close to their life.
 - All meetings should be audio recorded, that way minutes don't have to be taken
 - Larger meetings, child care, suggest investment in food for children
 - Flexible meeting times, I have little children. It is difficult when a meeting is at 7:00 a.m. and getting children ready for school. - How do you get everyone as part of the circle.
 - Like the idea of green, yellow, red light as opposed to 3 minute timer with the chime that is disruptive. Like the idea of a more subtle time keeping mechanism.
 - I like the idea of having different locations for City Council meetings, get out into different communities.
 - Could City Council have meetings on campus? Have a City Council meeting in Milam Hall, that would be kind of fun.
 - How are agenda items decided? If council raises an issue, how does the city assign that? How are agenda items selected and decided upon?
- *Communication*
 - Better communication as stated in power point. Do all new boards and commissions have recording requirements so notes can be viewed by others? Would like this piece of public record preserved
 - Reaching university students – what methods should be used?
 - How did you know about this? Emails, through affiliation. Public participation: if I weren't already involved I might not have know about this meeting. Could there be flyers? The city doesn't have an active Facebook presence, so can't do that kind of notice.
 - It will be interesting to see what methods are effective to reach diverse groups: renters, low income, etc.
 - Recommendation that elected officials use City email and not personal emails. More transparent.
 - Are you sure the commissions should be changed? Process for reporting to council and council actually listening needs to be better
 - Is the issue that City Council does not listen – not that the current system is not effective
- *Group testimony*
 - Also, community groups should have equal time with a developer.

- I like the idea of having a group present testimony as a united front vs. repetitive testimony from individuals.
- A group could organize a presentation and present it as a group.
- *Guiding Principles*
 - Creating a community friendly atmosphere. That folks feel welcomed to attend meetings.
 - In Charge V, make it clear that guiding principles and associated recommendations will apply to all board and commission meetings.
 - Like the Guiding Principles- Add Respect as a stand-alone (2nd sentence of diversity)
 - In the Collaborative Democracy section, part 3, clarify who the staff contacts are for boards and commissions so community members know who to notify if they and their group plan to make a group presentation
- *Technology*
 - I have tried to find stuff in the website, it really needs to be more accessible.
 - Can city council packet be provided in specific sections, not just the whole thing?
 - Likes the idea of increased access to City information on website- improve website especially searching archives
 - Audio files seem to currently have a problem
 - In general, make sure the projector works and that community members know who to contact if they want to use the projector for their testimony.
 - Technology excludes people of age and ethnicity
- *Volunteers*
 - The new recommendations will limit the opportunity for volunteers to do their job
 - The goal is not to (should not be to) burn people out in boards and commissions before they have the opportunity to run for City Council. Developing our community members as leaders is important.
 - How do the boards and commissions and neighborhood groups fit into city government as a whole?
 - Be sure this work preserves the opportunity for volunteers to make decisions
- *General comments about participation and advising Council*
 - Like the overall conversation about having public participation be a topic of conversation. Suggests that we follow through on any issues and provide means by which issues can come up and be dealt with in the future.
 - There needs to be lots of ways for public participation, not only through boards and commission. Having larger scopes for boards and commissions would mean that you'd have more work and more likely to only have retired folks be interested in serving on boards and commissions. Try having events that are one time things with food and childcare that people could come to to get involved.
 - It is possible people from Corvallis want to participate too much and can't get anything done.
 - If you go back to an earlier time: village meeting. This is a way to make democracy work better in our time using current tools
 - We need to take this to the kids, to the schools. They need to know the importance of public participation. Let's broaden this to everyone.
 - We have an engaged population – at least some groups, but not all. We need to reach all. Not everyone needs to go to a boring meeting and watch a PowerPoint – we need to do it in ways that don't give us barriers.
 - For a lot of our community members – they just don't think they could be involved. They might be concerned because some are international, speak another language, or may be undocumented.

6. Cost factors

- What's missing is a budget. The recommendations need associated costs. How much is currently being spent? Each of the 3 options on the chart needs a cost breakdown.
- Surprised that the work did not include an estimate of what it costs to operate the current boards and commissions compared to what the new cost will be
- There is a lack of discussion about cost savings, want to see more clearly where the cost savings will happen
- I don't think there's going to be a significant enough fiscal impact to justify making the changes in boards and commissions that are being proposed. The way we're doing it now seems to work, and we're not going to save much money by making changes. We won't really see much in terms of cost savings, but we could be more efficient if the streamlining recommendations were implemented.
- RNG recommendation is very costly for the City
- Offering bilingual is a budget issue – not a pptf issue
- Efficiency can free up time and this is good

7. Committee for Citizen Involvement

- CCI - underutilized, members meet infrequently and don't know what they're supposed to do - currently no staff support - staff member is clearly too busy to help them - group non fulfilling its purpose
- CCI should merge with MLK Commission

8. Neighborhood associations

- *Registered Neighborhood Groups*
 - I like the basic framework for organizing NAs. I like having focused staff time for answering questions from NAs. It would be nice to have someone on staff to answer your questions, such as detailed land use questions.
 - I'm excited about giving formal recognition to NAs. The City has no recognition of them, except for fees for Land Use appeals. I agree the requirements should be lower for RNGs. When there's a citizen organization that represents a specific community, like Casa Latinos Unidos, or a grassroots group like the Infill Task Force, they should be able to get recognition as a Registered Community Group, and we should open up the opportunities to them, as well.
 - One of the benefits I like is formalized updating of contacts. This needs to be part of the process. There's no longer a City ombudsman position that people can take their problems to.
 - Excited about RNG's and the opportunity. This information being online would be awesome
 - Neighborhood group meetings need to be open and advertised and each RNG needs to be a group representative of the neighborhood.
 - I liked many of the recommendations for the neighborhood groups, gives it more structure and guidance, encourages it to happen, it's good to be more planful about neighborhood group formation, gives more information about what neighborhoods could be doing.
 - RNGs, needs and concerns: A place to hold meeting. The fire station makes us pay. What if they reduce the price? Lower income neighborhoods still can't afford. Some community areas that don't feel empowered can't get informed. Are some neighborhoods left out in the decision-making process, i.e. land use. It appears there is a gap for neighbors to voice their concerns. Do Neighborhood Associations have a closer association with council vs. a Neighborhood Watch? Would a neighborhood that is not an RNG still have a voice?
 - Like - RNG's recommendations, especially the list serve (Google groups).
 - Could we find a way to engage businesses into RNGs? (This led to a bit of a discussion focused on this being a good idea.) Seconded businesses in RNG's.

- RNG required list is too extensive and quarterly meetings for RNG leadership is too frequent (makes once or twice a year)
- I have a problem with RNGs. It seems like there are a lot of requirements for a group to become an RNG, especially for smaller NAs. It could exclude some smaller groups. There are hoops to jump through for not much benefit.
- Feel recommendation for the RNG's is dictating a lot of requirements
- RNG recommendation is very costly for the City
- *Empowerment grants*
 - I'm excited about the Empowerment Grants. I'm interested in connections throughout the community, getting to know neighbors next door and across the community.
 - I'd like to use the Empowerment Grant to paint the curbs. When road repairs were done on my street, they failed to paint the curbs. So the students park everywhere.
- *Predevelopment meeting*
 - Developers would appreciate having the dialogue with neighbors, so they would know up front what people want instead of the developer having to go back to the drawing board later in the process.
 - The process without having a pre-development meeting with the Union being built worked well. The iterations that took place worked well. The changes were made based on public input. I don't think the pre-development, pre-application meetings are needed. The Union is a project with a large footprint and a potential large impact (290 beds in the Union) and the process produced changes that have greatly reduced the impact of the building. The process was very open and worked well.
 - Earlier meetings with developers is good.
 - We don't feel the training should be required or that the pre-development, pre-application meeting is needed because the process seems to work well already.
 - The goal of the meeting between developers and neighborhood groups is to develop a collaborative and constructive framework, to create a better understanding of neighborhood concerns. The attitude should be, "We're here to make things as neighborhood-friendly as possible."
 - Having neighborhood groups meet with developers would require a change in the code.
- *General comments on neighborhood needs/issues*
 - Like - Free Meeting spaces
 - Like - Neighborhoods. Whole section. Empowerment. Gives neighborhood more of a voice and incentive to work towards something. Communication liaison. Trainings.
 - Neighborhood groups are a great way to foster initial involvement in the community. Neighborhood groups are a comfortable level of involvement. Neighborhood involvement could be the beginning.
 - Helping with mailings isn't needed, and liability insurance coverage isn't needed. There's a concern that the city might take over NAs. We want to stress maintaining our autonomy. Free meeting space is essential, and bringing NA leaders together is important.
 - What mechanisms does a neighborhood, that is not in place RNG, get represented?
In the recommendation regarding having neighborhood groups meet with developers as the first step in the development process, what is the purpose? Where would the meeting between neighbors and developers happen in the process? This section needs more detail.

General comments about PPTF, recommendations

- *Overall recommendations, document*
 - This is a comprehensive plan
 - Did the PPTF base the recommendations on theory or reality?
 - The PPTF work is overshooting
 - I'm generally excited about the report as a whole. I think there will be good outcomes.

- Overall, it's a very good effort.
- It's comprehensive, has good content, and represents a lot of hard work.
- This is the best study of the issue we've had in a long time.
- I wondered about the rationale behind the options; there needs to be justification presented for each option.
- Wow, took on a lot of work, impressive scope
- Walden Pond, Thoreau tells us to simplify, simplify, simplify – these recommendations seem to make things more cumbersome and not as simple.
- No changes to anything suggested
- *Specific changes to document, details*
 - The task force should find a better definition for decision-making.
 - Strive for consistency, clarifying, training, expectations. Format of minutes a good idea
 - Clarifying question : the numbers don't seem right on the proposals: department advisory committees aren't counted in the totals.
 - Would like to see the introduction relate to world changes and our needing to live differently. Would like us to include how this reorganization can serve the needed changes.
 - Chart needs clarity - more clear on which are merging
 - What does bold type mean on Chart?
 - Numbers of commissions in don't add up
 - Include a draft of the minutes template in the recommendation to council (was missing from the draft recommendation and people wanted to see the template to determine if it would fit the needs of their commission)
- *PPTF process*
 - Liked the PPTF process, asked lots of questions, did surveys, encouraged feedback through public meetings.
 - Did anyone visit all of the boards and commission meetings to see and understand what they do?
 - Process not objective if a current board can complain and have decision to merge be changed
 - There seemed to be a disconnect by some members of the boards and commission of why the questions on the PPTF survey were there?
- *General comments*
 - Could the task force put together some priorities about what is most important?
 - I like the way the Corvallis Sustainability Coalition has structured their groups in action teams, each with a specific focus. That way, people with specific interests can give input. We need to use the Sustainability Coalition as a way for people to provide input.
 - How do the boards and commissions dovetail with city government? How do neighborhood associations become a functional part of city government? How do we nurture community leaders to becoming government leaders?
 - It feels like we don't have enough preparation to the document to be able to comment.
 - City policy is very new to me, just taking in information
 - Streamlining is great. This would increase communication and increase opportunities

B. Sorted by Question

Discussion 1: Do you see any missed opportunities in the draft?

- The PPTF did a good job combining groups. Nothing was missed.
- Could the task force put together some priorities about what is most important?
- In Charge V, make it clear that guiding principles and associated recommendations will apply to all board and commission meetings.
- I like the idea of having a group present testimony as a united front vs. repetitive testimony from individuals.
- A group could organize a presentation and present it as a group.
- In the Collaborative Democracy section, part 3, clarify who the staff contacts are for boards and commissions so community members know who to notify if they and their group plan to make a group presentation. In general, make sure the projector works and that community members know who to contact if they want to use the projector for their testimony. Also, community groups should have equal time with a developer. In the recommendation regarding having neighborhood groups meet with developers as the first step in the development process, what is the purpose? Where would the meeting between neighbors and developers happen in the process? This section needs more detail.
- Having neighborhood groups meet with developers would require a change in the code.
- Developers would appreciate having the dialogue with neighbors, so they would know up front what people want instead of the developer having to go back to the drawing board later in the process.
- What's missing is a budget. The recommendations need associated costs. How much is currently being spent? Each of the 3 options on the chart needs a cost breakdown.
- I wondered about the rationale behind the options; there needs to be justification presented for each option.
- The goal of the meeting between developers and neighborhood groups is to develop a collaborative and constructive framework, to create a better understanding of neighborhood concerns. The attitude should be, "We're here to make things as neighborhood-friendly as possible."
- I like the way the Corvallis Sustainability Coalition has structured their groups in action teams, each with a specific focus. That way, people with specific interests can give input. We need to use the Sustainability Coalition as a way for people to provide input.
- All those meetings for city councilors – how do you do all these meetings? We don't have an advisory board for the Fire Dept.
- This is a comprehensive plan
- Did anyone visit all of the boards and commission meetings to see and understand what they do?
- There seemed to be a disconnect by some members of the boards and commission of why the questions on the PPTF survey were there?
- Did the PPTF base the recommendations on theory or reality?
- The PPTF work is overshooting
- Is Goal setting really needed?
- Some people are action people and some people are goal people
- The task force should find a better definition for decision-making.
- Surprised that the work did not include an estimate of what it costs to operate the current boards and commissions compared to what the new cost will be

- Would like to have seen the Economic Development Commission more fleshed out and what additional work they could take on being addressed.
- A recommendation from the task force that B&C meetings be held at a more friendly time (example Bike/Ped meets at 7AM)
- MLK Commission not very active commission and now broadening scope, feels it should be a part of a diversity board (sub-group) not a stand-alone commission (a part of new CCI)
- Public Safety Advisory Board is vague- not sure it is needed
- Include a draft of the minutes template in the recommendation to council (was missing from the draft recommendation and people wanted to see the template to determine if it would fit the needs of their commission)
- What is legitimate city business versus work for the commissions and boards to do? What should city staff role be? What is a professional role for the city to play? What is a reasonable amount of work for a board or commission to do? Make sure that the amount of work that is put on boards and commissions is reasonable. Make sure that work load is sustainable for boards and commissions.
- Have a scheme of what are all the boards and commissions, have a chart of the standing committees, it's not always clear how standing committees and boards and commissions relate. Create an organizational chart of how the city operates and works.
- How do the boards and commissions dovetail with city government? How do neighborhood associations become a functional part of city government? How do we nurture community leaders to becoming government leaders?
- Walden Pond, Thoreau tells us to simplify, simplify, simplify – these recommendations seem to make things more cumbersome and not as simple.
- How are agenda items decided? If council raises an issue, how does the city assign that? How are agenda items selected and decided upon?
- Create some structure and transparency around the agenda items and goals that the City and boards and commissions work on, how are these items decided upon? Who can suggest agenda items, what are the pathways for a person to suggest agenda items?
- Sometimes the agenda items come from city staff, sometimes they come from City Council
- We seemed to be missing anything that addresses City Energy and Resource Use. No concise way for citizens to advise the City on this topic.
- It would be useful if one of the outcomes was an educational video that Citizens can view to serve as an entrée into engagement. This would be useful for new community members as well as folks becoming vaguely aware of the possibilities.
- Could we find a way to engage businesses into RNGs? (This led to a bit of a discussion focused on this being a good idea.)
- Seconded businesses in RNG's.
- Citizen 101 request should include how to organize and establish an RNG.
- Would like to see the introduction relate to world changes and our needing to live differently. Would like us to include how this reorganization can serve the needed changes.
- Don't understand proposed changes to Airport Commission
- Confusion over what would happen to Transit Commission in Option B
- Chart needs clarity - more clear on which are merging
- What does bold type mean on Chart?
- Numbers of commissions in don't add up
- Concern about how new Transit Board would function and still be able to maintain the voices of the boards that are merging into it
- There is a lack of discussion about cost savings, want to see more clearly where the cost savings will happen

- Airport Commission is self-funded by federal money plus fees paid by airport users - no chance to save money there
- CCI should merge with MLK Commission
- MLK Commission is very, very specialized, why was it not merged?
- Sunsetting is not defined
- All meetings should be audio recorded, that way minutes don't have to be taken
- Lack of discussion about energy use and green house gasses and how the City will work to reduce
- Wow, took on a lot of work, impressive scope
- It feels like we don't have enough preparation to the document to be able to comment.
- Larger meetings, child care, suggest investment in food for children
- Combining of commissions: more work for commissioners? Don't overwhelm.
- How could subcommittees be used to do some of the work for the whole board?
- Clarifying question : the numbers don't seem right on the proposals: department advisory committees aren't counted in the totals.
- Is the proposal recommending elimination of BPAC?
- A lot of beautification groups could be consolidated – arts, cbuf.
- MLK – could someone tell me about this? Promoting diversity is good, but ghettoizing it might be a problem, it could keep the issues of diversity out of the other committees.
- PC has a large workload. Depending the intensity of the project, difficult to plan for workload and length of meetings – how could childcare work?
- City policy is very new to me, just taking in information
- City policy is very new to me, just taking in information
- How did you know about this? Emails, through affiliation. Public participation: if I weren't already involved I might not have know about this meeting. Could there be flyers? The city doesn't have an active Facebook presence, so can't do that kind of notice.

Discussion 2: Which recommendations concern you?

- Putting the Downtown Commission under the EDC would be a disservice to the downtown. The EDC is about bigger picture economic issues. We'll lose the heart of the downtown by putting it under EDC. There are issues specific to the downtown that need to be addressed; they would get lost under the EDC. The Downtown Commission is a neighborhood-based commission, a combination of businesses and residents. Downtown Parking Commission is really more focused on traffic and transit, which should be kept under the Urban Services Committee, rather than the ASC. Also, it should continue to meet on an as needed basis. The issues it deals with are very specific. It could be part of the proposed Transportation Advisory Board.
- I haven't heard any board or commission member who is happy about the proposed reorganization. The Community Policing Forum is advisory to the Police Dept., and they are adamantly opposed to merging with Public Safety. I'm not a fan of getting greater efficiencies by merging boards and commissions. The Public Art Selection Commission could operate as a subcommittee of the Arts & Culture Commission. But, in general, merging groups will mean a loss of voice for some.
- The idea of simplifying appeals to me, but, as a novice, I think that the proposed efficiencies and streamlining may be enough to get us where we want to go. I think having a Water Systems Advisory Board is important, and it's going to be increasingly important.
- I don't think there's going to be a significant enough fiscal impact to justify making the changes in boards and commissions that are being proposed. The way we're doing it now seems to work, and we're not going to save much money by making changes. We won't really see much in terms of cost savings, but we could be more efficient if the streamlining recommendations were implemented.
- I like the narrative minutes. I skip through things that don't interest me, but I want to see details. The PPTF minutes aren't informative to me. They make it hard to decipher what happened.
- As the chair of the Community Alliance for Diversity, I'm wondering if there are enough people to fill the spaces in the boards and commissions. What is the rationale for merging? Does it have anything to do with not having enough people to fill the spaces? We need to have a shared community-wide calendar so different groups can see what's happening and they can coordinate their activities. An annual meeting of boards and commissions would enable people to do this.
- I have a problem with RNGs. It seems like there are a lot of requirements for a group to become an RNG, especially for smaller NAs. It could exclude some smaller groups.
- There are hoops to jump through for not much benefit.
- Helping with mailings isn't needed, and liability insurance coverage isn't needed. There's a concern that the city might take over NAs. We want to stress maintaining our autonomy. Free meeting space is essential, and bringing NA leaders together is important.
- Trainings should be available to everyone, but shouldn't be mandatory.
- You may not be prepared if a development comes up AFTER a required training that you haven't attended.
- The new recommendations will limit the opportunity for volunteers to do their job
- Be sure this work preserves the opportunity for volunteers to make decisions
- Wanted flow chart to understand how current boards and commissions are related to City council compared to how new would be
- City councilor training should be mandatory
- Is the issue that City Council does not listen – not that the current system is not effective
- Downtown Corvallis issues will not get addresses if the new system is put in place
- Did not like the change of the word citizen to community member
- Offering bilingual is a budget issue – not a pptf issue

- Make task force on communications
- Merging could reduce advocates for bicycles
- No changes to anything suggested
- RNAs, needs and concerns: A place to hold meeting. The fire station makes us pay. What if they reduce the price? Lower income neighborhoods still can't afford. Some community areas that don't feel empowered can't get informed. Are some neighborhoods left out in the decision-making process, i.e. land use. It appears there is a gap for neighbors to voice their concerns. Do Neighborhood Associations have a closer association with council v.s. a Neighborhood Watch? Would a neighborhood that is not an RNG still have a voice?

What mechanisms does a neighborhood, that is not in place RNG, get represented?

- Liaisons positions important
- Will there be an adequate voice for bicycles on transportation--he is afraid that the BPAC voice will become ambiguous, Current Corvallis received the Gold level from American Bicycle League because we have an active bicycle advisory. If combined will we stand the chance of losing this level. He is excited about streamlining, but >would hate to see BPAC eliminated I have a voice now, if eliminated would we have a voice. - Bikes and pedestrians are normally combined. Is there a way the current set-up could have a liaison with other transportation
- Transportation could be 9 members with each 1/3 have a representation of 3
- Bikes and pedestrians do not have same interest
- Report back to council quarterly vs. once a year - a written report
- Flexible meeting times, I have little children. It is difficult when a meeting is at 7:00 a.m. and getting children ready for school. - How do you get everyone as part of the circle.
- Technology excludes people of age and ethnicity
- Lessen committees 13 vs. 22 - makes sense
- Might improve citizen vs. community committee time
- Better communication as stated in power point. Do all new boards and commissions have recording requirements so notes can be viewed by others? Would like this piece of public record preserved
- Airport Commission will need to talk at their next meeting and send in feedback late next week
- Airport Commission is concerned with Option B- it is a self sustaining commission and should remain a stand-alone commission and not a Department Advisory Board
- Concern about Department Advisory Boards- what is the notice meeting process, who would appoint and what does that process look like, concerns department directors would stack the advisory boards with like-minded people
- Arts and Culture/PNARB/CBUF/Downtown Arts should all be one commission (just one commission for Parks and Recreation) and have sub-groups that deal with the specifics
- Overarching boards should have even representatives from the sub-groups so not one issue/viewpoint dominates the bigger boards that have sub-groups. Have to be thoughtful in the appointment process
- CIDAB- Diversity should be replaced with Inclusiveness. Diversity has a specific meaning and that is not the intent of this group
- CIDAB Group can't meet the needs of the list to support the RNG's. Seems that would be staff work and not the work of volunteers (i.e. create website, etc)
- RNG required list is too extensive and quarterly meetings for RNG leadership is too frequent (makes once or twice a year)
- RNG recommendation is very costly for the City
- These recommendations will require more staff time with the additional boards and now sub-committees

- Downtown Parking is already a part of the Downtown Commission- should not be a recommendation because that is already the case
- Feel recommendation for the RNG's is dictating a lot of requirements
- Question on pg 30 B (i) last sentence should lower limit be higher limit? Either way it is not clear
- How does building plans fit in with Water Advisory Board- does not fit and does not make sense
- Watershed should be a part of the Water Board
- No need for a Water Advisory Board- there is no need. Knows where this recommendation came from and it is not a widely shared concern
- Do not expand boards to include a non-voting member outside of Corvallis- there is no real need to rationale
- Recommendation that elected officials use City email and not personal emails. More transparent.
- Reducing the number of boards and commissions provides less opportunity for involvement and creates less opportunity for specialization
- Downtown Commission works on more than just economic items and that body of work may be lost if the Downtown Commission combines with Economic Development, they talk about housing downtown, signage, accessibility downtown, etc. Will this work be able to be continued?
- The Downtown Commission does very specific work
- The Downtown Parking Committee is part of the Downtown Commission and it's very specific issues that the Downtown Parking Committee works on. If we're looking for citizen involvement, having narrower focuses is helpful so where people know where to go.
- Concern is that things are very hard to get things done, things take so long to accomplish with city government, feels that they will get less done by being part of a larger group as a result of having members with different goals and interests, competing interests means less will get done, if you can't reach consensus you can never make a recommendation
- Need different levels of public participation that require various level of time commitment
- If you have larger commissions, there are more subcommittees, more meetings, and more work
- I would rather focus on my specific interests than to have my interests spread out more.
- A bigger scope is more work
- We consistently use more than our two hours, how could we also cover parking and busses and transit in that amount of time?
- Where is the city's investment in diversity? I have not seen any point person for diversity with the city. Who has responsibility for supporting each advisory committee or commission? All of the advisory committees and commissions need to have a city staff member with job duties aligned with the advisory committee or commission.
- You would use more staff time with these recommendations in my opinion. Staff would all need to go to the same longer meeting.
- Why is it a problem or not a source of pride that we have more commissions than other cities? If they don't need to . What is the scope of the problem? What is the source of the problem?
- What is the meeting schedule that make sense for each group? Not all groups need to meet monthly.
- Neighborhood group meetings need to be open and advertised and each RNG needs to be a group representative of the neighborhood.
- I have a problem that I would need to attend a training to participate as a citizen in a land use meeting.
- The process without having a pre-development meeting with the Union being built worked well. The iterations that took place worked well. The changes were made based on public input. I don't think the pre-development, pre-application meetings are needed. The Union is a project with a large footprint and a

potential large impact (290 beds in the Union) and the process produced changes that have greatly reduced the impact of the building. The process was very open and worked well.

- We don't feel the training should be required or that the pre-development, pre-application meeting is needed because the process seems to work well already.
- All meetings should be publicized and open. You will only get people attending because something is close to their heart, close to their life.
- There needs to be lots of ways for public participation, not only through boards and commission. Having larger scopes for boards and commissions would mean that you'd have more work and more likely to only have retired folks be interested in serving on boards and commissions. Try having events that are one time things with food and childcare that people could come to to get involved.
- Neighborhood groups are a great way to foster initial involvement in the community. Neighborhood groups are a comfortable level of involvement. Neighborhood involvement could be the beginning.
- Encourage various advisory boards to attend meetings of other advisory boards. Go to the community and don't necessarily expect people to come to public meetings.
- I resent telling the mayor how he or she should do their appointments for boards or commissions.
- I don't really like having the Mayor do all the appointments. I think there needs to be a better process for the appointments.
- It's good to have recommendations go to the Mayor for the appointments.
- Nothing we say here tonight will change anything that goes into this report or recommendations that go to City Council.
- There's a lot of really good thinking that went into this.
- It's comprehensive and complex, what has been created.
- Define decision making power.
- Definitions for advisory boards and commissions are great but how will they play out? MLK Commission can make decisions about their budget. I like having more consistency in the language of advisory committees and boards.
- It's important to define what they are and who they report to, who are they advising? How is the advice received?
- What kinds of developments would be required to go through the pre-development, pre-application process? How large would it need to be? This needs to be defined.
- No and unsure are not the same thing and should not be grouped together in the results from the board and commission survey. Differentiate the no from the unsure. They mean very different things.
- Like to see streamlining rather than added layers of complexity.
- Clarified the meaning of a Department Advisory committee.
- WMAC doesn't want to be included in Water Advisory Board. Not a fit for them. WMAC is about Forest Management. Putting them in with a Water group would make their role a small one in a group that doesn't deal with similar issues. Would be willing to look at becoming a DAB. Prefer staying as is.
- Doesn't like WMAC becoming a DAB. They work on issues that public is interested in. People can't go into the Corvallis Forest. As a DAB they wouldn't have to meet open meeting laws. Likes idea of a subcommittee of Water Advisory Group.
- Grave concerns about BPAC being subsumed in a Transportation Advisory Board. Could work with Option B but Option A is not workable. She reiterated her written submissions and testimony to PPTF. She notes the need to have a 21st century vision for public transportation. She notes that staffing changes in recent years have led to staff less focused on bike transit. Thus the proposed merger comes at a particularly bad time. She complained that currently staff is not following procedures established in the past to bring items through BPAC.
- Expressed confusion about table. Scribe said the whole report is clearer.

- Has concerns BPAC like Susan. However, maybe the combination suggested might be a good way of making sure that bike and pedestrian interests are heard in the context of all transport decisions.
- Referenced Susan's comments about BPAC interests not being heard in Transportation Board. He advised us not to just move walls around without making real changes. The focus needs to be on making sure that any new arrangement nets better communications from volunteers to staff and councilors.
- Repeated her previous testimony about the potential for using liaisons between transport groups.
- Clarified about the differences between boards and commissions.
- Commented that combining Parks and Recreation with Natural Areas wasn't really working for Natural Areas. Would want assurances that specific slots for current interests are incorporated into blended boards. Is concerned that some voices will be lost along with the goals that they support.
- Report needs to be clearer about tie between council goals and board goals.
- Combined Transportation might be boring to the subgroups. They may find it hard to maintain focus.
- Airport Commission reports to Urban Services - changing this won't save money, concern about changing to Advisory Board - could mean loss of open meetings, work could possibly be diluted if merged with another commission
- Define what Sunset means
- CCI - underutilized, members meet infrequently and don't know what they're supposed to do - currently no staff support - staff member is clearly too busy to help them - group non fulfilling its purpose
- MLK Commission - Why not merged? - Highly specialized, could be a subcommittee of new CIDAB
- Process not objective if a current board can complain and have decision to merge be changed
- Title of Board doesn't matter if they're doing good work
- Concern about loss of public meetings when commission turns into an Advisory Board
- Concerned about increased requirements of NA's - asking too much
- Why do RNG's get preferential treatment by receiving notices about Land Use Hearings? This information should be distributed more widely
- Concern about minutes being recorded accurately when committees merge
- Concern about merged Transit Commission causing BPAC to lose its voice
- Implications if Bike and Peds is consolidated? Yes – it's concerning. Bike and peds tend to be given second place to cars. The new one is a jump, a leap of faith. If they combine into transportation broadly – it would be interesting to see the composition of the body. Would it just be people interested in parking and cars?
- BPAC - Its good to have people come together for this conversation.
- BPAC - Would cars be the 800 lb gorilla? Would parking really be included in TAB? Maybe that would be a distraction. Transportation should include how do you reduce car traffic, the need for parking?
- Budget Commission - Talk about getting discussion earlier. Would that just make for lots more meetings all year? Not necessarily, for example LBCC has a November meeting about the big challenges and concepts. This informs the administrative development of budgets)
- Should the budget commission do all the advising?

Discussion 3: Which recommendations do you support?

Are there any you're especially excited about?

- I'm excited about the Empowerment Grants. I'm interested in connections throughout the community, getting to know neighbors next door and across the community.
- I'd like to use the Empowerment Grant to paint the curbs. When road repairs were done on my street, they failed to paint the curbs. So the students park everywhere.
- I like the basic framework for organizing NAs. I like having focused staff time for answering questions from NAs. It would be nice to have someone on staff to answer your questions, such as detailed land use questions.
- Could there be a staff person who understands the processes? I'm excited about giving formal recognition to NAs. The City has no recognition of them, except for fees for Land Use appeals. I agree the requirements should be lower for RNGs. When there's a citizen organization that represents a specific community, like Casa Latinos Unidos, or a grassroots group like the Infill Task Force, they should be able to get recognition as a Registered Community Group, and we should open up the opportunities to them, as well.
- One of the benefits I like is formalized updating of contacts. This needs to be part of the process. There's no longer a City ombudsman position that people can take their problems to.
- I'm generally excited about the report as a whole. I think there will be good outcomes.
- Overall, it's a very good effort.
- It's comprehensive, has good content, and represents a lot of hard work.
- Efficiency can free up time and this is good
- Are you sure the commissions should be changed? Process for reporting to council and council actually listening needs to be better
- 101 guides on participating is a good thing if done right
- Can city council packet be provided in specific sections, not just the whole thing?
- Audio files seem to currently have a problem
- Excited about RNG's and the opportunity. This information being online would be awesome
- It is possible people from Corvallis want to participate too much and can't get anything done.
- Streamlining is great. This would increase communication and increase opportunities
- Strive for consistency, clarifying, training, expectations. Format of minutes a good idea
- Clarification of definitions is good. Consistency allows for how much a citizen wants to get involved-participate.
- Question about a non-resident having a voice, but no vote. A community member works here and has a business here, but does not live here. - perhaps they could be on an advisory.
- Maybe make a commission fluid. Example A commission could have 8, with 4 be consultants or "on call" for their speciality
- He has served on non-profits where the board members jobs were to interview a person with a speciality v.s. having the person on the board. The board member would report back the information. It simplified having people coming in and presenting all the time.
- RNA - GREAT, "Love'm", Everyone benefits
Boards and commission - clarify - what are they? what does each do?
- What is BPAC? - Unclear acronyms.

- What is the process of our city government. All felt that a 101 class in city government process was a good idea from land use to presenting an idea correctly, using the correct language to council.
- Like the Guiding Principles- Add Respect as a stand-alone (2nd sentence of diversity)
- Watershed as a Department Advisory Board is a good recommendation
- Planning Merge with Land Development is good
- Overarching Transportation Board is a good recommendation (will ensure better communication and planning with all groups together)
- Likes recommendation for Budget Commission
- Like the idea of green, yellow, red light as opposed to 3 minute timer with the chime that is disruptive. Like the idea of a more subtle time keeping mechanism.
- Like changing word citizen to community member
- More transparent openings/advertisements for Board and Commission appointment process
- Likes the idea of increased access to City information on website- improve website especially searching archives
- Likes the idea for B&C training for chairs. As an example offer a webinar so it can fit into the lives of people with busy schedules.
- The definitions of advisory committees, commissions, and task forces are nice. Gives more clarity and consistency to the process.
- I liked many of the recommendations for the neighborhood groups, gives it more structure and guidance, encourages it to happen, it's good to be more planful about neighborhood group formation, gives more information about what neighborhoods could be doing.
- I like the idea of having different locations for City Council meetings, get out into different communities.
- Could City Council have meetings on campus? Have a City Council meeting in Milam Hall, that would be kind of fun.
- Liked the PPTF process, asked lots of questions, did surveys, encouraged feedback through public meetings.
- This is the best study of the issue we've had in a long time.
- I'm concerned when we only have one City Councilor run for a seat. Part of the goal for this was to increase participation, correct?
- How do the boards and commissions and neighborhood groups fit into city government as a whole?
- The goal is not to (should not be to) burn people out in boards and commissions before they have the opportunity to run for City Council. Developing our community members as leaders is important.
- I would like to see more diversity on our City Council, it's important to bring people up from various levels of community leadership.
- If City Council was a paid position, it would be more diverse.
- If businesses gave people time off to participate in City Council or encourage people to publicly participate, there would be more diverse representation.
- Like - RNG's recommendations, especially the list serve (Google groups).
- Like - Streamlining procedures. Recruitment and training. Orientation.
- Like - Better publication of openings on Boards
- Like - Orientations
- Like - Water Systems Board
- Like - Transportation – the possibility of review of road construction early on
- Like - Access and opportunities. Happy with focus on outreach to make volunteer opportunities known.
- likes idea of empowered all RNG's to offer similar broad opportunities and info to residents.

- Likes big picture about streamlining. Also, looking forward to getting guidance on how to react to public and learning about records requirements. Learn about what's legal.
- Creating a community friendly atmosphere. That folks feel welcomed to attend meetings.
- Free Meeting spaces
- Like CIDAB. Likes the focus on outreach and helping folks feel comfortable in approaching government.
- Like - Neighborhoods. Whole section. Empowerment. Gives neighborhood more of a voice and incentive to work towards something. Communication liaison. Trainings.
- Like the overall conversation about having PP be a topic of conversation. Suggests that we follow through on any issues and provide means by which issues can come up and be dealt with in the future.
- Like CIDAB - good to encourage broad citizen involvement
- Like Opportunity to merge all transportation committees into one
- Makes sense to have parking as part of Transit
- Like focus on neighborhood groups
- The changes in names are clarifications of authority . it would be clarity to the process. It makes for reasonable expectations. Step in the right direction. I don't really know what our authority is.
- These recommendations are good. I didn't have a clue. After 2 meetings, and no orientation, I was made vice chair.
- The orientation needs to be clear. Outgoing chair needs to bring along the new person.
- Currently there isn't adequate training.
- No orientation makes the group more dependent on staff. That is inefficient. There needs to be more transparency, more clarity.
- Like The possibility of translation for participants.
- Clarifying questions about orientation and training: new members only, or also for recruitment? It could be a good tool .
- There could be a 'TED' talk about an advisory board, so people know what it is about. Videos about each B&C
- Some communities show a film for jurors, so you know in advance what is going to happen and why. That could be good for advisory boards. It wouldn't require everyone to come together. What we have now just isn't working.
- It would be good to have a video about giving public testimony. In person is good, but a video would be available any time. A good recruitment tool.
- Good thing: more active neighborhood associations. Are methods of RNG approval barriers?
- Council liaison – what does that mean? Those are city councilors. More clarity would be good. It might be better to have the relationship between the advisory board and the standing committee.
- The proposed change in boards strengthening relationships with standing committees would help
- The council liaison position could go away.
- How would the relationship between the standing committees and boards and commissions work? The check in process might keep the boards focused on work (example: making sure that the TAB didn't just focus on car issues, but continued to keep transit and other issues considered).
- I have tried to find stuff in the website, it really needs to be more accessible.
- From PC: it would be really helpful for us if community members had better access and understanding of land use issues.
- Earlier meetings with developers is good.
- Still lots of work to be done – CIDAB.
- It will be interesting to see what methods are effective to reach diverse groups: renters, low income, etc.

- If you go back to an earlier time: village meeting. This is a way to make democracy work better in our time using current tools
- Southtown – there are block parties – talk about a lot of issues. Different settings are good.
- Reaching university students – what methods should be used?
- We need to take this to the kids, to the schools. They need to know the importance of public participation. Let's broaden this to everyone.
- We have an engaged population – at least some groups, but not all. We need to reach all. Not everyone needs to go to a boring meeting and watch a PowerPoint – we need to do it in ways that don't give us barriers.
- For a lot of our community members – they just don't think they could be involved. They might be concerned because some are international, speak another language, or may be undocumented.

5/3/2014 py

IV. BOARDS AND COMMISSIONS ORGANIZATION AND STRUCTURE

In the years in my involvement with Corvallis City Government I have come to see gaps in two specific areas – water issues and transportation issues. By gaps I mean policy areas that the public has had difficulty in following the decision making process. Both water and transportation issues, that can involve extensive budgets decisions as well as extensive interaction with state and federal policies-makers, suffer from those gaps.

These two areas, water and transportation, are largely managed within Public Works Department. Water and transportation issues in one way or another affect the lives of Corvallis citizens. Clear means to accessing as well as influencing the decision-making process is missing. I look forward to a discussion of these gaps and proposed remedies.

In the area of transportation trails provide an interesting example. Some trails are both public transportation routes as well as recreational. The management of “trails” can lead to the Parks Natural Areas and Recreation Department Advisory Board. But there is also a Bicycle and Pedestrian Advisory Board. All purpose trails are proposed in the City’s Transportation Plan.

The Transportation and Buildings Division of Public Works Department according to their web page manages the Corvallis Transit System, Bikeways, Alternative Modes of Transportation as well as Transportation Demand Management Services according to their web page.

In addition, some planning for future regional transportation projects is done through the Corvallis Area Metropolitan Planning Organization. (CAMPO includes Corvallis, Philomath, Adair, and some areas of Benton County)

This leads me to conclude that Corvallis needs either two new agencies – a Transportation Department and a Water Department, each with a citizen advisory board; or at a minimum two new advisory committees for transportation issues and for water issues. I would support The PPTFF Recommendation B in speaking to “Charge Id in this regard.

The public needs better access to the decision-making process for policies, programs and projects being considered and the costs related to these programs and projects. The advisory boards should not just report to agency staff but to the Council itself. Buy in from the public stemming from genuine access can be a valuable tool in planning. The Capital Improvement Program could a more powerful tool if both transportation needs and water management needs and costs, for example, were identified earlier in the process by Advisory Committees.

Thank you for your consideration.

Liz Frenkel
Corvallis 97333
lizbobfrenkel@

CITY OF CORVALLIS
Public Participation Task Force Minutes
May 1, 2014 - DRAFT

Members Present:	Kent Daniels, Chair; Richard Hervey; Penny York; Rocio Munoz; Brenda VanDevelder; Emily Bowling; Lee Eckroth; Becki Goslow; George Brown
Members Absent:	Annette Mills, Vice Chair
Staff:	Terry Nix, Scribe
Visitors:	None

<u><i>Agenda Item</i></u>	<u><i>Key Discussion Points</i></u>	<u><i>Action or Information Only</i></u>
1. Check in, introductions, ground rules	<ul style="list-style-type: none"> The meeting began at 11:00 a.m. 	
2. Review today's agenda: changes or additions	<ul style="list-style-type: none"> Kent distributed a revised agenda. Discussion regarding the City's budget process and whether this is the appropriate time to propose that the City Council set money aside to implement the TF recommendations. Funding needs would include some level of support for neighborhood empowerment grants, translation services, and potential one-time costs to merge some of the B&C. 	<ul style="list-style-type: none"> Richard will shape a recommendation for the Budget Commission's consideration.
3. Review/approve 4/17/2104 meeting draft minutes		<ul style="list-style-type: none"> Motion by Brenda, seconded by Richard, to approve the minutes; motion passed unanimously.
4. Comments/feedback on April 28 th public meeting	<ul style="list-style-type: none"> In general, the public meeting was well organized and facilitated. 	<ul style="list-style-type: none"> Penny will organize the public comments by subject area.

<u>Agenda Item</u>	<u>Key Discussion Points</u>	<u>Action or Information Only</u>
	<ul style="list-style-type: none"> • There were a lot of younger people in the audience and good energy in the room. • There was a nice follow up article in the Gazette Times. • Public comments have been compiled and reviewed by the TF. 	
<p>5. Draft PPTF Recommendations document - start revision process; set priorities and work plans</p>	<ul style="list-style-type: none"> • The TF reviewed and discussed areas of the recommendation that needed further consideration. • Concerns have been raised by bicycle advocates that their voices may not be heard in the larger transportation advisory board. The concern could possibly be addressed to some degree in how the charge is written. • There were questions at the public meeting as to why the TF did not recommend merging MLK with CIDAB. The TF had concerns about the new CIDAB having too big of a workload and expectation. Consideration could be given to merging the bodies in the future. • Diversity and inclusiveness should be inherent in the structure and not dedicated to only one group. 	<ul style="list-style-type: none"> • Richard, Brenda, and Kent will draft language for the cost analysis and implications section. • Kent will send out draft language for the recommended departmental advisory committees. • Penny will rewrite the recommendation for a transportation advisory board. • Kent will work with Annette to rewrite the recommendation for a water systems advisory board. • Kent will draft language to articulate why the TF did not recommend merging the MLK Commission with CIDAB. • Kent will send out a revised recommendation document with changes tracked for further review at the next meeting.

<u>Agenda Item</u>	<u>Key Discussion Points</u>	<u>Action or Information Only</u>
	<ul style="list-style-type: none"> • The MLK should have the ability to decide if they want to change their name or broaden their scope. • The table is intended to be used as a tool when looking at the narrative of the recommendation; the table will be included in the appendix. • TTF members felt that neighborhood groups should be required to meet some level of standards if they are to receive City funding. 	
6. Timeline, responsibilities and roles for PPTF and others for critical path from April 29 to Dec 31, 2014		
7. Check-out: Time well used? Everyone prepared? Everyone heard? Meeting process okay? What can be done better? Next meeting agenda items?		<ul style="list-style-type: none"> • The next meeting will be held on May 8, 11:00 a.m., at the Madison Avenue Meeting Room.
8. Adjournment	<ul style="list-style-type: none"> • The meeting was adjourned at 1:00 pm 	

Chair Daniels requested including an email from Ms. Lauren Browne, Citizen Engagement Coordinator, City of Sedona (Attachment A)

Respectfully submitted: Kent Daniels, Chair

Next Meeting: May 8, 2014

From: Kenton Daniels [mailto:kentonofbenton@]
Sent: Thursday, May 01, 2014 9:19 AM
To: Holzworth, Carla
Subject: Fwd: Citizen Engagement

Begin forwarded message:

From: "Altmann Hughes, Mary Beth" <Marybeth.AltmannHughes@corvallisoregon.gov>
Subject: FW: Citizen Engagement
Date: April 30, 2014 at 8:58:00 AM PDT
To: Lee Eckroth <Lee@ >, Annette Mills
<amills@ >, "Bowling, Emily"
<Emily.Bowling@ >, Rebecca Goslow <Becki.goslow@ >,
Richard Hervey <r.e.hervey@ >, MUNOZ Rocio
<Rocio.Munoz@ >, Brenda VanDevelder
<brenda.vandevelder@ >, "Altmann Hughes, Mary Beth"
<Marybeth.AltmannHughes@corvallisoregon.gov>, Kenton Daniels
<kentonofbenton@ >, Penny York <york.penny58@ >, George
Brown <George.allen.brown@ >

Good Morning Task Force,

This was sent to me after the individual below read our article in the Gazette Times. I have not yet had a moment to read the attachment, but I am intrigued and will read it when the time permits later today.

Thanks, MB

From: Lauren Browne [mailto:LBrowne@sedonaaz.gov]
Sent: Tuesday, April 29, 2014 5:32 PM
To: Altmann Hughes, Mary Beth
Subject: Citizen Engagement

Hi Marybeth,

I live in Sedona, Arizona, and I work for the City of Sedona as the Citizen Engagement Coordinator. I came across an article in the Corvallis Gazette-Times about your interests in exploring/modifying the way your city does civic engagement.

As the head of our citizen engagement, I read some similar issues in that article to what Sedona was going through. We too wondered how effective and efficient our Commissions were, and after a year-long

process, sunsetted our Commissions that weren't state mandated, and launched the Citizen Engagement Program. It consists of what we call work groups of citizen volunteers, who act as advisory boards on all of the major decisions that the City is needing public input on. They don't have to act under the Open Meeting Law (which was something that was cumbersome in our Commissions), and we make them easy to commit to because we dictate how many times they'll meet, what the issue they're going to tackle is, and then they disband after their work is done. Sometimes this can be in just 3 or 4 meetings.

Anyways, I thought I would reach out to you, not because I think our way of doing citizen engagement is the best way for your community, but just as a point of contact for you if you ever want to chat about our system, ideas, etc. As a person who has seen what your community is going through, if I can be of any help to you, don't hesitate to reach out to me. I also have a copy of our council-approved Citizen Engagement Plan, which details our strategy if you're ever interested.

Good luck as you figure out what's best for your community.

Regards,

Lauren Browne
Citizen Engagement Coordinator
City of Sedona

928-203-5068
lbrowne@sedona.az.gov

[Citizen Engagement Program website.](#)

Be a Fan on [Facebook.](#)
Follow the program on [Twitter.](#)
Follow the program on [Instagram.](#)

CITY OF CORVALLIS
Public Participation Task Force Minutes
May 8, 2014 - DRAFT

Members Present:	Kent Daniels, Chair; Annette Mills, Vice Chair; Penny York; Rocio Munoz; George Brown
Members Absent:	Richard Hervey; Brenda VanDevelder; Emily Bowling; Lee Eckroth; Becki Goslow
Staff:	Mary Beth Altmann Hughes, Human Resources Director; Terry Nix, Scribe
Visitors:	None

<u>Agenda Item</u>	<u>Key Discussion Points</u>	<u>Action or Information Only</u>
1. Check in, introductions, ground rules	<ul style="list-style-type: none"> The meeting began at 11:00 a.m. 	
2. Review today's agenda: changes or additions	<ul style="list-style-type: none"> No changes 	
3. Review/approve 4/24/2014 meeting draft minutes		<ul style="list-style-type: none"> One correction – change 2104 to 2014. Motion by Penny, seconded by Annette, to approve the minutes as corrected; motion passed unanimously.
4. Continue revising draft recommendations document for May 23 final to staff for inclusion in 6/2/2014 City Council meeting packet	<ul style="list-style-type: none"> Discussion and continued modification of the draft recommendation document, taking into consideration feedback from the April 28th public meeting and other public comments. When there was agreement by TF members, there will be one recommendation. When there was not consensus, two or more options will be presented neutrally. 	<ul style="list-style-type: none"> Kent and Brenda are charged with edits and format changes. Rocio will translate the changes. Mary Beth will rewrite the section on department advisory committees. Annette will rewrite areas where options are presented so the options are presented neutrally but the background info is not lost.

<u>Agenda Item</u>	<u>Key Discussion Points</u>	<u>Action or Information Only</u>
	<ul style="list-style-type: none"> • There was a public comment that department advisory committees may exclude community members who have a different point of view, especially through the appointment process. • The Department Advisory Committees would provide a way for department directors to consult with others outside of their staff and they would have oversight by the City Council. • There was a suggestion at the public meeting that Citizen Involvement and Diversity Advisory Board be renamed Community Involvement and Inclusion. • With diversity there is inclusion but with inclusion there is not necessarily diversity. Diversity should be included in all B&C and also be part of CIDAB. • Page references will need to be checked as the document is finalized. • The chart provides a big picture and clarifying info and will be included in the appendix. • Advocacy groups should be private; City-funded groups should be focused on the decision-making process. 	<ul style="list-style-type: none"> • Penny will rework three options for restructuring of the Airport Commission, Economic Development Commission, Downtown Commission and Downtown Parking Commission. • Kent will revise and distribute the draft document based on the discussion. • The Task Force will discuss the Neighborhoods section next week. Tiny Task Force members are asked to provide any suggested edits prior to the meeting.

<u>Agenda Item</u>	<u>Key Discussion Points</u>	<u>Action or Information Only</u>
	<ul style="list-style-type: none"> • A public safety advisory board to inform the police and fire departments is a big decision that needs to be decided through a City Council process. The TF has no strong recommendation at this time. • There was public input that combining the Downtown Commission with the Economic Development Commission would do a disservice to downtown issues. • The TF discussed options for realignment of the Airport Commission, Economic Development Commission, Downtown Commission, and Downtown Parking Commission. • The Economic Development Commission is focused on regional economic development. Regionally focused economic development boards have more strength. 	
5. Community member comments or suggestions/dialog regarding 4/17/14 draft document	<ul style="list-style-type: none"> • There were no community member comments or suggestions. 	
6. Timeline, responsibilities and roles for PPTF and others for critical path from April 29 to December 31, 2014	<ul style="list-style-type: none"> • No discussion was held on this item. 	

<u>Agenda Item</u>	<u>Key Discussion Points</u>	<u>Action or Information Only</u>
7. Check-out: Time well used? Everyone prepared? Everyone heard? Meeting process okay? What can be done better? Next meeting agenda items?		<ul style="list-style-type: none"> The next meeting will be held on May 15, 11:00 a.m., at the Madison Avenue Meeting Room.
8. Adjournment	<ul style="list-style-type: none"> The meeting was adjourned at 1:10 pm 	

Respectfully submitted: Kent Daniels, Chair

Next Meeting: May 15, 2014

MEETING MINUTES ATTACHMENTS:

Attachment A: Hanging issues

Attachment B: Department Advisory Committee Characteristics

Attachment C: Email to PPTF re: work plans and responsibilities

Attachment D: Recommendations – working draft

PPTF - Hanging issues/questions/ideas 5/6/14

1. Text needed for Water Systems Advisory Board recommendation
2. Text needed on: a) use of liaisons between B&Cs and DACs; b) range of # of persons on B/Cs (9-12 on CIDAB and Transportation?); c) clarity of relationship between Council goals and B/C goals.
3. Wording/name question: diversity vs. inclusion (CIDAB vs. CIIAB?)
4. Downtown Commission/Economic Development Commission/Downtown Parking: last discussion left options as are in draft text.
5. Table of B/C options: last decision was to move table to appendices
6. Need for accurate contact information for B/C chairs and staff supporting each B/C.
7. Remove "Building" responsibility from Water Systems Adv. Bd?
8. Need for suggestions regarding B/C set up and format to be more community member friendly: a) Use of circles or tables instead of the "Tribunal" set up used by the City Council and many B/Cs; b) meeting times: Noon or after 6 PM generally best; meetings held early morning or mid morning or mid afternoon are not conducive to attendance by most community members; c) others (Richard?)
9. Consider the use of "TED" talks, webinars and other similar online one-on one tools for trainings, orientations, RNG establishment, giving public testimony, 101 tools (local Gov't 101; B/C systems and appts., etc.)

DRAFT: Characteristics of a Dept. Advisory Committee

1. Open, noticed public meetings (as are the Infill Task Force meetings) that allow public testimony. Decisions on frequency of meetings to be decided by Committee members and staff, with the minimum being quarterly
2. Appointments will be recommended by the Dept. Head to the standing Committee for approval by the Mayor and Council. Dept. Head will be expected to take into account diversity and inclusiveness considerations when making appointments, as well as technical expertise or knowledge. Not established by ordinance. Vacancy advertising required?
3. Reviewed every year by Council standing committee for continuation/revision.
4. Minutes will be taken and will always go to the Council standing committee for the Dept.
5. Number of committee members is decision for Dept. Head, but a range might be 5-7. Appointees do not serve terms but may need to have a maximum # of years of service.
6. Committee works with the Dept. staff, but also reports to the Council standing committee periodically.
- 7.
8. Can make periodic reports to the full council

Cost Implications

1. Overhead cost of appointing, running and maintaining considerably lower than for a Commission or City Advisory Board.
2. Not requiring terms and allowing a smaller number of appointees reduces costs for re-appointments, and ongoing operation.

From: Kenton Daniels [mailto:kentonofbenton@_____]
Sent: Friday, May 09, 2014 12:01 PM
To: Holzworth, Carla
Subject: Fwd: Work plans and responsibilities for the next three weeks

Hi. this email should be attached to the 5/8 PPTF minutes. Cheers,

Kent

Begin forwarded message:

From: Kenton Daniels <kentonofbenton@_____>
Subject: Work plans and responsibilities for the next three weeks
Date: May 6, 2014 at 11:32:23 AM PDT
To: Emily Bowling <Emily.bowling@_____>, George Brown <George.allen.brown@_____>, Lee Eckroth <lee@_____>, Becki Goslow <Becki.goslow@_____>, Richard Hervey <r.e.hervey@_____>, Annette Mills <amills@_____>, Rocio Munoz <Rocio.munoz@_____>, Brenda VanDevelder <brenda.vandevelder@_____>, Penny York <york.penny58@_____>, MaryBeth Altmann <Marybeth.altmannhughes@corvallisoregon.gov>, Kent Daniels <kentonofbenton@_____>
Cc: "Holzworth, Carla" <carla.holzworth@corvallisoregon.gov>

Good morning. Here is a draft work plan for the PPTF for the next three weeks. I still don't know if we are going to have a quorum for this Thursday's meeting - as of today I have heard from the following PPTFers: Will NOT be at the 5/8 meeting: Brenda, Emily, Richard, Becki. Will be at the 5/8 meeting - Mary Beth (to 12:15), George, Rocio, Penny, Kent.

MAY 8TH MEETING:

1. Review changes to draft document pages 1-22(Sections I-V). A re-draft of these pages is in process and will be sent out to everyone this evening or Wednesday by noon. Please bring either your computer or a hard copy of this revised document with you to the 5/8 meeting. Since neither Brenda nor Emily will be there, we won't have the ability to make changes from the screen, unless someone else has the ability to do that.
2. Review appendices, definitions and acronyms lists for additions
3. Agree on responsibility for revision/redrafting of the following (I have entered the names of who I think agreed to or should be responsible for what areas. The volunteer editor is included with Kent's name):

- * pages 1-7: Sections I-III - Kent/Brenda
- * pages 8-19: Boards and Commissions - Penny, Kent

- * pages 19-22: Access and Opportunities- Annette, Rocio, Becki, Mary Beth
- * Pages 25-33, Neighborhoods - Emily, Richard, George
- * pages 33- ? : Cost Implications - Brenda, Penny, Richard
- * pages 34- ? : Appendices - Emily, Brenda, Kent
- * Page 13: Water Systems Advisory Board text/recommendation: Annette, Kent
- * General formatting and layout: Brenda, Kent

Is there anything else?

MAY 15TH MEETING:

1. Approve final wording for pages 1-22
2. Review redraft of pages 19 - 33
3. Agree on final content for appendices, definitions and acronyms

MAY 22ND MEETING:

1. Last review of all sections of document and agreement on final content for inclusion in City Council packet for 6/2 Council meeting (must go to Carla H. by May 25th)
2. Agreement on who will present report to Council and how that will be done.

JUNE 2ND City Council Meeting 6:30 PM at Fire Station

Presentation of final recommendations report by PPTF - As many TF members there as is possible.

This is it! Last 19 days of work by the PPTF !! Cheers,

Kent

City of Corvallis Public Participation Task Force

DRAFT Recommendations

Compiled recommendations from three sub-committees:
Boards and Commissions organization and structure
Guiding principles for public participation—access and opportunities
Neighborhood Associations

WORKING DRAFT RESPONSE TO CHARGE

May 7 April 17, 2014

PUBLIC PARTICIPATION TASK FORCE

Community member volunteers:

Kent Daniels, Chair

Annette Mills, Vice Chair

Emily Bowling

George Brown

Lee Eckroth

Becki Goslow

Rocio Muñoz

Brenda VanDevelder

City Council volunteers:

Councilor Penny York

Councilor Richard Hervey

Staff volunteer:

Mary Beth Altmann-Hughes

TABLE OF CONTENTS

I. DEFINITIONS AND ACRONYMS

II. CITY COUNCIL GOAL AND CHARGE TO TASK FORCE

III. GUIDING PRINCIPLES FOR PUBLIC ENGAGEMENT

IV. BOARDS AND COMMISSIONS

V. ACCESS AND OPPORTUNITIES

VI. NEIGHBORHOODS

VII. COST ANALYSIS AND IMPLICATIONS

APPENDICES:

I. Neighborhood Connections Process

II. Neighborhood Groups Survey Results

III. Benefits document (Lake Oswego)

IV. Research Process

V. Discussion point minutes example

VI. Board/Commission changes: Options Chart

VII. Draft Implementation Plan

**VIII. Draft Board/Commission Annual Report
and Proposed Work Plan**

IX. Parking Lot

**X. Others: Councilor Brown's chart; other communications to
PPTF (e.g., docs from City Manager and Department
Heads); recipient list for draft PPTF recommendations**

I. DEFINITIONS

Advisory Board—A standing committee of community residents, appointed by the Mayor, to provide advice and information to the City Council on a specific topic of city relevance

City Council Liaison--

City Council Standing Committee—one of three permanent committees that address the range of issues coming to the City Council for consideration. The three committees are the Administrative Services, Human Services, and Urban Services Committees, and consist of three Councilors each.

Commission—A standing committee to which the City Council has delegated decision-making authority, such as the Planning Commission and Historic Resources Commission.

Community Involvement and Diversity Advisory Board (CIDAB)—A potential advisory board, recommended in response to City Council Charges 1b, 1c, 1d, 7, and 8. Would include functions of current Committee for Citizen Involvement, responsibilities to work with neighborhoods and other duties.

Department Advisory Committee—An ongoing administrative or technical committee appointed by City department directors (with *Mayor and Council* approval) to work with city staff on matters involving specialized expertise or a very specific area of concern. (See detailed explanation on page ---.)

Registered Neighborhood Group (RNG)—an organized group of neighbors, including but not limited to neighborhood associations, that shares interest in their neighborhood's quality of life. RNGs would be officially registered with the City, meets certain minimum requirements for recognition, and be eligible to apply for benefits the City offers only to RNGs, such as meeting space.

Sunsetting--

Task Force—A committee formed to achieve a particular goal with a specific charge, usually serving for a limited time. Often established by City Council resolution, usually appointed by the Mayor, but sometimes established and appointed by department heads or staff.

ACRONYMS

PPTF
RNG
CIDAB
ACC
BPAC
CACOT

II. CITY COUNCIL'S GOAL AND CHARGE TO THE PUBLIC PARTICIPATION TASK FORCE (PPTF)

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

CHARGE TO TASK FORCE:

“Issues to be studied and deliberated:

1. Number and scope of boards and commissions
 - a. Identify areas of duplication between existing boards and commissions.
 - b. Identify boards and commissions whose areas of study are so small or narrow that they could be incorporated into another related group or community organization.
 - c. Identify significant areas of City Council responsibility where the Council doesn't receive systematic citizen advice. Include gaps in the board and commission system that would benefit from a change in the scope of a current group or the formation of a new group.
 - d. Suggest how to combine, divide or otherwise reorganize these groups so that they are as effective and efficient as possible.
2. The formation, evaluation, revision and sunset process
 - a. What criteria should the City Council use to determine if a new board or commission should be created?
 - b. Consider how best to define and evaluate effective board and commission operations and outcomes.
 - c. Consider how to balance the roles of boards and commissions as well-informed and neutral advisors to the Council as opposed to advocates for a particular point of view.
 - d. What criteria should the Council use to make significant changes in one or more boards or commissions?
 - e. Consider revising the process and/or developing criteria to guide Council decisions about ending boards and commissions.
 - f. How should the effectiveness of staff support be evaluated?
3. Relationship with City operating departments
 - a. The relationships between individual boards and commissions and the related operating department vary greatly. What should the relationships be?
4. Council liaison role
 - a. What should the role of the City Council liaison be?

5. Opportunities to advise the City Council
 - a. Is access available to all citizens to give thoughtful input and advice to the City Council through the board and commission system? If not, are there ways to improve the board and commission system for better access?
 - b. Is there adequate access to citizens to advise the Council through means other than the board and commission system? If not, suggest methods of improvement.
6. Cost factors
 - a. It is important to ensure that decisions are timely; citizens feel that their efforts are meaningful, and city resources are used well. Identify ways to streamline or reduce the use of staff support.
 - b. Identify ways to maximize the use of citizen volunteers.
7. Committee for Citizen Involvement
 - a. Is the current configuration of this group the most effective means of addressing the Oregon Land Use System Goal One? If not, how might this goal be better met?
8. Neighborhood associations
 - a. 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."

COMMENT ON THE CHARGE:

Throughout our recommendations, we refer to the impact on effectiveness and efficiency according to the definition provided by City Council:

- **'Effectiveness'** means improved communication between residents and appointees with the Council and staff in ways that result in better, more informed decision making.
- **'Efficiency'** means purposeful and limited use of city resources, including staff time, volunteer time and other direct costs.

From the outset, our focus has remained resolutely on our charge, on the formal channels of engaging community members early in the decision-making process, and on strengthening the existing board and commission system. We endeavored to provide alternative options to strengthen public participation in eight specific areas. For the most part, this draft document will address each area sequentially by number.

The Public Participation Task Force is comprised of eight community members, two city council members, and one staff representative from the City. We want to emphasize our respect for all the community volunteers currently serving on City boards and commissions, and our appreciation for the importance of the work they do. We believe our recommendations can both heighten and support that work and enhance community members' involvement in city planning and decision-making processes.

Additionally, we recognize the City Council's priority of creating a sustainable budget and note that City Council must prioritize recommendations and the use of resources for public participation effectiveness.

III. GUIDING PRINCIPLES FOR PUBLIC ENGAGEMENT

The Corvallis 2020 vision document includes the following *as a* statements about our community:

- “Boards, commissions, and task forces are the primary working groups that evaluate, draft, and recommend plans and legislation to the city council.”
- “In 2020, Corvallis will be ...a city which employs local benchmarks to measure progress in areas including such as housing, economic vitality, educational quality, environmental quality, and overall quality of life; ...blessed with an involved citizenry that citizens will actively participates in public policy and decision making; and we will be a community that honors diversity...”

Members of Advisory Boards, Commissions, and Task Forces provide an invaluable service to our city. These groups advise the City Council on a wide variety of subjects.

Serving on an Advisory Board, Commission, or Task Force can be a rewarding experience for community service-minded residents. It is a productive way to participate in the functioning of local government and assists City Council members in understanding the values of their constituents. The role of these committees is to provide input to city staff and advice and recommendations City Council. The expertise and work of community groups often serve as a catalyst for innovative city programs and improved services.

To address the language both in our Corvallis vision document and in Charge 5 from the City Council, we recommend that the City adopt the following Guiding Principles and display them on the City website and other appropriate documents.

GUIDING PRINCIPLES

1. **Collaborative Democracy** - Enhance and support community-driven democracy in city government. Ensure that all participants listen and attempt to understand different viewpoints.
2. **Diversity** – Seek input from all viewpoints, backgrounds, and philosophies. Treat each person with dignity, fairness, and respect.
3. **Openness and Access** - Promote fair, open and respectful processes that allow all who are interested or affected to have an equal opportunity to participate.
4. **Inclusiveness** - Create a variety of ways for community members to participate and influence decisions.
5. **Accountability** - Use decision-making processes that are transparent and that create decisions that can be tracked with clearly defined responsibilities.

6. Respect – need text

PRINCIPIOS FUNDAMENTALES

1. **Trabajo colaborativo en la Democracia** – mejorar y apoyar una democracia gubernamental dirigida por la comunidad. Asegurarse todos los participantes escuchen e intenten comprender diferentes puntos de vista.
2. **Diversidad** – solicitar opiniones desde todas las perspectivas, orígenes y filosofías. Tratar a cada persona con dignidad, igualdad y respeto.
3. **Transparencia** - Promover procesos justos, abiertos y respetuosos que permiten a aquellos interesados o afectados a tener una oportunidad para participar.
4. **Integración** – Crear una variedad de maneras para que miembros de la comunidad participen e influyan las decisiones.
5. **Obligación** – Usar procesos para hacer decisiones responsables y que sean transparentes.
6. Need text

IV. BOARDS AND COMMISSIONS ORGANIZATION AND STRUCTURE

The task force was charged by the City Council with reviewing existing citizen advisory boards and commissions to address portions of the charge related to their number and scope. This element of work for the PPTF was the most challenging, as we acknowledge the contributions and expertise provided by community volunteers currently serving.

Corvallis has benefited immeasurably over the years from the involvement of its citizens in public decision-making. Task forces have worked with city staff, consultants, the general public, and multiple City Councils to tackle difficult issues and help build support for solutions that benefit the entire community, such as the Riverfront Task Force, the Combined Sewer Overflow Project, and the Corvallis Forest Stewardship Plan. Boards and commissions composed of dedicated volunteers do much of the heavy lifting and detail work in their roles to advise the Council about developments in and support for a wide range of City services and functions.

In a comparative review of other Oregon and Pacific Northwest cities, we noted that a larger city (Bend) operates with only 13 advisory boards and commissions; *and* a smaller city (Ashland) operates with 15; and Bellingham, Washington, a somewhat larger university city similar to Corvallis, has 21. Corvallis currently supports 22 advisory boards and commissions. In general, we believe broader categories are more desirable for efficient operations.

We have endeavored to provide alternative pathways to greater effectiveness and efficiency. We encourage existing boards and commissions to review annual goals and the

current level of public engagement with their committee to determine if their issue area would be more comprehensively addressed if united in a more broadly defined advisory board. At the same time, however, we remain very supportive of the Corvallis 2020 Vision statement that “boards, commissions and task forces are the primary working groups that evaluate, draft and recommend plans and legislation to the city council.”

Charge 1a: *“Identify areas of duplication between existing boards and commissions.”*

No Recommendation: Although there are some areas of overlap, we did not identify any significant duplication of responsibilities in the current board and commission system. Therefore we offer no recommendation in that regard.

Charge 1b: *“Identify boards and commissions whose areas of study are so small or narrow that they could be incorporated into another related group or community organization.”*

Recommendation: We identified 13 boards or commissions (listed below) where the scope is specialized or technical enough that some may benefit by either changing them to Departmental Advisory Committees (*see detailed on p. 20*) or by incorporation into another committee or community organization to increase the effectiveness and efficiency in the board and commission system. The chart *on p. 14 in Appendix VI* indicates possible options, including no changes.

- Airport Commission
- Bicycle and Pedestrian Advisory Commission
- Board of Appeals
- Capital Improvement Program Commission
- Citizens Advisory Commission on Transit
- Commission for Martin Luther King, Jr.
- Commission on Civic Beautification and Urban Forestry
- Committee for Citizen Involvement
- Community Police Review Board
- Downtown Commission
- Downtown Parking Commission
- Public Art Selection Commission
- Watershed Management Advisory Commission

Charge 1c: *“Identify significant areas of City Council responsibility where the Council doesn’t receive systematic citizen advice. Include gaps in the board and commission system that would benefit from a change in the scope of a current group or the formation of a new group.”*

Recommendation: We identified four significant areas of City Council responsibility where the Council doesn’t receive systematic community member advice or recommendations. We believe new or modified advisory boards would increase effectiveness of the city by addressing the gaps in the following areas:

- Community Involvement and Diversity

- *Public safety*
- Transportation systems planning and decisions
- Water systems planning and decisions.
- Public safety

See further discussion at Recommendation B, below.

Charge 1d: *“Suggest how to combine, divide, or otherwise reorganize these groups so that they are as effective and efficient as possible.”*

Recommendation A: After reviewing current board and commission activities and charges, we recommend that the following advisory board interest areas could more effectively provide comprehensive input to City Council with a change of scope, organization, or responsibilities. Committees are listed in alphabetical order.

- **Airport Commission.** After review of current activities, we note that there are two distinct areas of oversight including highly technical aviation input and economic development activity reports. **OPTION A:** Change to Department Advisory Committee for aviation concerns, with economic development activities transitioned to the Economic Development Commission. **OPTION B:** Continue as an advisory board.
- **Arts and Culture Commission (ACC).** This committee is charged with advising City Council on all matters relating to arts and culture. We recommend strengthening the formal communications related to city-funded arts and culture related entities with annual reporting to this committee. City-supported arts organizations include the Majestic Theater and the Arts Center, and to some extent Visit Corvallis. We also recommend *merging moving the responsibilities of* the Public Art Selection Commission *with to* this body, *using and having the ACC* use a subcommittee process to add persons as required for art selection work/decisions.
- **Bicycle and Pedestrian Advisory Commission.** This committee has very effectively advocated for bike and pedestrian interests in Corvallis for many years. In other communities (example: Ashland, OR and Bellingham, WA), a Transportation Advisory Board was created to comprehensively address multi-modal transportation issues and provide advice and recommendations on transportation system policy and investment choices. **OPTION A:** We believe having a properly structured Transportation Advisory Committee, using a subcommittee structure for specific segments of the transportation system, would strengthen and increase the voices *of for* multimodal transportation *advocates.* *We believe recommend that* this model *is one to* be explored in Corvallis. **OPTION B:** Continue as an advisory board and do not create a new, broader Transportation Board.

- **Board of Appeals.** The only suggested change is to change the name to “Appeals Commission,” if there are no legal obstacles to doing so (see Charge 3, Recommendation B1, on p.20.)
- **Budget Commission.** This committee includes City Council and community members and is currently limited to reviewing the proposed annual budget. Using examples from the City of Eugene and others, we recommend expanding the scope to study financial issues facing the City and to develop recommendations for the Council; review fund forecasts; have community members work with staff and council on the budget before formal unveiling in February; have subcommittees hold public meetings in the early fall to obtain community member input and suggestions for the next year’s budget, perhaps done collaboratively with the Capital Improvement Program.
- **Capital Improvement Program Commission.** Change scope to that of a Departmental Advisory Committee. Change the membership so that the body is made up *entirely* mostly of representatives from other boards and commissions, including Planning, Budget, Transportation, Water, and Parks, Natural Areas, and Recreation Boards, plus two or three community members with relevant technical knowledge or experience.
- **Citizens Advisory Commission on Transit.** This committee serves to provide input on the City’s public *transportation* transit system. OPTION A: Greater efficiencies could be achieved through a more comprehensive approach to multi-modal transportation with the formation of a Transportation Advisory Board, which would assume the current responsibilities of this advisory commission. OPTION B: Continue as an advisory board and do not create a new, broader Transportation Board.
- **Commission for Martin Luther King Jr.** was established in 1987 to create a community celebration of Martin Luther King, Jr. and to “advise Council on matters pertaining to the holiday.” We value the work of Dr. King and the holiday in his honor, and the dedicated work of current and past Commission members over the last 27 years.

We do believe there is a greater opportunity to advise the City Council on inclusion and diversity issue that align with fostering awareness of principles and practices championed by Dr. King, in addition to the January event honoring *Dr. King his work and memory.* We recommend that the City Council work with the advisory board to: 1) broaden its scope, goals, and responsibilities to address relevant diversity issues and events in our community throughout the year, and 2) work much more collaboratively with the future Citizen Involvement and Diversity Ad-

visory Board, the university, Benton County, and the school district, and 3) explore the feasibility of a future multi-jurisdictional advisory body.

- **Commission on Civic Beautification and Urban Forestry** focuses primarily on street trees and beautification projects with the City. This active committee would be more efficient and cost-effective as a Departmental Advisory Committee.
- **Committee for Citizen Involvement (CCI)** was established as means of addressing the Oregon Land Use System Goal One. We noted that there appears to *be have been* no activity in this committee since December 2012 and prior to that time, meetings were held on a quarterly basis. Educating community members about land use planning is an important piece of engaging the community *and*. We believe additional resources can be generated and supported by incorporating the CCI charge in a newly formed Community Involvement and Diversity Advisory Board (see page x) and sunsetting the current CCI.
- **Community Police Review Board** is a narrowly focused committee dealing specifically with community member complaints. We have identified an opportunity for greater public participation in all matters related to public safety, and recommend further research on increasing the scope of this board or including its responsibilities with the establishment of a Public Safety Advisory Board.
- **Downtown Commission** was created in 2008 to develop a strategic plan and to implement an urban renewal program which was subsequently not supported by voters. The charge is to support a vibrant hub of business and cultural activity through streetscape and signage projects, redevelopment and housing projects, and accessibility and public parking. OPTION A: We suggest including the Downtown Commission as part of the Economic Development Commission's responsibility. Options include OPTION B: Maintaining this commission and incorporating the Downtown Parking Commission as a sub-committee.
- **Downtown Parking Commission** is narrowly focused on downtown parking and promoting multi-modal transportation. Two members of the Downtown Commission serve on this committee, which is in effect a sub-committee of the Downtown Commission. We recommend that its responsibilities be assumed by merging it with the Downtown Commission and ceasing to list it as a separate board. This committee could also be included as part of the recommended Transportation Advisory Board.
- **Economic Development Commission** is charged to develop and recommend economic development policy and strategy for the City to implement. The current strategic plan does not include the economic development activities of the airport or downtown core, or other economic development interests in Corvallis. *We have*

included the option of OPTION A: move the economic development activities of the Downtown Commission to the charge of this committee. OPTION B: Move the economic development-related matters of the Airport Commission to this committee.

- **Historic Resources Commission** and **Planning Commission** are both quasi-judicial commissions. We recommend increased collaborative work with periodic work sessions with each other for goal and Comprehensive Plan development, and with the recommended new Community Involvement and Diversity Advisory Board regarding Land Use Goal 1 requirements, issues and improvements.
- **Land Development Hearings Board** is currently, in effect, a sub-committee of the Planning Commission. We recommend the codification of that fact and ceasing to list it as a separate board.
- **Public Art Selection Commission** provides expertise in the review and approval of public art installations. One member of the Arts and Culture Commission serves on this commission. We recommend that this committee's responsibilities be assumed by *be transitioned to* a more comprehensive Arts and Culture Advisory Board. A sub-committee would be formed to carry out the duties of public art selection.
- **Watershed Management Advisory Commission** is focused primarily on the forest and streams of the city's Rock Creek Watershed. This is a technical committee and may be more cost effective either as OPTION A, part of a more broadly scoped Water Systems Advisory Board, or OPTION B, a Department Advisory Committee.

Charge 1c: *“Identify significant areas of City Council responsibility where the Council doesn't receive systematic citizen advice. Include gaps in the board and commission system that would benefit from a change in the scope of a current group or the formation of a new group.”*

Recommendation B: The City needs to address has significant gaps in the current City board and commission system, and may wish to consider four new advisory boards (in prioritized order) to increase effectiveness of community member input and decision making.

- Citizen Involvement and Diversity Advisory Board (CIDAB).
This board would assume the Goal One responsibility of the current Committee for Citizen Involvement (recommended for sunseting) but would have a broader scope and responsibilities, including:

- o Use of a subcommittee to work with members of the Planning Commission and the Historic Resources Commission regarding changes and improvements to address the Land Use Goal 1, Citizen Involvement.
- o Diversity and inclusion, making sure this group is bringing in all parts of our community
- o Access to city government, including community member primer on public participation, testimony, and the land use planning process,
- o Development of board and commission trainings and orientation recommendations,
- o Outreach to and liaison with Registered Neighborhood Groups,
- o Implementation or further work on PPTF recommendations, as recommended by the City Council,
- o Ongoing responsibility for the review and improvement of the Board and Commission system and other public participation practices

The PPTF gave serious consideration to having the CIDAB assume the responsibilities of the Martin Luther King Jr. Commission. Although there could be future consideration of that, we believe doing so now would overburden the CIDAB, as a new board, with too many expectations and responsibilities.

- Multimodal Transportation Advisory Board (MTAB)
This board would both advise the City Council and Planning Commission on transportation-related issues, and work with city staff to plan for a transportation system that enhances Corvallis's livability, character, and natural environment. The work of this board would relate to safety, planning, funding, and advocacy for an effective multimodal transportation system of streets as well as sidewalks and trails. This focus will enable people to move easily through the city as pedestrians or using bicycles, transit, or other vehicles and allow us to create a less auto-dependent community.

We also recommend that MTAB assume the current responsibilities of the Bicycle and Pedestrian Advisory Committee and the Citizens' Advisory Committee on Transit. This will align Corvallis with the multimodal approach already taken by both the Corvallis Area Metropolitan Planning Organization and the Oregon Department of Transportation. It will be important to ensure that the needs and issues of the users and advocates of pedestrian travel, bicycles, and transit continue to have a strong voice on this advisory board and in this community.

Specific areas of work will include:

- o Review of multimodal transportation planning such as the Transportation Master Plan, parking plans, and Capital Improvement Plan transportation projects
- o Review of individual transportation projects while being developed and prior to inclusion in the CIP, in proposals going before the Planning Commission, or individual projects required on a fast-track basis.
- o *Corvallis multimodal transportation planning (public transit, vehicle, bikes, pedestrian)*
- o Review of accessibility and sustainability in transportation, using the Healthy Streets, Healthy Streams Handbook and recommendations
- o Coordination with regional transportation planning
- o Reviewing and advising the City Council on bicyclist and pedestrian issues and ensuring that they are integrated into the overall transportation needs of the community.
- o Reviewing and making recommendations concerning transit, including route changes, service expansion, shelter placement, and funding strategies.

The MTAB may use subcommittees to focus on any of these areas.

- **Water Systems Advisory Board**

There is currently no board or commission related to the city's primary water system's functions. The only existing advisory body related to water systems is the Watershed Management Advisory Commission. Its primary duty is to provide advice to the City Council and city staff regarding the Stewardship Plan, which deals primarily with forestry issues in the Rock Creek Watershed basin. It provides no advice regarding watershed issues anywhere else in the city and its other surrounding watersheds.

.Water systems issues, including planning and decisions regarding drinking water supplies and treatment, waste water treatment and release, or watershed and storm water management, have significant long-term effects on the lives of all Corvallis Community members. Clear means for public access, as well as the potential for influencing or being involved in the decision-making process, are currently missing. The public needs and should have better access to the decision-making process for policies, programs, and projects under consideration, and for costs related to these programs and projects. A Water Systems Advisory Board should provide advice to the City Council and staff in the following areas:

- o Water quality and treatment
- o Waste water treatment and release
- o Storm water management

- o Watershed protections and functions
- o Input to the Capital Improvement Program for all related potential projects
- o Natural features management and issues

Building maintenance and construction planning should NOT be covered by this board.

- o *Water quality, waste water and storm water management*
- o *Land management/natural features*
- o *Building maintenance plan, Storm water master plan, Wastewater utility master plan*
- o *Public Works CIP projects for buildings, water, land and transportation.*
- Public Safety Advisory Board
 - o Emergency preparedness (with neighborhood associations)
 - o Fire Dept. CIP projects, Police Dept. CIP projects, Fire Department strategic MP
 - o Act in an advisory capacity to City Council, the Chief of Police, the Fire Chief, and the City Manager on police and fire policy and resource issues.

Charge 2a : *“What criteria should the City Council use to determine if a new board or commission should be created?”*

Recommendation: Limit the formation of new advisory boards and commissions. Before a new advisory board is formed, it is important to determine if an alternative solution is viable, such as broadening the scope of an existing advisory board or commission or creating a task force or department advisory committee. Based on our review of comparable cities and the existing number of advisory boards and commissions in Corvallis, we recommend the increased use of task forces which can be more focused and easier to sunset. In some cities, if a new committee is formed, another is sunsetted.

Charge 2b: *“Consider how best to define and evaluate effective board and commission operations and outcomes.”*

Recommendation: Establish a formal, annual reporting relationship to City Council standing committees.

Require that all advisory boards and commissions and departmental advisory committees develop annual goals and work plans. Create an annual review and report process with their related City Council standing committees to measure effectiveness, reviewing progress on annual work plan and goals.

Charge 2c: *“Consider how to balance the roles of boards and commissions as well-informed and neutral advisors to the Council as opposed to advocates for a particular point of view.”*

Recommendation: Provide orientation for all new advisory board and commission members to create more effective committees.

Members of advisory boards and commissions are well-informed and typically passionate about the volunteer work they do. As part of the new member orientation process, each

appointee should be given an overall review of how the City, the relevant department, and the advisory board/commission operate and relate to each other. Orientation should also note the advisory nature of the work and the fact that City Council must weigh multiple factors in determining to accept or reject committee recommendations. It is also recommended that committee chairs and vice chairs receive training relating to running efficient meetings, public meeting laws, and understanding the scope of the work of the committee.

Charge 2d: *“What criteria should the Council use to make significant changes in one or more boards or commissions?”*

Recommendation: Use consistent annual reporting from all advisory boards and commissions to determine if revisions are appropriate.

Once established, advisory boards and commissions are made up of volunteers who commit time and expertise to the work of the committee. The use of annual work plans and an annual review with a City Council standing committee will provide a framework for reviewing possible revisions or changes.

Charge 2e: *“Consider revising the process and/or developing criteria to guide Council decisions about ending boards and commissions.”*

Recommendation: Revise the sunset policy.

It is the City Council’s responsibility to decide if an existing advisory board or commission should continue its work. Each advisory board and commission will be reporting with an annual review and a proposed work plan for the following year, with approval required by the standing committee. Information gathered through that review, including the original charge or ordinance that established the board or commission, should be what informs the start of the process of ending or sunsetting a board or commission.

Charge 2f: *“How should the effectiveness of staff support be evaluated?”*

Recommendation: Evaluate the effectiveness of staff support as part of the annual review of the advisory board or commission.

Staff liaison and support play a critical role for advisory boards and commissions to meet goals or work plans, and that role should be clearly articulated to incoming committee members. The staff liaison should: provide accurate and relevant information for the work of the committee; provide logistical support including meeting space and meeting recorder; assist with annual reporting of activities, or other support that is required.

Board, commission, and committee members should be surveyed annually regarding staff support levels and quality, and asked for suggestions.

Charge 3: *“The relationships between individual boards and commissions and the related operating department vary greatly. What should the relationships be?”*

The related purposes of these following recommendations are to:

- make decision-making in the City more effective;
- build a web of strong interrelationships of committees which can address City planning with efficient use of city resources;
- better coordinate the working plans and activities of committees with annual goals and priorities of City Council; and

- increase adequate and early input by affected stakeholders in all major planning areas.

Recommendation A: Implement consistent practices for all advisory boards and commissions including staff attendance, recorder, and style of minutes to improve efficiencies.

1. Assign one staff liaison and recorder to attend each Advisory Board, Commission, and Task Force meeting. Being responsive to cost concerns, Department Directors exercise judgment on +1 staff attendance.
2. Avoid verbatim minutes. Minutes should be taken in a consistent format, including key discussion point minutes for Advisory Boards and Task Forces (*guidelines in addendum see Appendix V*) and detailed minutes for Commissions as required by statute.

Recommendation B1: Adopt a policy to use consistent titles of committees.

One of our first areas of agreement (also confirmed in our interviews with Department Directors) was the importance of the consistent use of language in describing committees. Consistency is especially important as most are advisory only; a limited number of committees have decision-making authority. Consistency will not only help everyone understand the distinction between the types of committees, but also indicate to the majority of existing committees the advisory nature of their work. This policy will create effectiveness in the system, which will both support city operating departments and guide City Council in the naming of committees.

Recommendation B2: We recommend four distinct types of committees.

Any of these committees may consider forming sub-committees. If one board is being merged into another, the continuing board will bear the responsibility for forming a sub-committee and setting the tone of the subcommittee's work. (i.e., the board being merged does not continue to exist as a subcommittee of the continuing board).

Other limited-duration work groups or technical advisory teams may be formed by the Mayor or city staff for a particular reason.

Department Directors would continue the practice of bringing together small work or technical groups with particular areas of knowledge to advise them on particular or technical issues. The City Manager is responsible for ensuring that the Mayor and City Councilors are aware of the formation, purpose, duration and membership of such ongoing committees.

1. Advisory Board

This type of standing committee is established by City Council resolution and serves in an advisory capacity to the Mayor, City Council and staff. The City Council resolution identifies the charge. The Mayor is responsible for recommending individuals to fill vacancies, for confirmation by the City Council.

2. Commission

A standing committee to which the City Council has delegated decision making authority. The Mayor is responsible for appointing individuals to fill vacancies on the Budget Commission and the Appeals Board. The City Council makes appointments to the Planning Commission and Historic Resources Commission.

3. Task Force

This committee is formed to achieve a particular goal with a specific charge, and is generally active for a limited time. The City Council resolution identifies the term of the committee, the task to be completed, the timeline for completion of the project and other direction as the City Council deems appropriate. The City Council should consider forming a Task Force to address a major initiative, issue, or significant policy change if an existing Commission or Advisory Board does not exist to address that area or does not have the ability to address the topic by itself. The Mayor is usually responsible for appointing individuals to serve on Task Forces.

4. Department Advisory Committee

These ongoing committees are administrative or technical in nature and allow for efficient use of community member expertise and staff time. These ongoing committees are appointed by department directors with the approval of the Mayor and City Council. They advise department staff and provide agility in responding to community issues.

Characteristics of a Department Advisory Committee would include the following:

- Hold open, noticed public meetings (such as the Infill Task Force meetings) that allow public testimony. Decisions on frequency of meetings to be decided by committee members and staff, with the minimum being quarterly.
- Appointments recommended by the department head to the city council standing committee for approval by the full city council. Department head will be expected to take into account both technical expertise or knowledge and diversity and inclusiveness considerations. Open advertising/recruitment advised.
- Not established by ordinance. Reviewed every year by council standing committee for continuation/revision.
- Minutes taken and will always go to the department's council standing committee.
- Number of committee members is up to department head, but a range might be five to seven persons. Appointees do not serve terms but may need to have a maximum number of years of service.
- Committee works with the department staff, but also periodically reports the the council standing committee. Can make periodic reports to full council as well.

Cost implications:

- Overhead cost of appointing, running, and maintaining considerably lower than for a commission or advisory board.
- Costs for re-appointments and ongoing operation would be reduced by not requiring terms and allowing a smaller number of appointees.

Recommendation C: Conduct an annual meeting for all advisory boards and commissions.

In our research of other communities we learned that some host an annual meeting with all boards and the City council and one assigns the city attorney's office to visit each board or commission once per year. Our recommendation of an annual meeting provides all committees an opportunity to hear the same message from the Mayor and City Council, reduces silos, encourages dialogue, and fosters collaboration among advisory boards and commissions.

Charge 4: "What should the role of the City Council liaison be?"

Recommendation: In researching the liaison role, we noted that one community is in the process of ending the Council liaison duties due to the challenge of keeping up with the meetings of their fifteen advisory boards and commissions. We recognize a similar challenge in Corvallis to an even greater degree. With the formalization of advisory board and commission goal setting and review, and reporting to Standing Committees, the City Council liaison position may in some cases no longer be required.

Charge 5: See Access and Opportunities Section V, p. 22

Charge 6a: "It is important to ensure that decisions are timely; citizens feel that their efforts are meaningful, and city resources are used well. Identify ways to streamline or reduce the use of staff support."

Charge 6b: "Identify ways to maximize the use of citizen volunteers."

Recommendation A: Streamlining advisory boards and commissions and their support structure as already recommended will reduce costs in meaningful ways. Additionally, the use of task forces and other committees will increase use of community volunteers.

Recommendation B: Providing enhanced outreach (see Section V, Access and Opportunities) and orientation activities (already recommended) will maximize the effective participation of community member volunteers.

Recommendation C: Expanding board member qualifications to include the option of one non-resident expert as a non-voting member will help maximize the use of community volunteers with special expertise. (Current qualifications limit membership to those living, working, or owning a business within the city or in some cases inside the Urban Growth Boundary.)

Charge 7: *“Is the current configuration of [the Committee for Citizen Involvement] the most effective means of addressing the Oregon Land Use System Goal One? If not, how might this goal be better met?”*

The current configuration of the Committee for Citizen Involvement limits the work of the committee to addressing Goal One of the Oregon land use system. We believe that goal could be better met as a specific responsibility of a new Community Involvement and Diversity Board (CIDAB), as described in Recommendation B of Charge 1c (page x).

Recommendation: We recommend an immediate sunseting of the CCI, and the transfer of its Goal One responsibility to a new and more broadly focused Community Involvement and Diversity Board (CIDAB).

Charge 8: See **Neighborhoods, Section VI, p. 26**

V. ACCESS AND OPPORTUNITIES

Charge 5: *“Is access available to all citizens to give thoughtful input and advice to the City Council through the board and commission system? If not, are there ways to improve the board and commission system for better access?”*

Recommendation: Adopt the Guiding Principles outlined in Section I.

Publish on the city web site and implement the following practices to ensure outreach and authentic engagement of community members, elected and appointed city leadership, and city staff.

We believe that this recommendation is a formalization of what City Council and staff have been attempting to do. It provides a standard to point to when we don't meet our expectations of ourselves. Our intentions are to ensure that all interests are represented in the decision-making process and to genuinely engage diverse community members at an early stage in the process.

Recommendations for Collaborative Democracy:

1. Create community-friendly atmosphere at all public meetings.

Demonstrate that those giving public testimony are being listened to. Make eye contact; ask a question, alert public that an electronic device may be used to capture testimony for future reference. Refrain from publicly stating assumptions about a testifier's motives, honesty, or character.

2. Create a welcoming environment for public testimony.

When the need arises to limit testimony, employ methods that are predictable and discreet. One of the most-repeated negative comments the Task Force received from many persons was dislike for the current timing clock used at City Council meetings to limit testimony.

The City of Pasadena, CA has a podium with three built-in lights: green, yellow, and red. It is observable by the council and the speaker in a discreet manner. In the city of Falls Church, VA, timing of visitor comment is done by a staff member, who pleasantly but firmly tells speakers they have exceeded time allocations. At *City of Corvallis Planning Commission* meetings, the Chair moderates and limits testimony as needed herself, without the use of any electronic devices.

Almost everyone understands the need to have some kind of time limits on testimony, but most would prefer that it be done directly by a person rather than electronically.

3. Establish protocol for multiple persons who are representing an organization to make a presentation longer than the time allowed for an individual.

Groups should make arrangements in advance with staff and the Mayor or Chair, which set the time allowed and other agreements.

4. Have agendas and other relevant documents available for the public at meetings.

Documents should include those being discussed. “Meetings” include those of the City Council, advisory boards, commissions, task forces, and departmental advisory committees.

Recommendations for Diversity:

1. Use the term “community member” instead of “citizen” whenever possible, in all City documents and references. The city of Corvallis includes significant numbers of people living and working here who are not citizens in the legal sense. They are, however, eligible to serve as volunteers on boards and commissions and are users of many city services.

2. Identify and reach out to diverse sectors of the community.

Take steps to make meetings linguistically and culturally appropriate.

- Create a mechanism within city government to provide translation/interpretation services at public meetings when there is a topic of interest or services are requested.
- Establish a resource service for child care at major meetings (e.g., partner with a non-profit or social service agency that provides such services).
- Consider holding some City Council meetings at other locations periodically.
- Be proactive in seeking feedback from underrepresented groups.

Charge 5b: *“Is there adequate access to citizens to advise the Council through means other than the board and commission system? If not, suggest methods of improvement.”*

Recommendations for Openness and Access:

1. Increase access to elected officials and city staff.

- Create reasonable ways for community members to communicate with elected and appointed city leadership and city staff. Provide phone numbers and email addresses that will ensure a response.
- Include a link on the “Mayor and City Council” web page for each councilor to specify what means of contact are available and which for will elicit a response.
- Consider real-time on-line access to city meetings. (Review OSU’s New Media Communications Department)
- Consider alternate locations for forums, special outreach meetings, and government corner.
- Ask the CIDAB to research and recommend ways for the City Council, its three standing committees, and City boards and commissions to involve and obtain feedback from persons or populations for whom testimony at formal meetings is either not possible or is too intimidating.

2. Increase access to city government information.

a. Improve City website user-friendliness

- Make the links on the home page more visible and easier to see/understand for the multiple modes of engagement by community member.

- Have Boards and Commissions and Volunteer Opportunities be a first-page header.
- Review path to finding archives, specifically the method of searching and retrieving documents. Example: City of Eugene website.
- Include a list of acronyms used throughout the website.
- Research software with appropriate design

b. Utilize available traditional and social media outlets.

c. Set standards for city government and advisory boards and commissions to publicize and market their meetings and events, and vacancies to ensure the information is reaching the community.

- Continue and expand Government Corner at library lobby every Saturday; continue sending into the newspaper's F.Y.I.; attend community groups that traditionally have not interacted with city government.
- Provide Guidelines to advisory boards and commission for consistent communication and outreach to community members.

3. Increase transparency of the appointment process.

Improve awareness of vacancies on advisory boards and commissions and increase the transparency of the appointment process.

- On City website, provide online applications for specific vacancies and steps on how to become involved.
- Actively seek nominees from varied age groups, socioeconomic, racial, and ethnic backgrounds.
- Seek input from current Commission and Advisory Board chairs and department staff for potential nominees to fill vacancy.
- Broadly disseminate Advisory Board and Commission vacancy announcements to community groups and organizations, on the City's website, and via media outlets.
- Establish a Mayoral Advisory Group to meet quarterly for review of vacancies and interested volunteers for Advisory Boards and Commissions.
- For examples visit City of Eugene website: eugene-or.gov/index.aspx?NID=86

Recommendation for Inclusiveness: Involve broad representation of community members in the decision-making process.

- Identify the obstacles to having representation on advisory boards and commissions that matches demographics of the city.
- Engage community members early in the planning and budgeting process

Planning: look at Lake Oswego requirements - pre-application conferences with neighbors;

Budgeting: look at Pasadena or Eugene- appoint special committees at beginning of process to help gather public opinion.

Recommendation for Accountability: Align the work plans of Boards and Commissions with City Council standing committees to improve connectivity with long-range planning and the decision-making process in all areas.

VI. NEIGHBORHOODS

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

Charge 8: *“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.”*

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 and effectiveness of community planning. Better connections among neighbors allow community members to solve problems without government involvement, direct neighbors to City government measures already in place to help solve problems, empower neighbors to work with the City to establish improved outcomes, and utilize the substantial expertise of many residents.

Most cities in the Northwest that we studied 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 do the budgets dedicated to their support. In Corvallis, as in many Oregon cities, the level of community engagement via neighborhood associations rises and falls with specific neighborhood issues or problems, the level of residents’ interest, or the quality of the association’s leadership.

We noted that in addition to City-sponsored groups, there are other groupings of neighbors that have interests in supporting and being supported by the City, such as homeowner associations and neighbors organizing through the county to respond to emergencies.

Focus

Our focus has been on what the City can do to foster and support neighborhood connections that allow neighborhood groups to:

- 1) Sustain themselves continuously,
- 2) Connect neighbors to neighbors, and

3) Partner with each other and the City in meeting the needs of their communities and those of the larger City community.

Our hope is that implementation of these recommendations will subsequently lead to greater incentive for neighborhood participation and the eventual expansion of neighborhood groups to include city-wide coverage.

I. Sustaining Active Neighborhoods

Our interviews of leaders and active members of Corvallis neighborhood associations, as well as city staff and community and neighborhood leaders in other cities, revealed the often-cyclical nature of active participation in neighborhood associations. In most cases, involvement rises and falls in response to proposed development in the neighborhood. Only a small portion of the membership stays active in the absence of land use, traffic, road infrastructure, crime, or code enforcement 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 contributes to the quality of life in the neighborhood beyond land use and traffic concerns
- Neighbors working with each other to prepare for disaster, emergency, and inclement weather response
- Enhanced communication on issues impacting City neighborhoods
- Engagement with the City on a wider range of topics
- A larger pool of potential community leaders and volunteers
- Greater understanding of City processes

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 (RNG)**. 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 and receive certain of the benefits noted in the following recommendations.

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.

Primary recommendations:

- 1) Free meeting space

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, Madison Avenue Meeting Room, and Corvallis-Benton County Library or have the City coordinate space with other local entities such as the 509J Corvallis School District or Linn Benton Community College. We have heard continuously that lack of 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).***

2) Neighborhood Empowerment Grant Program

Re-establish and fund the Neighborhood Empowerment Grant Program for neighborhood improvement grants for RNGs to be administered by the new Community Involvement and Diversity Advisory Board (CIDAB). Funding for the former City of Corvallis program and similar programs in cities such as Lake Oswego, Bend, or Eugene ranges from \$10,000 to \$60,000.

Neighborhood Empowerment grants are one way in which the City can empower RNGs to take on projects outside of land use, proactively increase the livability of both their neighborhood and the community, and further partnerships between the City of Corvallis and its neighborhoods. 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. Survey feedback from current Corvallis neighborhood leaders shows that there is strong interest in reviving this type of program (Appendix II).

a) Suggested grant categories are small capital projects, neighborhood signs, safety and emergency preparedness, neighborhood art and mural projects, neighborhood sustainability, RNG leadership and capacity building, community building, and street tree planting and other neighborhood beautification projects.

b) Lake Oswego has a similar program called the “Neighborhood Enhancement Program” and materials that may be helpful in refining this program including a program guide and application form. See: <http://www.ci.oswego.or.us/planning/neighborhood-enhancement-program>.

c) Previous materials from Corvallis’ Neighborhood Empowerment Grant Program should be consulted in re-launching this program.

3) Annual trainings and orientations for RNG leaders and community members

a) Offer voluntary, interactive “Public Participation 101,” “Land Devel-

opment Code 101,” and “Community Leadership 101” orientations and trainings for neighborhood leaders and interested community members on a regular basis. We recommend that this occurs collaboratively between CIDAB and City staff, possibly facilitated by a third party with experience in community leadership training such as Leadership Corvallis. 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 for RNG leaders and other community members in the city civic process. The “Community Leadership 101” training could 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 neighborhood association leadership (Appendix II).

b) “Public Participation 101” should cover topics similar to what is included in Lake Oswego’s Citizen Involvement Guidelines. See: http://www.ci.oswego.or.us/sites/default/files/fileattachments/planning/webpage/11841/citizen_involvement_guidelines_final_04-06-04.pdf.

c) We suggest looking at offering webinar options for these trainings to increase accessibility to the trainings.

4) Neighborhood engagement pathways

a) Not surprisingly, the neighborhood leader survey revealed that different neighborhoods and different community members have diverse interests and needs. For instance, neighborhoods closer to OSU shared different concerns and interests than those farther away. We recommend that the City and CIDAB provide resources to RNGs so that they are equipped to provide multiple avenues of engagement for their members. Examples are: social event planning, Neighborhood Watch/safety, emergency/disaster response planning, land use, neighborhood art and beautification projects, sustainability promotion (e.g. recycling block captains), neighbor exchanges, promotion of voter education and engagement in local elections. These, as well as others, may help attract diverse membership and produce more robust activity.

- b) Work with Police Department and Neighborhood Watch programs to promote new Neighborhood Watch programs and 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.
 - c) In order to allow for a higher level of accessibility, we recommend that neighborhood groups find ways to allow residents to participate online or electronically in meetings and providing feedback on neighborhood issues.
- 5) Small RNG budget
- As is done in other cities the Task Force contacted, we recommend creation of 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, paying for meeting space rentals (if free space is not available), rental of street barricades for block parties, and printing meeting flyers. We recommend a modest budget be provided for all RNGs and be based on the size or number of households within the RNGs boundaries. If free meeting space cannot be offered or identified, we recommend that each RNG be allocated a budget that covers the expenses of renting meeting space.

Secondary recommendations:

1) RNG manual

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. CIDAB can lead in the creation of this resource. We recommend that CIDAB and City staff look for opportunities to have shared resource materials with Commissions and Advisory Boards wherever possible.

a) Suggested topics for inclusion in an RNG manual include: overview of the RNG system, neighborhood leadership, running effective meetings (priority setting, agenda creation, facilitation tips, and decision making strategies), neighborhood communication tools and resources, neighborhood engagement pathways, strategies for recruitment of new membership, neighborhood programs and services, special events and fundraising, neighborhood sustainability, and neighborhood land use. The RNG manual should be a physical manifestation of topics covered in the “Community Leadership 101” and “Public Participation 101” trainings.

b) The Lake Oswego Neighborhood Association Resource Guide may be a helpful example. See example from Lake Oswego here: http://www.ci.oswego.or.us/sites/default/files/fileattachments/planning/we_bpage/11856/na_resource_guidebook.pdf.

c) The Eugene Neighborhood Handbook used during neighborhood train-

ings is another strong example. See example from Eugene here:
<https://www.eugene-or.gov/index.aspx?NID=102>.

2) “Benefits of being an RNG” resource document

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 example from Lake Oswego.

3) Resource library

Start building an online library of relevant support information or resources for the functioning and improvement of RNGs and public or community involvement and participation. This will be updated regularly based on suggestions from RNGs and CIDAB. We recommend exploring having a few shelves in the Corvallis-Benton Public Library reserved for print materials serving this purpose as well.

II. Connecting Neighbors to Neighbors

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 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, 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).

Electronic connections recommendations

1) Listservs or distribution lists

We recommend that the CIDAB provide RNGs and other community groups with information about how to create online groups and email distribution lists.

It is critical that RNGs and neighbors have mechanisms that allow them to communicate effectively with each other. There are free re-

sources available for creating listservs and distribution lists such as Google groups.

2) Software or social networking sites

We recommend that the CIDAB make available information about a range of possible options for software, so that existing neighborhoods can experiment with the available options and their associated functionalities and features. 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 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/>

III. Partnering With Each Other and The City

Successful and effective RNGs that contribute to enhanced neighborhood livability and community satisfaction depend on 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 from the City and improved communication with the City Council, but want to ensure that RNGs are led by community leaders and function autonomously. This promotes efficient use of City resources and strengthens diverse community leadership and self-reliance. By increasing the number of community members and volunteers who are active in neighborhood groups, an increased and more diverse pool of potential volunteers and future community leaders will be created.

Recommendations:

- 1) City staff support
 - a) Budget adequate for city staff to support recommendations, including being available to answer questions of and provide timely support to CIDAB and RNGs and to attend RNG meetings as requested.
 - b) City staff will provide support in defining boundaries of RNGs and in creation of bylaws for new RNGs.

- 2) RNG leadership meetings

Hold public, quarterly (or biannually) RNG leader roundtable meetings. These meetings will serve as a forum for neighborhood leaders to share ideas, discuss best practices, and collaborate on projects or initiatives.

We encourage this forum to also be utilized to for RNG leaders and active members to share successes and accomplishments as well as challenges. City staff and elected officials could attend if requested. *Fifty-eight percent of our survey respondents were interested in these meetings (Appendix II).*

3) Annual RNG recognition process

c) We recommend that CIDAB, City staff, and current neighborhood association members develop an annual RNG recognition process to determine which neighborhood groups qualify to be Registered Neighborhood Groups and thus receive the associated benefits. Neighborhood groups will be contacted by City staff or CIDAB 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. CIDAB and staff will use this 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 listed below. We recommend that they be refined by CIDAB with outreach to and engagement with existing neighborhood groups.

i. Size: Establish a flexible number of minimum and maximum 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; the number of ideal households will vary with geography. Given the council and staff time that we are recommending the City provide, we believe that a lower limit on population is also appropriate.

ii. Activity: If the City is to devote City resources to support RNGs, the City should have assurances that the RNGs are active and representative of their neighborhood. RNGs should 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.

iii. Communication: Have a communication system in place that allows members to communicate with each other, with RNG leadership, and with potential members. An online, interactive mechanism of communication allows for participation among members who cannot attend meetings.

iv. Elections & Bylaws: New RNGs need to establish bylaws and should hold elections at least every 2 years to give the opportunity for new leadership; this helps to promote diverse, new community leadership

v. Annual Report: RNGs should submit a short 1–2 page annual report of activity to CIDAB.

vi. Land use recognition: To be eligible to participate in the enhanced Land Use processes (see #8, below), RNGs need to have at least two people who have completed the City's land use training as well as leadership who have completed the City's Public Participation 101 training.

4) City Councilor communication

Assign a city councilor liaison to each RNG for contact and communication. We recommend that this be the City Councilor 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.

5) RNG updates to City Council

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.

6) Position vacancy circulation

Circulate all advisory board and commission vacancies or other volunteer opportunities to RNGs. RNGs comprise membership that may be ideal for various community leadership and volunteer positions.

7) City website resources for RNGs

b) The 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.

c) CIDAB should work with staff to develop a web page on the City Website that provides the following resources for RNGs:

i) An interactive map to connect individuals to their RNG

ii) Updated brochure on how to form an RNG with the City's assistance

iii) A listing of free website platforms that RNGs could use 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 about the neighborhood.

- iv) A brochure on how to, with the City's assistance, make their neighborhoods more beautiful (In English and Spanish – examples are available). See example from Salem, Oregon:
<http://www.cityofsalem.net/Departments/CommunityDevelopment/NeighborhoodEnhancementDivision/neighbor/Documents/beautify.pdf>.
- v) A safety brochure, with phone numbers (in English and Spanish). See example from Salem, Oregon:
<http://www.cityofsalem.net/Departments/CommunityDevelopment/NeighborhoodEnhancementDivision/neighbor/Documents/safetybrochure.pdf>.
- vi) A flyer on ways to a better neighborhood (In English and Spanish – examples are available). See example from Salem, Oregon:
<http://www.cityofsalem.net/Departments/CommunityDevelopment/NeighborhoodEnhancementDivision/neighbor/Documents/75%20ways.pdf>
- vii) A who do you call list. See example from Salem, Oregon:
<http://www.cityofsalem.net/Departments/CommunityDevelopment/NeighborhoodEnhancementDivision/neighbor/Documents/Who%20to%20Call.pdf>.
- viii) List of local city and community spaces available for RNG meetings.
- ix) A guide to City departments and services. See example from Salem, Oregon:
<http://www.cityofsalem.net/Departments/CommunityDevelopment/NeighborhoodEnhancementDivision/neighbor/Documents/GuideAug2010.pdf>
- x) Links to relevant Benton County, 509J Corvallis School District, and OSU resources and services
- xi) A link to the City's Land Use education guide
- xii) Templates for meeting agendas and minutes, bylaws, etc.
- xiii) Marketing and outreach strategy suggestions for member recruitment

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 CIDAB.

8) Land Development Code and Land Use Regulations

Historically, Corvallis neighborhood associations are most active in response to proposed development in their neighborhoods. Often their involvement in land use issues comes late in the process, after the staff recommendation goes to the Planning Commission or the Historic Resources Commission. We support 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 City staff, neighborhood representatives, and the developer
- Fewer requests that are outside what is possible without Comprehensive Plan or Land Development Code changes
- Better informed requests for land development code changes
- Design accommodations by the developer, where possible, occurring early so as to minimize cost impacts
- Adequate time for a neighborhood to become knowledgeable about the proposed plan.

We therefore recommend that:

- a) Annual trainings be offered for RNG leaders in land use process and land development code, “Land Development Code 101,” with focus on qualifying for participating in a pre-application process.
- b) CIDAB and staff work together with the Planning Commission to change the land-use development process so as 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 (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.

VII. COST ANALYSIS AND IMPLICATIONS

To be developed and included in final recommendation.

Appendix I

Overview of Neighborhood Connections Process

This appendix details the process we followed in order to create our recommendations and report.

- Website review and phone interviews to glean best practices and ideas around public participation practices, board and commissions, and neighborhood associations with the following cities: Eugene, Bellingham, West Linn, Salem, Bend, Albany, Lake Oswego, Pasadena, Springfield, Ashland,
 - Phone interview with Justin Finestone, Communications Director with the City of Bend
 - Phone interview with Robyn Christie, City Recorder with the City of Bend (former City Recorder in Lake Oswego)

- Phone calls to all current Corvallis Neighborhood Association leaders that we were able to locate contact information for. Below are the questions that were asked. We found 4 active homeowner's associations, 12 active neighborhood associations, 5 inactive neighborhood associations, and 7 that we could not contact due to lack of activity or accurate contact information.
 - Is your neighborhood association active?
 - How often do you meet?
 - How do you announce/advertise your meetings?
 - What would you like from the City in terms of support?
 - What types of activities do you have?
 - How do you recruit new members?
 - Do you have bylaws?
 - When is the last time you had an election?
 - Do you have a treasurer?
 - Other comments or feedback

- Survey to current board and commission members. 93 total responses were received.

- January 13, 2014 public meeting to obtain feedback from current board and commission members and neighborhood association leaders on strengthening the system, building community, and enhancing communication.
 - Because not all neighborhood association leaders have or check email, all current neighborhood association leaders we had contact information for were called and personally invited to the January 13, 2014 public meeting.

- Survey to current Neighborhood Association leaders and active members on the topics of communication with each other and the city, resources that would be most helpful, and types of activities and issues the groups are interested in (See Appendix II). 135 total responses were received.
- Eugene site visit on January 28, 2014 with Neighborhood Program staff and neighborhood association leaders.
- Attending the February 5, 2014 Corvallis Neighborhood Summit to provide an update about the PPTF's work and encourage attendees to provide feedback via the neighborhood association survey and through testimony at PPTF meetings.

II. Neighborhood Groups Survey Results

To be included with final recommendation

III. Benefits document (Lake Oswego)

Following page.

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).

IV. Research Process

In reviewing survey responses, researching other community's practices and hearing from the Mayor, City Manager, and Department Directors, we have identified attributes of an effective and efficient system to provide input to the City from Advisory Boards and Commissions including:

- Organizational structure of advisory boards and commissions that emphasizes broadly scoped committees which leads to greater efficiency;
- Consistent communication channels and annual goal setting and review process for all advisory boards and commissions to improve effectiveness;
- Consistent support for practices among all advisory boards and commissions including note taking, budget, staff support, orientations for new appointees, and training for chair and vice chairs to improve efficiency.

1. Survey feedback from current members of boards and commissions

a. Process and organization

b. Communication

40% of committee members reported that their board or commission does not have strategies for collecting community member input and 51% are unsure if their Council liaison communicates regularly with city Council. Many respondents reported interest in an annual gathering of board and commission members to reduce silos and increase collaborative work and knowledge of each other's work.

2. Feedback from Mayor, City Manager, Department Directors

The Task Force met with and received feedback and ideas from the Mayor and the three Department Directors who provide support to most of the city's advisory boards and commissions. The City Manager also provided the PPTF with information provided in a written response to the task force.

3. Public meetings

Two general public meetings were held in the Public Library large meeting room using a "world cafe" process designed to elicit feedback and input. The first was held in January and was attended by approximately 75 community members. The second meeting was held April 28, at which specific Task Force draft recommendations were presented and discussed.

4. Information sharing with existing advisory boards and commissions

Initial draft recommendations were sent to existing advisory boards and commissions prior to the second public meeting for review and feedback prior to the final draft of the recommendations.

Inputs in our research included:

- Interviews with and written comments from the Mayor, City Manager, and Department Directors

- Review of best practices and interviews with representatives in other communities including Albany, Ashland, Bend, Eugene, Hillsboro, Lake Oswego, Springfield, Bellingham, WA, Ithaca, NY, and Pasadena, CA.
- Meeting with Eugene “Neighborhood Services” city staff and Neighborhood Association leaders
- Public testimony including input at regular meetings and e-mail
- Survey of currently serving Board and Commission members
- Survey of currently active Neighborhood Association members
- Public meeting in January, 2014 soliciting input on the current organization of advisory boards and commissions and ideas to improve channels of communication in the public process

V. Discussion point minutes example

To be included in final recommendation.

VI. Board/Commissions Changes: Options Chart

We acknowledge that City Council must prioritize recommendations and the use of resources for public participation effectiveness. The table on the following page provides alternative options to create more comprehensively charged advisory boards.

- The three committees on the far left are the three City Council standing committees. (See recommendation under Charge 2b.)
- All current advisory boards and commissions are listed in the column on the right side of the page.
- A change of scope or a new advisory board is indicated in **BOLD**.
- We assume that Departmental Advisory Committees are not included on the boards and commissions list and will be more cost-effective than currently organized.

	Option A	Option B	No changes
	<p><u>4 commissions</u> <u>11 advisory boards</u> Total 15, plus 2 department advisory committees</p>	<p><u>4 commissions</u> <u>12 advisory boards</u> Total 16, plus 4 department advisory committees</p>	Total advisory boards and commissions: 22
Human Services Comm.	<p>Arts & Culture Advisory Board (merge Public Art Selection)</p> <p>Community Involvement and Diversity Advisory Board (expand scope, sunset Committee for Citizen Involvement)</p> <p>Civic Beautification & Urban Forestry Department Advisory</p> <p>Corvallis-Benton County Public Library Advisory Board</p> <p>Housing & Community Development Advisory Board</p> <p>Martin Luther King, Jr. Advisory Board</p> <p>Parks, Natural Areas & Recreation Advisory Board</p> <p>Police Review Advisory Board</p>	<p>Arts and Culture Advisory Board (merge Public Art selection)</p> <p>Community Involvement and Diversity Advisory Board (expand scope, sunset Committee for Citizen Involvement)</p> <p>Civic Beautification & Urban Forestry Department Advisory</p> <p>Corvallis-Benton County Public Library Advisory Board</p> <p>Martin Luther King, Jr. Advisory Board</p> <p>Parks, Natural Areas & Recreation Advisory Board</p> <p>Police Review Advisory Board</p>	<p>Arts & Culture</p> <p>CBUF</p> <p>CCI</p> <p>MLK</p> <p>Library</p> <p>Police Review</p> <p>PNAR</p> <p>Public Art Selection</p>
Urban Services Comm.	<p>Appeals Commission (Board of Appeals)</p> <p>CIP Department Advisory</p> <p>Historic Resources Commission</p> <p>Planning Commission (merge Land Development Hearings Board)</p> <p>Transportation Advisory Board (includes Bicycle & Pedestrian, Citizen Advisory Commission on Transit, possibly Downtown Parking)</p> <p>Water Systems Advisory Board (merge Watershed Management Advisory Commission)</p>	<p>Appeals Commission</p> <p>Bicycle & Pedestrian Advisory Board</p> <p>CIP Department Advisory</p> <p>Historic Resources Commission</p> <p>Housing & Community Development Advisory Board</p> <p>Planning Commission (merge Land Development Hearings)</p> <p>Transit Advisory Board</p> <p>Watershed Management Department Advisory</p> <p>Water Systems Advisory Board</p>	<p>Appeals Commission</p> <p>Bicycle and Pedestrian</p> <p>Capital Improvements Program (CIP)</p> <p>Downtown Parking</p> <p>Housing and Community Development</p> <p>Historic Resources</p> <p>Land Development Hearings</p> <p>Planning Commission</p> <p>Transit</p>

<p>ASC</p>	<p>Airport Advisory Board</p> <p>Budget Commission</p> <p>Economic Development Advisory Board (merge Downtown Comm.)</p>	<p>Airport Department Advisory</p> <p>Budget Commission</p> <p>Downtown Advisory Board (merge Downtown Parking)</p> <p>Economic Development Advisory Board (merge Airport-related work)</p>	<p>Airport</p> <p>Budget</p> <p>Downtown</p> <p>Economic Development</p> <p>Watershed Management</p>
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**Appendix VII
Draft Implementation Plan**

**Appendix VIII
Draft Board/Commission Annual Report and Proposed Work Plan**

Appendix IX Parking Lot

The ideas or subjects listed below are topics or suggestions made that may be worth considering, but fell outside the scope or charge of our task force.

1. Many requests for a clear city organization chart that shows how the city is organized and how boards, commissions, and task forces fit into that structure.
2. The lack of any board or commission coverage of anything dealing with energy and resource use.
3. The need for a clear, updated contact list for board and commission chairs and staff supporting each board or commission.
4. Many suggestions or queries regarding the consideration of joint city/county/OSU boards and commissions, like the Library Board. Possible suggested areas of collaboration included transportation, natural areas and parks, watersheds and drainagesheds.
5. Have more individual board and commission positions appointed by other organizations, as with the Library Board (half by Benton County), or Parks, Natural Areas, and Recreation Board (1 by the Greenbelt Land Trust, 1 by the 509J School District).
6. Watershed Advisory Commission should be involved with other watersheds in the city, not just Rock Creek.

Appendix X Other

Recipient list, draft PPTF recommendations:

1. PPTF
2. Carla Holzworth (Mayor, City Council, City Manager, Department Heads, Board and Commission members, staff)
3. League of Women Voters
4. Infill Task Force
5. Karen Levy Kuhn, Benton-Linn Health Equity Alliance listserv
6. Courtney Cloyd and contacts
7. Sustainability listserv (1500)
8. Healthy Streets, Healthy Streams Task Force
9. Jim Moorefield, Willamette Neighborhood Housing Services
10. Posted on PPTF website

**WATERSHED MANAGEMENT ADVISORY COMMISSION
MINUTES
April 23, 2014
DRAFT**

Present

Charlie Bruce, Chair
Jessica McDonald, Vice-Chair
Sheryl Stuart
David Zahler
Jacque Schreck
David Hibbs
Richard Hervey, City Council Liaison

Absent

Excused

Creed Eckert

Staff

Jennifer Ward, Public Works
Mary Steckel, Public Works
Mike Hinton, Public Works
Jon Boyd, Public Works
Mark Miller, Trout Mountain Forestry

Visitors

Dr. Barb Ellis-Sugai, Siuslaw National
Forest (SNF)
Karen Fleck-Harding, Marys River
Watershed Council (MRWC)
Xan Augerot, MRWC
Steve Trask, MRWC
Frank Davis, SNF
Jennifer Hanchett, Trout Mountain Forestry

SUMMARY OF DISCUSSION

Agenda Item	Information Only	Held for Further Review	Recommendations
I. Call Meeting to Order/Introductions	X		
II. Review of Agenda	X		
III. Review of February 26, 2014 Minutes	X		Approved
IV. Visitor Propositions	X		
V. City Council Report	X		
VI. New Business	X		
• 2013 Stream Temperature Report	X		
• 2013 Fish Passage Report	X		
VII. Old Business			Commissioner McDonald to attend public meeting and request that WMAC NOT be included in larger Water Board
• Stops for Annual Tour	X		
• Draft Public Participation Task Force Recommendations	X		
VIII. Staff reports	X		
IX. Commission Requests and Reports			None
X. Adjourn			7:15p.m.

CONTENT OF DISCUSSION

I. **Call Meeting to Order/Introductions**

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

II. **Review of Agenda**

No changes were made.

III. **Review of Minutes**

Commissioner Schreck moved to approve the February 26, 2014 minutes. The motion was seconded and the minutes were approved unanimously.

IV. **Visitor Propositions**

None.

V. **City Council Report**

Councilor Hervey reported that, as part of the Public Participation Task Force (PPTF), he was disappointed to see the Watershed Management Advisory Commission lumped in with other Commissions in the report. He provided a brief description of three options for how the WMAC will be organized under the PPTF's recommendation:

- Become part of a larger Water Board,
- Become a Department Advisory Committee, or
- Remain as is.

VI. **New Business**

2013 Stream Temperature Report

Dr. Barb Ellis-Sugai presented the results from last summer's stream temperature monitoring. She noted that more than 30 probes were used and concluded that the reservoir is having minimal effect on the creeks. Her data and calculations also show that releasing cold water from the bottom of the reservoir in an attempt to mitigate higher temperatures in Greasy Creek would drain the reservoir in a matter of weeks and is therefore not feasible.

2013 Fish Passage Report

Xan Augerot from Marys River Watershed Council presented a slideshow of the 2013 fish passage report, noting that Rock Creek is a reference stream and that it is in the best overall condition of the tributaries in the Marys River system. She agreed with Dr. Ellis-Sugai that the ecological effect of the water from the reservoir is negligible, but that installing an automatic valve at the bottom of the reservoir would help keep the creek cool, as opposed to allowing run-off from the top. The Commission agreed to discuss the matter more at its next meeting before making a recommendation.

Both reports are available on the City website.

VII. **Old Business**

Stops for Annual Tour

Ms. Ward provided details on the plan for the watershed tour on May 21.

Draft Public Participation Task Force Recommendations

The Commission discussed the potential changes to the WMAC based on the draft recommendations from the Public Participation Task Force (PPTF). The Commissioners agreed that the WMAC should stay separate from other water-related topics, as it deals with managing the forest more than water issues.

VIII. Staff Reports

Mr. Miller reported the following:

- The Corvallis Forest sustained damage from this winter's heavy snow storms, but probably not enough to warrant salvage logging. He presented photos to illustrate.

Ms. Ward reported the following:

- Staff, teamed with Marys River Watershed Council received, a \$1,100 grant for watershed education.
- Meadow restoration has begun. Ms. Ward conducted a site visit with ecologists from the Institute for Applied Ecology and Mr. Miller has marked trees for snag creation.
- The first Peacock larkspur have begun blooming. She will begin monitoring and inventorying the plants on April 24. The Native Plant Society is reviewing the Peacock larkspur conservation plan.
- The Corvallis to the Sea Trail group conducted a hike through the Old Peak area. Ms. Ward and Ken McCall spoke about the ecology of the meadow and the restoration of the area.
- The Sierra Club has organized a field trip to the top of Marys Peak on May 14. Ms. Ward will be participating and presenting information about the watershed.
- All of the roads in the watershed have been cleared and graded.

IX. Commission Requests and Reports

None.

X. Adjourn

The meeting was adjourned at 7:15 p.m.

NEXT MEETING: June 25, 5:15 p.m., Madison Avenue Meeting Room

MEMORANDUM

To: City Council Members
From: Julie Jones Manning, Mayor 
Date: May 5, 2014
Subject: Appointment to Arts and Culture Commission

I am appointing the following person to the Arts and Culture Commission for the term of office stated:

Charles Robinson
Term expires June 30, 2015

Charles joined the Corvallis community during Summer 2012 and was elected by the Council to the Historic Resources Commission December 2012. He is seeking local volunteer opportunities. Charles teaches multi-media courses at OSU's Colleges of Engineering and Liberal Arts.

I will ask for confirmation of this appointment at our next Council meeting, June 2, 2014.

1017

MEMORANDUM

To: Mayor and City Council

From: Tony Krieg, Customer Services Manager 

Subject: Liquor License Investigation-New Outlet- GV Hospitality LLC

Date: May 14, 2014

The City has received an application from Amandeep Vivk and Kulwant Kaur members of GV Hospitality, LLC **located at 1730 NW 9th Street, Corvallis, Or 97330**. This application is for a **New Outlet with an Off-Premise Sales liquor and tobacco license**.

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

Staff recommends the City Council authorize endorsement of this application.

Off-Premises Sales

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

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

MEMORANDUM

May 5, 2014

TO: Mayor and City Council

FROM: Nancy Brewer, Finance Director *NB*

SUBJECT: **Scheduling Public Hearings**

Staff requests the City Council schedule Public Hearings at 7:30 PM on Monday, June 2, 2014 for:

- A recommendation for the use of State Shared Revenues for FY 2014-2015; and
- Adoption of a budget for FY 2014-2015.

MEMORANDUM

To: Mayor and City Council

From: Ken Gibb, Community Development Director 

Date: May 14, 2014

Subject: Schedule a Public Hearing for the 2014 Land Development Code Amendments ("Package #1": LDT13-00002 / LDT13-00003)

At the October 7, 2013, City Council meeting, the Council voted to authorize Community Development staff to begin work on development of "Package #1" of Land Development Code text amendments. The proposed text amendments cover a broad range of interests including recommendations from the Corvallis/OSU Collaboration Neighborhood Planning Work Group, the Economic Development Commission, and the Historic Resources Commission. On March 19, 2014, the Planning Commission held a public hearing to consider the proposed LDC amendments. The Planning Commission completed their review on April 16, 2014, and voted to recommend that the City Council adopt the proposed code amendments, with some suggested revisions.

The City Council is asked to schedule a public hearing to consider the proposed 2014 Land Development Code Amendments, as revised by the Planning Commission. Staff suggest scheduling this hearing on June 16, 2014.

**HUMAN SERVICES COMMITTEE
MINUTES
May 6, 2014**

Present

Councilor Penny York, Chair
Councilor Mike Beilstein
Councilor Bruce Sorte

Visitors

Tinamarie Ivey, Majestic Theatre
Anne H. White, Majestic Theatre

Staff

Jim Patterson, City Manager
Carolyn Rawles, Library Director
Stephen DeGhetto, Assistant Parks and
Recreation Director
Tony Krieg, Finance Department Customer
Service/Risk Manager
Emely Day, City Manager's Office

SUMMARY OF DISCUSSION

Agenda Item	Information Only	Held for Further Review	Recommendations
I. Liquor License Annual Renewals			Approve all of the applicants for the annual liquor license renewal and submit a favorable approval recommendation to Oregon Liquor Control Commission
II. Majestic Theatre Annual Report			Adopt the Majestic Theatre Management, Inc., 2013 Annual Report
III. Council Policy Review and Recommendation: 99-4.13, "Internet Access Policy for Corvallis-Benton County Public Library"			Amend Council Policy 99-4.13, "Internet Access Policy for the Corvallis-Benton County Public Library," as suggested by staff
IV. Other Business			

CONTENT OF DISCUSSION

Chair York called the meeting to order at 2:00 pm.

I. Liquor License Annual Renewals

Finance Department Customer Service/Risk Manager Krieg noted that the Committee was conducting an annual review of local businesses seeking liquor license renewals. He explained that the Oregon Liquor Control Commission (OLCC) sent staff a list of approximately 133 applicants seeking license renewals. Staff compared the list with existing records for discrepancies and forwarded the list, with any corrections, to Fire Department for review of Fire Code compliance, Community Development Department for review of building and sign code compliance, and Police Department for investigation of criminal activity or alcohol-related problems during the preceding year. Police Chief Sassaman reported no problems with the applicants. Therefore, staff deemed all of the

listed establishments eligible for liquor license renewal and recommended that the Council forward a positive recommendation to OLCC.

Councilor Beilstein noted that the list of applicants did not include a distillery. He did not have any comments or questions about the applicants. However, he wondered whether the review was worthwhile, since it cost the City more to review and investigate the applicants than the City could charge in application fees, and the City's recommendation had little significance to OLCC's decision.

Mr. Krieg clarified that the State regulated what the City could charge for liquor licenses. The current \$35 annual fee generated approximately \$4,600 in revenue annually. The license requirement provided the Police Department with leverage in working with the license holders and helped develop a rapport between the Department and the establishments. He believed the application process provided greater benefit than just the financial revenue.

Councilor Sorte added that the City's annual review process should mitigate the City's risk from any incident occurring in, or as a result of activity in, one of the licensed establishments. He agreed that OLCC had the predominance of authority in the annual license-renewal process.

Based upon a motion moved and seconded by Councilors Sorte and Beilstein, respectively, the Committee unanimously recommends that the Council approve all of the applicants for the annual liquor license renewal and submit a favorable approval recommendation to Oregon Liquor Control Commission.

II. Majestic Theatre Annual Report

Assistant Parks and Recreation Director DeGhetto explained that the Majestic Theatre annual report covered the Theatre's September 1, 2012, through August 31, 2013, fiscal year. During the reporting period, the Theatre received \$2,693.70 from a City endowment fund; the annual allocation to the Theatre varied. During 2010, the City authorized a \$20,000 loan to assist the Theatre with cash flow issues; the Council approved a requested loan extension during 2012. The Theatre had diligently met its loan re-payment schedule of \$100 per month.

Tinamarie Ivey noted that she joined the Theatre staff last September. She reported that, following the reporting period, the Theatre increased its membership and established new community partnerships. The Theatre would partner with da Vinci Days this summer for fund-raising efforts. The Theatre would also partner with the Boys and Girls Club, Oak Creek Correctional Facility, Organización de Latinas Unidas, and Jubilate. The partnerships were part of the Theatre's "We Are Growing Art" focus on engaging communities in the arts (Attachment A). She had attended conferences regarding the national focus and the "Imagining America" campaign established in 1999 and launched in 2000 by Former First Lady Hilary Clinton to bring arts to communities beyond the scope of

community theater, particularly focusing on under-represented communities. The effort was being pursued through Majestic Theatre's educational programs. She noted the challenges of working parents without additional income or time for their children to attend arts programs, which might be addressed through the partnership with the Boys and Girls Club that would include a one-week educational program during June. The Theatre applied for two Oregon Arts Commission grants to support local artists and bring artists into schools. The Theatre established a goal of promoting more civic engagement, attracting new audiences, developing better outreach efforts, bridging gaps, and removing socio-economic barriers to arts in communities.

In response to Councilor Beilstein's inquiry, Ms. Ivey confirmed that low-cost, community-based programs that generated revenue were beneficial to the Theatre. Those programs included readers' theaters and annual musical performances. The previous Theatre Executive Director began ambitious programming goals but left mid-year, so few grant applications were submitted. Ms. Ivey established a goal of increasing the variety and outreach offered by the Theatre to make the facility more attractive to funders. Theaters could not rely upon ticket sales for operations viability; therefore, the Theatre must build its membership and donor bases and seek grant funding.

Ms. Ivey assured Councilor Beilstein that she was seeking collaboration with Oregon State University (OSU), which intended to extend its reach to the community. She did not know how the collaboration would function.

Mr. DeGhetto explained for Councilor Beilstein that the City had one endowment to benefit the Theatre. The Oregon Community Foundation provided the Theatre with an endowment that was restricted for Majestic Theatre Management to invest and manage.

Ann White, Majestic Theatre Treasurer, confirmed that the Foundation endowment was drawn upon during the 2012-2013 fiscal year but not during the current fiscal year. The Theatre's development committee planned to increase the Theatre's donor base. The Theatre's Board hoped to attract more donors to re-build the Foundation endowment. The Board expected to receive a \$60,000 bequest this month.

City Manager Patterson noted the Theatre's increased expenditure related to staff, artists, materials, and marketing. He inquired about the Theatre's plans and timeline for re-paying the City's loan to eliminate that debt, possibly via an early pay-off.

Ms. White responded that the Theatre Board was addressing income and cash flow issues and working to build programs and partnerships to pay the City's loan and build cash reserves. She offered to present Mr. Patterson's question to the Board.

Mr. Patterson noted that potential funders might observe increasing debts but a continuing \$100 monthly obligation to the City. He suggested that the Theatre Board consider this in developing its future financial plans.

Chair York referenced a significant cost for talent during the reporting period. She inquired whether the talent attracted enough patronage to generate revenue to cover the related expenses.

Ms. Ivey responded that the Theatre was focusing on less talent from outside the community and, instead, showcasing local talent and events to bring the community to the Theatre. Desired events would keep the Theatre relevant and not be repetitive of previous activities. New events could be developed within the Theatre and with local talent. It appeared that previous Theatre staff attempted to bolster the Theatre and generate more activity; she was operating the Theatre with less staffing and limited financial resources. She emphasized that the annual report did not reflect the Theatre's current status.

Ms. Ivey concurred with Chair York that there were many opportunities for the Theatre to collaborate with OSU and its various programs, such as KidSpirit. The current lull in support and consistency of Theatre youth programs diminished the Theatre's presence in the community. She sought more opportunities for youth but must ensure that the Theatre could pay those who conducted the programs. She was cautious about over-booking indoor summer events, when many people wanted to be outside.

Based upon a motion moved and seconded by Councilors Beilstein and Sorte, respectively, the Committee unanimously recommends that Council adopt the Majestic Theatre Management, Inc., 2013 Annual Report.

III. Council Policy Review and Recommendation: 99-4.13, "Internet Access Policy for Corvallis-Benton County Public Library"

Library Director Rawles explained that the Policy was scheduled for its three-year review. The Corvallis-Benton County Public Library Board reviewed the Policy twice. The broad-based Policy was working well. Staff recommended that the term "filtered computer" be changed to "filtered search engines," as the Library no longer had designated, filtered computers because they were minimally used.

Ms. Rawles confirmed for Councilor Beilstein that the Library had public access computers in three locations: the reference area, the teen area, and the youth area. None of those computers were dedicated as filtered computers.

In response to Chair York's inquiry, Mr. Patterson explained that Council policy review periods varied by department and policy subject. Technology changed quickly, so it may be more appropriate to review technology-related policies more often than other policies.

Based upon a motion moved and seconded by Councilors Sorte and Beilstein, respectively, the Committee unanimously recommends that Council amend Council Policy 99-4.13, "Internet Access Policy for the Corvallis-Benton County Public Library," as suggested by staff.

IV. Other Business

- A. The Human Services Committee meeting scheduled for May 20, 2014, is canceled.
- B. The next regular Human Services Committee meeting is scheduled for June 3, 2014, at 2:00 pm, in the Madison Avenue Meeting Room.

Chair York adjourned the meeting at 2:32 pm.

Respectfully submitted,

Penny York, Chair



We are Growing Art

Theatre • Dance • Visual Art • Music

Engaging Communities in the Arts

Advancing community through Arts and Culture.

The arts energize the cultural sector and support the local economy. The arts, culture, and creativity contribute to a sustainable community by...

- creating a foundation for defining a sense of place.
- improving a community's competitive edge and building leadership.
- contributing to the development of a skilled workforce.
- attracting new and visiting populations.

Build and nurture partnerships to enhance the cultural, creative, and intellectual life.

Provide the arts as a vital force for advancing economic opportunities and the quality of life.

Create programming that reflects the experiences of historically underserved communities.

Promote the philosophy of inclusion, access, integrity, accountability and equity.

Foster Stewardship, honoring the legacy we inherit and nurture the future.



*Art washes away from the soul
the dust of everyday life.
- Pablo Picasso*

COMMUNITY ENGAGEMENT PROGRAMS

Unbridled Voices

Community-Engaged Theatre Making

Artist-in-Residence

Art Exhibitions

Artist Consortium - Fiscal Sponsorship

The Majestic Theatre acknowledges the significance of our role as a local arts organization in the fiber of our community. Our community engagement programs promote the arts and artists in Theatre, Music, Dance and Visual Arts.

DIVERSITY COMMITMENT

The Majestic Theatre is committed to inclusivity, accessibility and cultural equity. The Majestic respects and seeks to achieve diversity in its leadership, partnerships and programs. We achieve this by:

Offering programs with professional artists that mirror the diversity of the community.

Providing accessible, free or low-cost art programs for children and families.

Serving as an arts resource for individuals and organizations in our community.

115 SW 2nd St.  Corvallis, OR 97333

541-758-7827

www.majestic.org

MEMORANDUM

TO: Human Services Committee

FROM: Nancy Brewer, Finance Director *NB*

DATE: April 14, 2014

SUBJECT: Annual Liquor License Renewals

I. ISSUE

Annual review and approval of local establishments applying for liquor licenses with the Oregon Liquor Control Commission (OLCC).

II. BACKGROUND

The OLCC conducts an annual renewal process for all liquor licenses issued in the state. OLCC sends a list of licensees that are eligible for renewal to the City in March. Upon receipt, the City has sixty days to make a recommendation to the OLCC concerning renewal of the licenses. At the end of sixty day period, if there is not a recommendation for a license, the OLCC processes the renewal as if it received a favorable recommendation.

OLCC mails license renewal applications to licensees approximately two months before the license expires on June 30th. The license applicant must return the completed application to the OLCC at least twenty days before the license expires. As part of the City renewal process, approved licensees must provide a copy of their completed OLCC application, a completed City renewal application and pay a \$35 renewal fee to the City. Applicants cannot legally sell or serve alcohol after the license expires.

The City conducts an investigation on all renewal applications which includes review by the Fire Department (CFD) for compliance with fire code and by Community Development (CD) for compliance with building and sign codes. The Corvallis Police Department (CPD) investigates each applicant for any criminal activity or alcohol related problems associated with the business during the prior year. CPD submits an internal report to Finance addressing any outstanding issues and makes their recommendation going forward. Finance staff compile the recommendations and report to the Human Services Committee (HSC).

Even though Council is requested to review license applications, Council has limited authority in the actions it can take. Actions available to Council and responses available to the OLCC are

detailed in the table below. The OLCC is not required to abide by Council’s recommendations, but the OLCC does carefully consider Council’s recommendations.

Actions available to the City Council	Responses available to the OLCC
No recommendation on licenses	Process as a favorable recommendation
Favorable recommendation	Accept recommendation
Recommend granting licenses with restrictions	Accept recommendation; renew without restrictions; deny
Recommend licenses not be granted unless applicant demonstrates commitment to overcome concerns	Accept recommendation; renew without restrictions; renew with restrictions; deny
Recommend denial of the licenses	Accept recommendation; renew without restrictions; renew with restrictions.

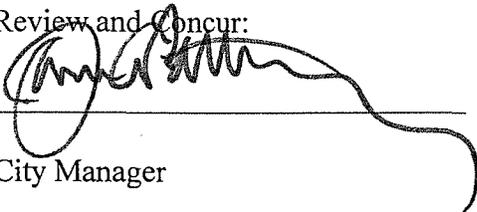
III. DISCUSSION

Upon review and investigation of the applicants, CPD, CFD and CD reported no ongoing problems. All applicants (list attached) are approved for liquor license renewal.

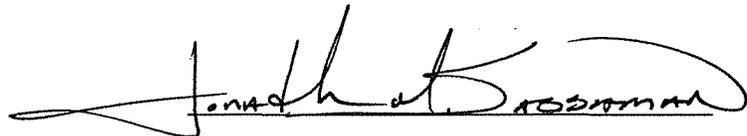
IV. REQUESTED ACTION

Staff requests HSC recommend City Council approve all applicants for the annual liquor license renewal and submit a favorable approval recommendation to the OLCC.

Review and Concur:



 City Manager



 Chief of Police

Memorandum
April 14, 2014

To: Jefri Van Arsdall
Police Department

From: Tony Krieg, Customer Services/Risk Manager *ak*
Finance Department

Subject: Annual Liquor License Renewals

Attached is the list of all current liquor licensees due for annual renewal which we received from the Oregon Liquor Control Commission (OLCC). The staff report is scheduled for the May 6th Human Services Committee meeting and the May 19th City Council meeting.

If the Police Department recommends renewal for all licensees, please have Chief Sassaman sign this memo and return it by April 21st. Should you have any negative recommendations, please list the businesses below and provide us with written documentation detailing the reasons for the denial.

If you need any additional information on the liquor licensees or have questions about the process, please feel free to contact me at ext. 5064.

APPROVED



Jon Sassman, Chief of Police

4.17.14
Date

NEGATIVE RECOMMENDATIONS:

OLCC LICENSE RENEWALS

City of Corvallis, Finance Admin.
CORVALLIS
PO Box 1083
Corvallis OR 973391083

Attached is the list of OLCC liquor licenses in CORVALLIS that are eligible for license renewal. These licenses will expire on 6/30/2014.

Oregon Revised Statute (ORS) 471.166 establishes the process for local governments to make recommendations to the OLCC. It also requires the OLCC to notify licensees of the license renewal application or processing fees charged by their local governments. According to our records, you charge:

License Renewal Fee: 35.00

Off Premises Fee: 35.00

We will direct renewal applicants to mail the renewal fees to the address on this letter. Please notify us immediately if the fees or address are incorrect.

Approximately 40 days after the licenses expire, the OLCC will send you a list of the licensees who filed a renewal application. You can use this list to verify that applicants have paid your fees.

Recommendation Process:

You have until 6/5/2014 to exercise one or more of the following options:

1. Provide a written renewal recommendation to the OLCC for any or all of the licenses on this list.
2. Make a written request for additional time to investigate a specific renewal or renewals. The request must set forth the reason additional time is needed, state that the local government is considering making an unfavorable recommendation, and state the specific grounds being considered toward an unfavorable recommendation.
3. Take no action. After 6/5/2014, the OLCC will process the renewal application as if you made a favorable recommendation.

Please send correspondence to OLCC License Renewals at P.O. Box 22297, Portland OR 97269 or email olcc.renewals@state.or.us. You can also contact the license renewal section at 1 (800) 452.6522 ext 5138 or at 503.872.5138.

Dist. #	License #	Tradename	Participant	License	Premises Address
Local Government: CORVALLIS					
3	187935	26TH STREET SUPERETTE	YIM, BROOKE Y	O	2531 MONROE ST NW, CORVALLIS, OR
	197454	5TH ST GROWLERS	WV ENTERPRISES LLC	L	211 SW FIFTH, CORVALLIS, OR
	188472	7-ELEVEN STORE #2363-14520E	BALLY ENTERPRISES INC	O	746 NW KINGS BLVD, CORVALLIS, OR
	188493	7-ELEVEN STORE #2363-17105E	NOOR ENTERPRISES INC	O	2641 NW 9TH, CORVALLIS, OR
	188485	7-ELEVEN STORE #2363-22935C	ARMAAN ENTERPRISES INC	O	2405 SE THIRD ST, CORVALLIS, OR
	188130	AMERICAN DREAM PIZZA	SCOTIAN INC	L	2525 MONROE ST NW, CORVALLIS, OR
	187999	AMERICAN DREAM PIZZA & CROWBAR	MAGELA INC	F-COM	214 SW 2ND, CORVALLIS, OR
	197853	AOMATSU JAPANESE RESTAURANT	AOMATSU RESTAURANT INC	L	122 NW 3RD ST, CORVALLIS, OR
	186133	APPLEBEE'S NEIGHBORHOOD GRILL & BAR	APPLE OREGON LLC	F-COM	1915 NE FOUR ACRE PL, CORVALLIS, OR
	189010	AQUA SEAFOOD RESTAURANT & BAR	AQUA SEAFOOD RESTAURANT & BAR LLC	F-COM	151 NW MONROE ST #102, CORVALLIS, OR
	194710	AVALON WINE	ANDREW MARCUS LLC	O	201 SW 2ND ST, CORVALLIS, OR
	186313	BAJA FRESH	CORVALLIS FRESH LLC	L	845 NW 9TH ST, CORVALLIS, OR
	189729	BEER 30	EDWARDS RETAIL INC	L	1835 SE 3RD ST, CORVALLIS, OR
	189731	BEER 30	EDWARDS RETAIL INC	O	1835 SE 3RD ST, CORVALLIS, OR
	186722	BELLA VINO GIFT BASKETS	GRIFFITH, JOHN G GRIFFITH, LEIGH C	O	5095 SW HILLVIEW AVE, CORVALLIS, OR
	187792	BI-MART #604	BI-MART CORP	O	2045 N 9TH ST, CORVALLIS, OR
	187778	BI-MART #639	BI-MART CORP	O	1555 SW 53RD ST, CORVALLIS, OR
	188032	BIG RIVER RESTAURANT & BAR	MAL MAC INC	F-COM	101 NW JACKSON ST, CORVALLIS, OR
	187701	BLOCK 15	BLOCK 15 BREWING COMPANY INC	F-COM	300 SW JEFFERSON, CORVALLIS OR
	189630	BLOCK 15	BLOCK 15 BREWING COMPANY INC	BP	300 SW JEFFERSON ST, CORVALLIS, OR
	187766	BLUE SKY CHINESE RESTAURANT	BLUE SKY RESTAURANT LLC	L	5275 SW PHILOMATH BLVD, CORVALLIS, OR
	188023	BOMBS AWAY CAFE	MANHATTAN PROJECT INC	F-COM	2527 NW MONROE AVE, CORVALLIS, OR
	189009	BREW BQ	DFZ LLC	F-COM	150 SW MADISON AVE, CORVALLIS, OR
	188672	BUFFALO WILD WINGS GRILL & BAR	WINGMEN V LLC	F-COM	1820 NW 9TH ST, CORVALLIS, OR
	186982	CAFE YUMM #100007	NAMASTE CUISINE LLC	L	2001 NW MONROE AVE #109, CORVALLIS, OR
	201630	CARMIKE 12	CARMIKE CINEMAS INC	L	750 NE CIRCLE BLVD, CORVALLIS, OR
	186957	CAVES	LES CAVES INC	O	308 SW 3RD ST, CORVALLIS, OR
	188347	CAVES	LES CAVES INC	F-COM	308 SW 3RD ST, CORVALLIS, OR
	187301	CHINA BLUE RESTAURANT	HEALTHY FOOD INC	L	2307 NW 9TH ST, CORVALLIS, OR
	190287	CHINA DELIGHT RESTAURANT	J & E ORIENTAL LLC	F-COM	325 NW 2ND ST, CORVALLIS, OR

Dist. License #	Tradename	Participant	License	Premises Address
Local Government: CORVALLIS				
3	186303	CHIPOTLE MEXICAN GRILL #1199	CHIPOTLE MEXICAN GRILL INC	F-COM 2501 NW MONROE AVE, CORVALLIS, OR
	188415	CIBELLI'S PIZZA	CIBELLI'S INC	L 820 NW 9TH ST #101, CORVALLIS OR
	186327	CIRCLE K STORE #1022	CIRCLE K STORES INC	O 1900 SW THIRD, CORVALLIS, OR
	186326	CIRCLE K STORE #292	CIRCLE K STORES INC	O 1467 NW MONROE, CORVALLIS, OR
	197854	CIRELLO'S PIZZA	B@ES LLC	L 919 NW CIRCLE BLVD SUITE F, CORVALLIS, OR
	186270	CLODFELTER'S	C D E LTD	F-COM 1501 NW MONROE, CORVALLIS, OR
	189029	CLOUD & KELLY'S PUBLIC HOUSE	CLOUD 9 LLC	F-COM 126 SW FIRST ST, CORVALLIS, OR
	189330	COFFEE CULTURE	FAMILY COFFEE COMPANY LLC	L 1195 NW KINGS BLVD, CORVALLIS, OR
	189338	COFFEE CULTURE	FAMILY COFFEE COMPANY LLC	O 1195 NW KINGS BLVD, CORVALLIS, OR
	186357	CORVALLIS COUNTRY CLUB	CORVALLIS COUNTRY CLUB INC	F-COM 1850 SW WHITESIDE DR, CORVALLIS, OR
			GOLF ENTERPRISES INC	
	186683	CORVALLIS GROCERY OUTLET	NEUMANN LTD	O 1755 NW 9TH ST #110, CORVALLIS, OR
			GROCERY OUTLET INC	
	186281	CORVALLIS MARKET #2	CORVALLIS MARKET #2 INC	O 1621 NW 9TH ST, CORVALLIS, OR
	170198	CORVALLIS SPORTS PARK	CORVALLIS SPORTS PARK LLC	L 175 SW TWIN OAKS CIR, CORVALLIS, OR
	187422	DARI MART STORE #13	DARI-MART STORES INC	O 440 SW WESTERN BLVD, CORVALLIS, OR
	187307	DARRELL'S	HUBLER RESTAURANT INC	F-COM 2200 NW 9TH ST, CORVALLIS, OR
	188960	DEDE'S	CJ EATERIES LLC	L 1786 NW 9TH, CORVALLIS, OR
	186113	DEL ALMA	CRAZY MOON HOSPITALITY GROUP LLC	O 136 SW WASHINGTON #101 #102 #102A, CORVALLIS, OR
	189028	DEL ALMA	CRAZY MOON HOSPITALITY GROUP LLC	F-COM 136 SW WASHINGTON #101 #102 #102A, CORVALLIS, OR
	190268	DOCK 22	DYNAMICS LLC	F-COM 151 NW MONROE AVE #107, CORVALLIS, OR
	187953	EL SOL DE MEXICO	DE LA CRUZ & MAGANA INC	F-COM 1597 NW 9TH ST, CORVALLIS, OR
	189268	EL SOL DE MEXICO #3	MARAVILLAS INC	F-COM 1845 NW CIRCLE BLVD, CORVALLIS, OR
	188168	ELKS LODGE #1413 CORVALLIS	ELKS LODGE #1413 CORVALLIS	F-CLU 1400 NW 9TH ST, CORVALLIS, OR
	186941	ELMER'S BREAKFAST LUNCH DINNER	LUPA INC	L 1115 NW 9TH ST, CORVALLIS, OR
	186557	EPIC DAY SPA	EPIC SPA LLC	L 517 SW 2ND ST, CORVALLIS, OR
	186598	EVERGREEN SO & NO INDIAN CUISINE	EVERGREEN S & N INDIAN CUSN LLC	L 136 SW 3RD STREET, CORVALLIS, OR
	189922	FIRE WORKS RESTAURANT & BAR	NATURAL GOURMET EATERY INC	F-COM 1115 SE 3RD, CORVALLIS, OR
	187344	FIRST ALTERNATIVE COOPERATIVE	FIRST ALTERNATIVE COOPERATIVE	O 1007 SE THIRD ST, CORVALLIS, OR
	187345	FIRST ALTERNATIVE COOPERATIVE NORTH	FIRST ALTERNATIVE COOPERATIVE	O 2855 NW GRANT, CORVALLIS, OR

Dist. #	License #	Tradename	Participant	License	Premises Address
Local Government: CORVALLIS					
3	188350	FLAT TAIL BREWING	S & J CORVALLIS LLC DK3 LLC	BP	202 SW 1ST ST SUITE B, CORVALLIS, OR
	189083	FLAT TAIL PUB	DK3 LLC	F-COM	202 SW 1ST ST SUITE A, CORVALLIS, OR
	187354	FORKS AND CORKS CATERING	FORKS AND CORKS CATERING LLC	F-CAT	1324 NW 9TH ST, CORVALLIS, OI
	187394	FRED MEYER #70	FRED MEYER STORES INC	O	777 NW KINGS BLVD, CORVALLIS, OR
	187852	HARRISON BAR & GRILL	YEUNG'S INVESTMENT INC	L	550 HARRISON BLVD NW, CORVALLIS, OR
	187853	HARRISON BAR & GRILL	YEUNG'S INVESTMENT INC	F-COM	550 HARRISON BLVD NW, CORVALLIS, OR
	186676	HIGHLAND BOWL	S & J BOWLING LLC	F-COM	2123 NW 9TH ST, CORVALLIS, OI
	189194	HILTON GARDEN INN / STADIUM GRILL	CORVALLIS HOSPITALITY LLC	O	2500 SW WESTERN BLVD, CORVALLIS, OR
	189305	HILTON GARDEN INN / STADIUM GRILL	CORVALLIS HOSPITALITY LLC	F-COM	2500 SW WESTERN BLVD, CORVALLIS, OR
	188182	IMPULSE BAR & GRILL	GALLEGOS, SEBASTIAN GARCIA, MARCELA	F-COM	1425 NW MONROE AVE SUITE M CORVALLIS, OR
	186910	IZZY'S PIZZA BAR CLASSIC BUFFET	JANSEN ENTERPRISES INC	L	2475 NW 9TH ST, CORVALLIS, O
	190514	JACK OKOLE'S	NAILS LIKE JUSTUS INC	F-COM	140 NW THIRD ST, CORVALLIS, OR
	197559	JACKSONS #110	JACKSONS FOOD STORES INC	O	2075 NW CIRCLE BLVD, CORVALLIS, OR
	186924	JACKSONS FOOD STORES #111	JACKSONS FOOD STORES INC	O	1334 NW NINTH ST, CORVALLIS, OR
	186349	JADE GARDEN	CHEN'S JADE INC	F-COM	503 SW 3RD ST, CORVALLIS, OR
	188346	KING TIN RESTAURANT	KING TIN CORP	L	1857 NW 9TH ST, CORVALLIS, O
	201579	KORIANDER ASIAN FUSION & ITALIAN GELATO	KORIANDER LLC	L	215 SW 3RD ST, CORVALLIS, OR
	190471	LA ROCKITA	PARMELEE, ELSA N	F-COM	2309 NW KINGS BLVD, CORVALLIS, OR
	193105	LA ROQUITA MEXICAN RESTAURANT INC	LA ROQUITA MEXICAN RESTAURANT INC	F-COM	370 A SW WESTERN BLVD, CORVALLIS, OR
	186858	LAUGHING PLANET CAFE	LAUGHING PLANET CAFE LLC	F-COM	127 NW 2ND ST, CORVALLIS, OF
	189101	LE PATISSIER	LE PATISSIER LLC	L	956 NW CIRCLE BLVD, CORVALLIS, OR
	193358	LOS 3 REALES	EL PRESIDENTE OF CORVALLIS INC	F-COM	1110 NW SECOND ST, CORVALLIS, OR
	189180	LUC	LUC LLC	O	134 SW 4TH ST, CORVALLIS, OR
	189213	LUC	LUC LLC	F-COM	134 SW 4TH ST, CORVALLIS, OR
	188442	MAGENTA RESTAURANT & CATERING	HOANG, KIMBER THI	O	137 SW 2ND, CORVALLIS, OR
	188682	MAGENTA RESTAURANT & CATERING	HOANG, KIMBER THI	F-COM	137 SW 2ND, CORVALLIS, OR
	188061	MAJESTIC THEATRE	MAJESTIC THEATRE MANAGEMENT INC	L	115 SW 2ND ST, CORVALLIS, OF
	188051	MARKET OF CHOICE #7	MARKET OF CHOICE INC	O	922 NW CIRCLE BLVD #110, CORVALLIS, OR

Dist. License #	Tradename	Participant	License	Premises Address
Local Government: CORVALLIS				
3	188054	MARKET OF CHOICE #7	MARKET OF CHOICE INC	L 922 NW CIRCLE BLVD #110, CORVALLIS, OR
	187987	MCGRATH'S PUBLICK FISH HOUSE	MCGRATH'S PUBLICK FISH HOUSE INC	F-COM 350 NE CIRCLE BLVD, CORVALLIS, OR
	188294	MCMENAMIN'S	MCMENAMIN'S INC	O 420 NW 3RD ST, CORVALLIS, OR
	188536	MCMENAMIN'S	MCMENAMIN'S INC	F-COM 420 NW 3RD ST, CORVALLIS, OR
	188275	MCMENAMIN'S ON MONROE	MCMENAMIN'S INC	BP 2001 NW MONROE AVE #106, CORVALLIS, OR
	188535	MCMENAMIN'S ON MONROE	MCMENAMIN'S INC	F-COM 2001 NW MONROE AVE #106, CORVALLIS, OR
	188187	MEXICO LINDO RESTAURANT	MEXICO LINDO INC	F-COM 5228 SW PHILOMATH BLVD, CORVALLIS, OR
	190034	MR D'S MARKET LLC	MR D'S MARKET LLC	O 300 SW FOURTH ST, CORVALLIS, OR
	188929	MURPHY'S RESTAURANT & LOUNGE	DRAGONFLY PACIFIC INC	F-COM 2740 SW 3RD ST, CORVALLIS, OF
	189335	NATALIA & CRISTOFORO'S	LEYTEM, GREG A LEYTEM, REGINA A	O 351 NW JACKSON ST #2, CORVALLIS, OR
	188528	NEARLY NORMAL'S GONZO CUISINE	NEARLY NORMAL'S GONZO CUISINE INC	F-COM 109 NW 15TH ST, CORVALLIS, OR
	188837	NEW CHINA BUFFET	ZHENG'S INC	F-COM 1720 NW 9TH ST, CORVALLIS, OR
	186995	NEW MORNING BAKERY	NEW MORNING BAKERY INC	O 219 SW 2ND ST, CORVALLIS, OR
	187003	NEW MORNING BAKERY	NEW MORNING BAKERY INC	L 219 SW 2ND ST, CORVALLIS, OR
	187210	NIRVANA INDIAN RESTAURANT	KAUL, GURMEET L	L 1945 NW NINTH, CORVALLIS, OR
	189673	OLD WORLD DELI	OWD INC	L 341 SW SECOND ST, CORVALLIS, OR
	188945	OREGON STATE UNIVERSITY CATERING	OREGON STATE UNIVERSITY	F-CAT 140 ARNOLD CENTER, CORVALLIS, OR
	189959	OREGON TRAIL BREWERY	BREWING NORTHWEST LTD	BP 341 SW SECOND ST, CORVALLIS, OR
	189411	OSU DEPT OF FOOD SCIENCE & TECHNOLOGY	OSU DEPT OF FOOD SCIENCE & TECHNOLOGY	BP 100 WIEGAND HALL, CORVALLIS, OR
	187106	PAPA'S PIZZA PARLOR #4	THE PAPA'S GROUP INC	L 1030 SW THIRD, CORVALLIS, OR
	187270	PASTINI PASTARIA	PASTINI CORVALLIS LLC	F-COM 1580 NW 9TH ST SUITE 101, CORVALLIS, OR
	187271	PASTINI PASTARIA	PASTINI CORVALLIS LLC	O 1580 NW 9TH ST SUITE 101, CORVALLIS, OR
	187259	PIZZA HUT	PIZZA HUT OF SE KANSAS INC	L 2575 NW KINGS BLVD, CORVALLIS, OR
	188525	QDOBA MEXICAN GRILL	QMEXCOR LLC	F-COM 2001 NW MONROE, CORVALLIS, OR
	186752	QUEEN'S CHOPSTICK ASIAN CUISINE	QUEEN'S CHOPSTICK ASIAN CUISINE INC	F-COM 2329 NW KINGS BLVD, CORVALLIS, OR
	188325	RICE & SPICE	KIM, PETER P	O 1075 NW VAN BUREN AVE, CORVALLIS, OR
	187637	RITE AID #5366	THRIFTY PAYLESS INC	O 2080 NW 9TH ST, CORVALLIS, OR
	188626	RIVERVIEW MONGOLIAN GRILL	MONGOLIAN GRILL CORVALLIS LLC	L 230 NW 1ST, CORVALLIS, OR
	187560	RUBY TUESDAY	RT PORTLAND FRANCHISE LLC	F-COM 1895 NW 9TH ST PLAZA 9, CORVALLIS, OR

Dist. License #	Tradename	Participant	License	Premises Address
Local Government: CORVALLIS				
3	186646 SADA'S SUSHI & IZAKAYA	SAKAMOTO HOLDINGS INC	F-COM	151 NW MONROE ST #101, CORVALLIS, OR
	186471 SAFEWAY STORE #1690	SAFEWAY INC	O	590 NE CIRCLE BLVD, CORVALLIS, OR
	186473 SAFEWAY STORE #1765	SAFEWAY INC	O	5270 SW PHILOMATH BLVD, CORVALLIS, OR
	186477 SAFEWAY STORE #4333	SAFEWAY INC	O	450 SW THIRD ST, CORVALLIS, OR
	188181 SANCHO'S MEXICAN GRILL & BAR	GALLEGOS, SEBASTIAN GARCIA, MARCELA	F-COM	1425 NW MONROE ST #A, CORVALLIS, OR
	186606 SHARI'S OF CORVALLIS	SHARI'S MANAGEMENT CORP	L	1117 NW 9TH, CORVALLIS, OR
	194023 SKY HIGH BREWING AND PUB	CORVEGAS INC	BP	160 NW JACKSON AVE, CORVALLIS, OR
	194024 SKY HIGH BREWING AND PUB	CORVEGAS INC	F-COM	160 NW JACKSON AVE, CORVALLIS, OR
	186631 SODEXO	SODEXO AMERICA LLC	L	430 SW LANGTON PL, CORVALLIS, OR
	186632 SODEXO	SODEXO AMERICA LLC	F-CAT	RESER STADIUM, CORVALLIS, OR
	186531 SQUIRRELS	SQUIRRELS INC	O	100 SW SECOND ST, CORVALLIS OR
	186532 SQUIRRELS	SQUIRRELS INC	F-COM	100 SW SECOND ST, CORVALLIS OR
	186533 SQUIRRELS	SQUIRRELS INC	L	100 SW SECOND ST, CORVALLIS OR
	189158 SUBZERO <i>Closed 11/2013</i>	DAS MASCHINE ENTERTAINMENT LLC	F-COM	126 SW 4TH ST, CORVALLIS, OR
	187736 SUNNYSIDE UP	BARKING COW ENTERPRISES INC	F-COM	116 NW 3RD ST, CORVALLIS, OR
	186673 TAQUERIA ALONZO	GUTIERREZ, ALONZO	F-COM	922 NW KINGS BLVD, CORVALLIS, OR
	186200 THE BEANERY	ALLANN BROS COFFEE COMPANY	O	922 NW CIRCLE BLVD #130, CORVALLIS, OR
	186201 THE BEANERY	ALLANN BROS COFFEE COMPANY	L	922 NW CIRCLE BLVD #130, CORVALLIS, OR
	187472 THE BROKEN YOLK CAFE	DALE, BROOKE DALE, BRANDON	F-COM	119 SW 3RD ST, CORVALLIS, OR
	189767 THE RETREAT DAY SPA & SALON	THE RETREAT DAY SPA & SALON INC	L	777 NW 9TH ST #200, CORVALLIS OR
	187594 TIMBERHILL ATHLETIC COURT CLUB	TIMBERHILL ATHLETIC/COURT CLUB INC	L	2855 NW 29TH ST, CORVALLIS, OR
	187321 TOKYO JAPANESE STEAK HOUSE & SUSHI BAR	HAPPY TOKYO INC	F-COM	250 SW 3RD ST, CORVALLIS, OR
	188404 TOM'S PEACOCK BAR & GRILL	SMRK LLC	F-COM	125 SW 2ND ST, CORVALLIS, OR
	187731 TOMMY'S 4TH STREET BAR & GRILL	BUDTIG INC	F-COM	350 SW 4TH ST, CORVALLIS, OR
	187618 TRADER JOE'S #154	TRADER JOE'S CO	O	1550 NW 9TH ST #102, CORVALLIS, OR
	189095 TRI VALLEY FOOD MART #102	SINGH, JATINDER P	O	5500 SW PHILOMATH BLVD, CORVALLIS, OR
	188894 UNIVERSITY MARKET	EPOCH GROUP LLC	O	1149 NW VAN BUREN ST, CORVALLIS, OR
	186450 US MARKET #145	US MARKET #145 LLC	O	1450 NW 9TH ST, CORVALLIS, OF

Dist. License #	Tradename	Participant	License	Premises Address
Local Government: CORVALLIS				
3	187901 WALMART MARKET #3146	WAL-MART STORES INC	O	1840 NW 9TH ST, CORVALLIS, OR
	187944 WASHINGTON STREET LIQUOR / DEB'S MIXERS	WASHINGTON ST LIQUOR / DEB'S MIXERS LLC	O	575 SW WASHINGTON AVE, CORVALLIS, OR
	187894 WESTERN MARKET	WESTERN MARKET LLC	O	2875 WESTERN, CORVALLIS, OR
	189495 WHITESIDE'S BEER & WINE	CORVALLIS BREWING SUPPLY INC	O	119 SW 4TH ST, CORVALLIS, OR
	189020 WINCO FOODS #03	WINCO FOODS LLC	O	2335 NW KINGS BLVD, CORVALLIS, OR
	188553 WINE STYLES CORVALLIS	GWINTRAY LLC	L	2333 NW KINGS BLVD, CORVALLIS, OR
	188566 WINE STYLES CORVALLIS	GWINTRAY LLC	O	2333 NW KINGS BLVD, CORVALLIS, OR
	190178 WINEOPOLIS	LARSON, JERALD N	O	151 NW MONROE #103, CORVALLIS, OR
	187849 WOODSTOCK'S PIZZA PARLOR	WOODSTOCK'S ENTERPRISES INC	L	1045 NW KINGS BLVD, CORVALLIS, OR
	188149 YOUNG'S KITCHEN	QNAM INC	F-COM	2051 NW MONROE AVE, CORVALLIS, OR

Code	License Type	Annual Fee	License Privileges
BP	Brewery-public house	\$250	Allows the manufacture and sale of malt beverages to wholesalers, and the sale of malt beverages, wine and cider for consumption on or off the premises. [ORS 471.200]
BRW BRWNC	Brewery	\$500	Allows the manufacture, importation, storage, transportation and wholesale sale of malt beverages to OLCC licensees. Malt beverages brewed on the premises may be sold for consumption on the premises and sold in kegs to the public. [ORS 471.220] BRWNC designates a licensee that does not allow tastings or other on premises consumption.
CERA	Certificate of Approval	\$175 5 years	This certificate allows an out-of-state manufacturer, or an importer of foreign wine or malt beverages, to import wine and malt beverages to Oregon licensees. [ORS 471.289]
DIST	Distillery	\$100	Allows the holder to import, manufacture, distill, rectify, blend, denature and store distilled spirits. A distillery that produces brandy or pot-distilled liquor may permit tastings by visitors. [ORS 471.230]
DS	Direct Shipper Permit	\$50	Allows manufacturers and retailers to ship wine and cider directly to Oregon residents for their personal use. [ORS 471.282]
F	Full On Premises Sales	\$400	Allows the sale and service of distilled spirits, malt beverages and wine for consumption on the licensed premises. Also allows licensees who are pre-approved to cater events off of the licensed premises [ORS 471.175] license sub-type designates the type of business licensed: F-CAT- caterer; F-CLU- private club; F-COM - commercial establishment; F-PC - passenger carrier, F-PL - other public location.
GSP GSPNC	Grower's Sales Privilege	\$250	Allows the importation, storage, transportation, export, and wholesale and retail sales of wines made from fruit or grapes grown in Oregon [ORS 471.227] GSPNC designates a licensee that does not allow tastings or other on premises consumption.
L	Limited On Premises Sales	\$200	Allows the sale of malt beverages, wine and cider for consumption on the licensed premises and the sale of kegs of malt beverages for off premises consumption. Also allows licensees who are pre-approved to cater events off of the licensed premises [ORS 471.178].
O	Off Premises Sales	\$100	Allows the sale of malt beverages, wine and cider in factory sealed containers for consumption off the licensed premises and allows approved licensees to offer sample tasting of malt beverages, wine and cider. [ORS 471.186]
WH	Warehouse	\$100	Allows the storage, importing, exporting, bottling, producing, blending and transporting of wine and malt beverages. [ORS 471.242]
WMBW	Wholesale Malt Beverage and Wine	\$275	Allows the importation, storage, transportation and wholesale sale of malt beverages and wine to OLCC licensees and limited retail sales to the public (dock sales). [ORS 471.235]
WSD	Wine Self Distribution Permit	\$100	Allows manufacturers to sell and ship wine and cider produced by the manufacturer directly to Oregon retailers for resale to consumers. May ship to businesses which have an OLCC endorsement to receive the shipments. [ORS 471.274]
WY WYNC	Winery	\$250	Allows the licensee to import, bottle, produce, blend, store, transport and export wines, and allows wholesale sales to OLCC and licensees, and retail sales of malt beverages and wine for consumption on or off the licensed premises. [ORS 471.223] WYNC designates a licensee that does not allow tastings or other on premises consumption.



MEMORANDUM

To: Human Services Committee
From: Karen Emery, Director *KE*
Steve DeGhetto, Assistant Director
Date: May 6, 2014
Subject: 2013 Majestic Theatre Management Annual Report

Issue:

The Majestic Theatre Management, Inc. (MTM) is scheduled for its annual review before the Human Services Committee.

Discussion:

In September 2011, the City renewed the agreement with Majestic Theatre Management, Inc. (MTM) for the day-to-day operation of the facility located at 115 SW 2nd Street. The City retains ownership of the building and is responsible for major facility maintenance not related to operations. The City determined it is in the City's best interest that an entity experienced and qualified in management, operation and facility maintenance of the community theater be contracted to provide those services.

During the reporting period from September 1, 2012 to August 31, 2013 MTM received a total of \$2,693.70 from the City of Corvallis Endowment.

Background: The City authorized a \$20,000 loan to MTM in 2010. The funding was to aid cash flow supporting personnel, materials, supplies, and utilities. A loan extension was requested and in January 2012 City Council approved an extended repayment schedule for MTM that began in September of 2012 for \$100 per month. The loan repayment schedule is structured through an addendum to the original promissory note.

To date MTM has repaid \$1,200 and the balance due the City is currently \$18,800. MTM continues to make progress in their organizational structure, programming, and partnerships.

Highlights of FY 2013 are:

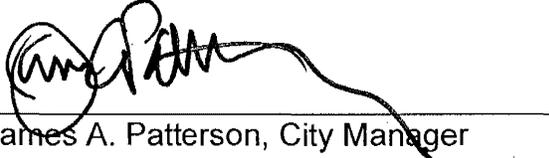
- The Majestic Theater offered over 100 performances of music and dance concerts, live theater productions and musicals, serving and entertaining over 14,000 audience members and guests.

- Youth Arts Education programming provided arts education to over 150 students.
- Provided performance opportunities for 450 local artists.
- Provided Arts Education Scholarships to local youths.

Recommendation:

The Human Services Committee recommends to City Council to accept the Majestic Theatre Management, Inc. 2013 annual report.

Review and Concur:



James A. Patterson, City Manager



Nancy Brewer, Finance Director

Attachments:

1. MTM Annual Report
2. MTM Financial Statements for Fiscal Year 12/13
3. Corvallis Finance Department's Financial Review



ANNUAL REPORT

FY 2012 -- 2013

TO CITY COUNCIL

CITY OF CORVALLIS

TABLE OF CONTENTS

SUMMARY OF FISCAL YEAR 2013.....2

BOARD OF DIRECTORS.....8

MAJESTIC RENTAL CUSTOMERS.....9

Summary for Fiscal Year 2013

Now in its 100th year, The Majestic Theatre is a creative laboratory, meeting place, and performance venue for a vibrant community hungry for culture in the Mid-Willamette Valley. The mission of the organization includes: developing and expanding audiences through outreach and engagement; enhancing the value and reputation of the arts in Corvallis, Oregon; practicing ethical, transparent, and stable nonprofit governance, finances and management.

The reporting period, September 1, 2012 to August 31, 2013 represents the fiscal year for Majestic Theatre Management, Inc. (MTM).

In FY 2013, MTM saw many changes. During the first six months of the fiscal year the venue hosted a number of successful concerts, several community productions of live theater, including the musical *RENT*, and hosted visiting artists of notoriety such as Degenerate Art Ensemble. In addition, the venue saw continued rental use by ongoing and new tenants. With the sudden resignation of the executive director, Cory Pearlstein, the theatre struggled to navigate the remaining six months of the fiscal year as it pursued recruitment efforts to appoint a new director.

Highlights of Events and Programming:

- Since 2012 The Majestic Theater offered over 100 performances of music and dance concerts, live theater productions and musicals; serving and entertaining over 14,000 audience members and guests.
- Provided performance opportunities for over 450 local actors, musicians, dancers, designers, instructors, directors and staff.
- Performed a three week successful run of *RENT*.
- Formed the Community Work Group, who strategized the producing of a monthly Reader's Theatre production for the following FY 2013/14.
- Hosted Talent Searches and Competitions with *Poetry Out Loud* and *Heart of the Valley*.
- Presented stellar concerts with Portland Cello Project, Peter Mulvey, The Shook Twins.
- Provided a school performance of *Bocon*, a bilingual children's show with affordable pricing for families and youth groups.
- Youth Arts Education programming offered a performance of *A Thousand Cranes*.
- Instructed over 150 students.
- Provided family-friendly theatrical experiences and offered Arts Education Scholarships to youth in need.
- Offered three rewarding internships in the areas of production and new media and public relations to college students; as well as participating in the Experience Works Program, an on-the-job training opportunity for Oregon residents.

FINANCIAL PICTURE

The Majestic once again ended the year with a significant deficit; however, there were some positive advances in community support and new audience development strategies.

- A. GROSS REVENUE for the fiscal year totaled \$254,327.
 1. Rental users generated \$61,304.
 2. In total, The Majestic generated \$118,956 in admission income from presentations and performances.

- B. MEMBERSHIP INCREASE: MTM saw an impressive increase in membership totaling 475 with the following breakdown: 54 Starving Artist, 21 Student, 119 Individual, 96 Family, 109 Centennial, 56 Inner Circle, 20 Investors. Our membership numbers have continued to increase in the following fiscal year.

- C. EXPENSES : In 2012 -- 2013 the Majestic saw a large increase in spending on staff, artists, materials and marketing, as well as many one-time expenditures on equipment, services and systems essential to revitalizing the venue after years of neglect.
 1. The Majestic spent \$106,855 on personnel. The staff was increased in order to support the range of tasks and responsibilities involved with building a true performing arts space that is producing programming and presenting a range of theater, dance, visual arts, classes and music.
 2. Production Expenses in 2012 -- 2013 totaled \$98,795. This is a significant increase from previous years due to the efforts to cover all artistic fees, travel, housing, materials. Booking of artists that did not bring audience numbers necessary to cover costs caused the organization to end the year at a larger deficit than anticipated.
 3. Marketing expenses in 2012-13 , \$18,291, saw the sharpest increase in the season. The company historically spent nearly nothing on marketing and audience development. The website, graphic design, advertising and social media efforts were well below a 21st century media market. There were many one time expenses related to this work, including a new website design and core materials to promote new programs such as Makers Space, The Majestic Lab, Majestic Education, etc.

THE CHALLENGE

The Board of Directors appointed Corey Pearlstein to the position of Executive Director in August 2011 to restructure the company and build a sustainable operating model that would address MTM's many challenges. Since then many changes have taken place as noted in the 2011-12 Annual Report. Pearlstein, working with the staff and Board of Directors defined a new vision and program direction for the theater and provided the strategic plan and business model to accomplish it, although much of that vision was unable to be reached due to Pearlstein's resignation in February 2013.

PROGRAMS

The following programs were attempted within Pearlstein's two-year appointment, some have been sustained as indicated. Those programs, which are inactive are still under consideration, may be reinstated once funding has been established:

Artist in Residence – *status: inactive*

As part of the new vision for The Majestic Theatre, the organization was piloting an Artist In Residence program that brings nationally recognized figures to Corvallis. In the 2012---2013 Season, The Majestic presented *Underbelly* by acclaimed Seattle performance group Degenerate Art Ensemble led by performer, choreographer, and 2012 Guggenheim Fellow Haruko Nishimura. This organization did not present workshops or intensives for the public.

Access Works Community Rentals – *status: sustained*

One of our most vital services is providing access to affordable space to the dozens of groups that call The Majestic home. In order to fulfill our mission to provide access; The Majestic underwrites more than \$20,000 or 40% of the direct costs for its non---profit rentals.

Corvallis Center Stage – *status: modified*

A new program committed to providing 35 – 40 concerts each season representing the best of a wide range of artists and musical genres.

Majestic Education – *status: modified*

Majestic Education is designed to encourage confidence, creativity, and communication skills amongst kids and teens within the Linn---Benton community offering classes and workshops, performances and outreach opportunities for underserved youth.

The Majestic Lab – *status: sustained*

A creative workspace for community artists of all disciplines to risk, explore and expand their craft.

Culture Bar – status: modified

Culture Bar is a storefront salon located next to the lobby of the Majestic Theatre in downtown Corvallis, Oregon.

Premiere Performance Series – status: modified

Showcasing some of the most exciting work being produced in the Pacific Northwest today, the Premiere Performance Series is set to make The Majestic a destination venue for the Mid---Willamette Valley.

PRODUCTIONS and Programs of Note

Many of these projects were beta tests for program ideas and concepts the company aimed to launch in FY 2013.

I. RENT

The CCT production of *RENT* was originally slated for May 2012 as a production by The Majestic in the framework for the consolidation agreement. Long delays in the negotiations and planning process for the consolidation left The Majestic with insufficient time to produce *RENT* in the spring. The play was moved to the fall of 2012.

II. Music Programs

Over the last 20 years The Majestic has primarily served as a venue for theater and dance. There have been comedians, operas, films and music – but to a much lesser degree. The Majestic is very well suited to presenting live music. We spent the year testing a number of different acts, programs and price points for concerts. It took some time to attract and build an audience but we saw continued progress through the year. In the process we discovered that other venues like Bombs Away, Fireworks, Odd Fellows Hall and Squirrels were doing a great job serving the local music community and supporting events at a ticket price of \$3 – 10. The Majestic is better suited to presenting special presentations and unique concerts by local artists (album release, concert with multi---media or theatrical aspects) and high profile regional and national touring artists at ticket prices of \$14 – 40. In FY 2012-2013 we produced shows by the Shook Twins, Wanderlust Circus, Peter Mulvey, Belly Full of Bob, and Hell’s Bells.

III. Bocon. Majestic Education

This bilingual production is the second major theater production produced by the new Majestic Education program. The play enjoyed 2 daytime school performances and well attended weekend showings. The play showcased the values of Majestic Education which emphasized cultural diversity and new practices in arts education.

LOOKING TO THE FUTURE

The Majestic Theatre has emerged from the challenge of losing their executive director mid-year, to embracing a new strategic focus and “reset” of the company brand. Tinamarie Ivey was appointed as Executive Director on September 12, 2013, and has spearheaded the new overhaul of the organization’s image promoting the ‘We Are Growing Art’ branding and the Engaging Communities in the Arts programing. Tinamarie also put forward a formal 5- Year Business Plan during the Board of Directors Annual Retreat in March 2014, which has since been adopted and will be implemented FY 2014. The business plan has shifted emphasis to meeting the needs of a broader audience and targeting micro-communities. Many of the improvements made by Pearlstein will be modified and further developed in order to serve a greater number of community members.

The Majestic Theatre’s Core Values, Vision and Programing are stated as follows:

VALUES

Our guiding principles and core beliefs:

- We value being a place which is a positive environment primed for play, intellectual engagement and the curious mind.
- We value inclusivity and diversity of people and ideas.
- We promote the cultivation of creativity.
- We build and nurture partnerships with the community to enhance cultural, creative, and intellectual life in the region.
- We believe in access for all with the opportunity to succeed and experience engaged learning.
- We believe collaboration informs every aspect of how we must produce the arts.

VISION and KEY MESSAGES:

The activities of the arts and culture sector and local economic vitality are connected in many ways including the economic impact to a community. Arts, culture, and creativity can

- improve a community's competitive edge
- create a foundation for defining a sense of place
- attract new and visiting populations
- integrate the visions of community and business leaders
- contribute to the development of a skilled workforce

PERFORMANCE SERIES:

Attracting top performing artists

World Premiers

Multicultural Events and Performances

Diversity Focused Series

COMMUNITY ENGAGEMENT:

Live Theatre Projects: Reader's Theatre, Musicals

Support & Partner with local nonprofit organizations

Community Engaged Theatre Making - focus on community issues/topics

PROGRAMS:

We are Growing Art - Unbridled Voices, Outreach

Artist-in-Residence

Arts Education – Adult and Youth

Monthly Art Exhibitions

Artist Consortium - Fiscal Sponsorship

Board of Directors

As the Majestic Theatre progressed through the year it has become clear that the Majestic Theatre requires a larger active Board of Directors to support the organization. The Board voted to increase the number of directors to 15 at its annual meeting and is currently actively pursuing additional members. The Majestic cannot be sustained with a "policy board", and therefore the Board of Directors is currently recruiting members for committees to address development and executive management.

The following reflects a current list of members as of April 2014.

Laurie Zinc

President of the Board of Directors
laurie@isleofbeads.com

Barbara Sellers-Young

Secretary of the Board of Directors
basyoung@yorku.ca

Anne White

Treasurer of the Board of Directors
annewhitecpa@gmail.com

Debra Correa

Vice President of the Board of Directors
debintrees@yahoo.com

John Carrone

Secretary of the Board of Directors
johnrobertcarone@hotmail.com

Barbara Kralj

barbenoteca@gmail.com

Kate Hickok-Feldman

katymedia@yahoo.com

Andrew Beck

abeck812@hotmail.com

Laurie Mason

lauriemason@live.com

RENTAL CUSTOMERS IN 2012---2013

Corvallis Area Metropolitan
Planning
Corvallis Advocate
Corvallis Cloggers
Corvallis Folklore Society
Corvallis School District
Dance Corvallis
DaVinci Days
Downtown Dance
Doxology
Leadership Corvallis
Modern Dance Technique
Occupy Corvallis
OSU Dean of Students
OSU Music Department
Pacific Tap Dance Co.
Santiam Christian Schools
Willamette Apprentice Ballet
Willamette Children's Theatre



Finance Department
500 SW Madison Avenue
Corvallis, OR 97333
541-766-6990
541-754-1729

MEMORANDUM

April 16, 2014

TO: Steve DeGhetto, Parks and Recreation Assistant Director

FROM: Jeanna Yeager, Accountant

SUBJECT: **Majestic Theatre Annual Financial Review Fiscal Year 2013**

This review consists of inquiries and analytical procedures and is very limited in its nature. The Majestic Theatre financial statements, consisting of the profit and loss statement and the balance sheet, are unaudited and are a representation of the management of Majestic Theatre (MTM). MTM uses the cash basis of accounting.

Majestic Theatre's fiscal year (FY) is September 1 through August 31. This review is for MTM's fiscal year ending August 31, 2013.

For the fiscal year ending August 31, 2013, MTM had a net loss of \$86,091, compared to a net loss of \$67,037 in FY 2012. Total revenue (including other income) increased 22% over the prior fiscal year, while total expenses (including other expense) increased 23%.

MTM received \$2,694 in endowment interest from the City during their FY 2013, which is reported correctly on MTM's financial statements.

In 2010, the City made a \$20,000 loan to MTM. The loan balance was \$18,800 as of August 31, 2013, representing nearly 94% of total liabilities. The amended loan requires monthly payments of \$100 beginning September 2012.

MTM continues to maintain a strong cash position, with current assets of \$80,242 and current liabilities of \$20,099.

Based on this review, I recommend acceptance of Majestic Theatre's annual report.

Majestic Theatre Management, Inc.
Balance Sheet - Condensed
As of August 31, 2013

	<u>Aug 31, 13</u>
ASSETS	
Current Assets	
Checking/Savings	
10000 · Checking	12,820.23
10001 · Ticket Checking	2,940.52
10100 · Money Market	1,000.40
10200 · Savings	147.37
10251 · Petty Cash - General	6.62
10252 · Petty Cash - box office	200.00
10253 · Petty cash - Concessions	200.00
Total Checking/Savings	<u>17,315.14</u>
Other Current Assets	
14000 · Investments	62,926.70
Total Other Current Assets	<u>62,926.70</u>
Total Current Assets	<u>80,241.84</u>
Fixed Assets	
15000 · Equipment	53,335.75
16000 · Leasehold Improvements	377,392.85
Total Fixed Assets	<u>430,728.60</u>
TOTAL ASSETS	<u><u>510,970.44</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Credit Cards	
1050.72 · Business Credit Card	1,298.88
Total Credit Cards	<u>1,298.88</u>
Other Current Liabilities	
23000 · Loan - City of Corvallis	18,800.00
Total Other Current Liabilities	<u>18,800.00</u>
Total Current Liabilities	<u>20,098.88</u>
Total Liabilities	20,098.88
Equity	
31000 · Unrestricted Net Assets	576,962.16
Net Income	-86,090.60
Total Equity	<u>490,871.56</u>
TOTAL LIABILITIES & EQUITY	<u><u>510,970.44</u></u>

Majestic Theatre Management, Inc.
Balance Sheet - All Accounts
As of August 31, 2013

	<u>Aug 31, 13</u>
ASSETS	
Current Assets	
Checking/Savings	
10000 · Checking	12,820.23
10001 · Ticket Checking	2,940.52
10100 · Money Market	1,000.40
10200 · Savings	147.37
10251 · Petty Cash - General	6.62
10252 · Petty Cash - box office	200.00
10253 · Petty cash - Concessions	200.00
Total Checking/Savings	<u>17,315.14</u>
Other Current Assets	
14000 · Investments	
14020 · Oregon Community Foundation	62,926.70
Total 14000 · Investments	<u>62,926.70</u>
Total Other Current Assets	<u>62,926.70</u>
Total Current Assets	<u>80,241.84</u>
Fixed Assets	
15000 · Equipment	
15100 · Equipment - cost	
15110 · Audio/Visual Equipment	27,627.99
15115 · General Assets	52,905.01
15120 · Lighting Equipment	42,130.59
15125 · Lobby Fixtures	5,742.69
15130 · Office Equipment	16,485.52
15135 · Sound Equipment	31,286.44
15140 · Shop Tools	1,326.51
Total 15100 · Equipment - cost	<u>177,504.75</u>
15199 · Accum.Depr - Equipment	-124,169.00
Total 15000 · Equipment	<u>53,335.75</u>
16000 · Leasehold Improvements	
16100 · Leasehold Improvements - Cost	
16110 · Theatre Renovations	565,823.85
Total 16100 · Leasehold Improvements - Cost	<u>565,823.85</u>
16199 · Accum.Depr. - Leasehold Impr.	-188,431.00
Total 16000 · Leasehold Improvements	<u>377,392.85</u>
Total Fixed Assets	<u>430,728.60</u>
TOTAL ASSETS	<u><u>510,970.44</u></u>

Majestic Theatre Management, Inc.
Balance Sheet - All Accounts
As of August 31, 2013

	<u>Aug 31, 13</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Credit Cards	
1050.72 · Business Credit Card	1,298.88
Total Credit Cards	<u>1,298.88</u>
Other Current Liabilities	
23000 · Loan - City of Corvallis	18,800.00
Total Other Current Liabilities	<u>18,800.00</u>
Total Current Liabilities	<u>20,098.88</u>
Total Liabilities	20,098.88
Equity	
31000 · Unrestricted Net Assets	576,962.16
Net Income	<u>-86,090.60</u>
Total Equity	<u>490,871.56</u>
TOTAL LIABILITIES & EQUITY	<u><u>510,970.44</u></u>

Majestic Theatre Management, Inc.
Balance Sheet - Compared to Prior Year
As of August 31, 2013

	Aug 31, 13	Aug 31, 12	\$ Change
ASSETS			
Current Assets			
Checking/Savings			
10000 · Checking	12,820.23	-2,710.03	15,530.26
10001 · Ticket Checking	2,940.52	818.99	2,121.53
10100 · Money Market	1,000.40	40,938.84	-39,938.44
10200 · Savings	147.37	8,646.05	-8,498.68
10251 · Petty Cash - General	6.62	0.00	6.62
10252 · Petty Cash - box office	200.00	200.00	0.00
10253 · Petty cash - Concessions	200.00	200.00	0.00
Total Checking/Savings	17,315.14	48,093.85	-30,778.71
Other Current Assets			
12000 · Undeposited Funds	0.00	193.00	-193.00
12200 · Pre-Paid Expense	0.00	407.88	-407.88
14000 · Investments			
14020 · Oregon Community Foundation	62,926.70	91,110.64	-28,183.94
Total 14000 · Investments	62,926.70	91,110.64	-28,183.94
Total Other Current Assets	62,926.70	91,711.52	-28,784.82
Total Current Assets	80,241.84	139,805.37	-59,563.53
Fixed Assets			
15000 · Equipment			
15100 · Equipment - cost			
15110 · Audio/Visual Equipment	27,627.99	28,772.99	-1,145.00
15115 · General Assets	52,905.01	52,904.01	1.00
15120 · Lighting Equipment	42,130.59	40,200.96	1,929.63
15125 · Lobby Fixtures	5,742.69	5,742.69	0.00
15130 · Office Equipment	16,485.52	17,185.52	-700.00
15135 · Sound Equipment	31,286.44	38,286.44	-7,000.00
15140 · Shop Tools	1,326.51	1,326.51	0.00
Total 15100 · Equipment - cost	177,504.75	184,419.12	-6,914.37
15199 · Accum.Depr - Equipment	-124,169.00	-114,307.00	-9,862.00
Total 15000 · Equipment	53,335.75	70,112.12	-16,776.37
16000 · Leasehold Improvements			
16100 · Leasehold Improvements - Cost			
16110 · Theatre Renovations	565,823.85	562,398.00	3,425.85
Total 16100 · Leasehold Improvements - Cost	565,823.85	562,398.00	3,425.85
16199 · Accum.Depr. - Leasehold Impr.	-188,431.00	-173,968.00	-14,463.00
Total 16000 · Leasehold Improvements	377,392.85	388,430.00	-11,037.15
Total Fixed Assets	430,728.60	458,542.12	-27,813.52
TOTAL ASSETS	510,970.44	598,347.49	-87,377.05

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Cash Basis

Majestic Theatre Management, Inc.
Balance Sheet - Compared to Prior Year
As of August 31, 2013

	<u>Aug 31, 13</u>	<u>Aug 31, 12</u>	<u>\$ Change</u>
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Credit Cards			
1050.72 · Business Credit Card	1,298.88	1,385.33	-86.45
Total Credit Cards	<u>1,298.88</u>	<u>1,385.33</u>	<u>-86.45</u>
Other Current Liabilities			
23000 · Loan - City of Corvallis	18,800.00	20,000.00	-1,200.00
Total Other Current Liabilities	<u>18,800.00</u>	<u>20,000.00</u>	<u>-1,200.00</u>
Total Current Liabilities	<u>20,098.88</u>	<u>21,385.33</u>	<u>-1,286.45</u>
Total Liabilities	<u>20,098.88</u>	<u>21,385.33</u>	<u>-1,286.45</u>
Equity			
31000 · Unrestricted Net Assets	576,962.16	643,999.37	-67,037.21
Net Income	-86,090.60	-67,037.21	-19,053.39
Total Equity	<u>490,871.56</u>	<u>576,962.16</u>	<u>-86,090.60</u>
TOTAL LIABILITIES & EQUITY	<u><u>510,970.44</u></u>	<u><u>598,347.49</u></u>	<u><u>-87,377.05</u></u>

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Cash Basis

Majestic Theatre Management, Inc.
Revenue & Expenses - Condensed
September 2012 through August 2013

	<u>Sep '12 - Aug 13</u>
Ordinary Income/Expense	
Income	
41000 · Earned Income	2,482.50
41030 · Admission Income	118,956.01
41300 · Sublet	61,304.58
41400 · Earned Other	21,933.70
41500 · Contributed Income	49,651.07
Total Income	<u>254,327.86</u>
Cost of Goods Sold	
50000 · Cost of Goods Sold	0.00
Total COGS	<u>0.00</u>
Gross Profit	<u>254,327.86</u>
Expense	
6100 · Personnel Expenses	106,855.61
62000 · Production	98,795.95
63000 · Marketing/Promotions	18,291.18
64000 · Development	4,138.84
65000 · Front of House (FOH)	17,896.76
66000 · Venue	33,321.74
67000 · Company	41,827.91
7900 · Depreciation	27,862.00
8000 · Miscellaneous Expense	177.00
Total Expense	<u>349,166.99</u>
Net Ordinary Income	-94,839.13
Other Income/Expense	
Other Income	
4600 · Investment Income	14,057.53
Total Other Income	<u>14,057.53</u>
Other Expense	
8100 · Loss on Disposal of asset	5,309.00
Total Other Expense	<u>5,309.00</u>
Net Other Income	<u>8,748.53</u>
Net Income	<u><u>-86,090.60</u></u>

Majestic Theatre Management, Inc.
Revenue & Expenses - Full Account Listing
September 2012 through August 2013

	<u>Sep '12 - Aug 13</u>
Ordinary Income/Expense	
Income	
41000 · Earned Income	
41010 · Subscription Income	1,835.00
41020 · Majestic Education	647.50
Total 41000 · Earned Income	2,482.50
41030 · Admission Income	
41031 · Pass Through Ticket sales	501.00
41030 · Admission Income - Other	118,455.01
Total 41030 · Admission Income	118,956.01
41300 · Sublet	
41310 · Mainstage	43,622.26
41320 · Rehearsal	16,782.32
41330 · Equipment	250.00
41300 · Sublet - Other	650.00
Total 41300 · Sublet	61,304.58
41400 · Earned Other	
41410 · Miscellaneous	453.00
41430 · Concessions	15,174.89
41440 · Merch	1,053.16
41450 · Contracted Services	2,451.92
41400 · Earned Other - Other	2,800.73
Total 41400 · Earned Other	21,933.70
41500 · Contributed Income	
41510 · Membership	46,510.21
41520 · HP and Ovation Contributors	33.36
41530 · Board Contributions	500.00
41550 · Restricted Contribution	2,500.00
41560 · Corporate Underwriting	85.00
41500 · Contributed Income - Other	22.50
Total 41500 · Contributed Income	49,651.07
Total Income	254,327.86
Cost of Goods Sold	
50000 · Cost of Goods Sold	0.00
Total COGS	0.00
Gross Profit	254,327.86
Expense	
5900 · Materials & Supplies	0.00
6100 · Personnel Expenses	
6110 · Gross Wages	94,121.05
6170 · Sick pay	375.00
6172 · Vacation pay	1,005.00
6200 · Payroll Taxes	11,354.56
Total 6100 · Personnel Expenses	106,855.61

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Cash Basis

Majestic Theatre Management, Inc.
Revenue & Expenses - Full Account Listing
September 2012 through August 2013

62000 · Production	
62100 · Project Positions, Creative	
62101 · Director/Choreographer	3,650.40
62102 · Music/Band Director	3,250.00
62104 · Exhibition Coordinator	150.00
62107 · Commission Fee	2,603.89
62108 · Actors/Dancers	17,038.10
62109 · Musicians	35,309.50
62110 · Makers' Space	2,793.92
Total 62100 · Project Positions, Creative	<u>64,795.81</u>
62200 · Project Position, Design	
62202 · Set Designer	250.00
62203 · Lighting Designer	845.00
62204 · Costume Designer	2,200.00
62206 · Sound Designer/Audio Engineer	2,400.00
62207 · Other Designer	190.00
Total 62200 · Project Position, Design	<u>5,885.00</u>
62300 · Production Positions, Prod Pers	
62301 · Stage Manager/Prod. Manager	575.00
62303 · Master Electrician	325.00
62304 · Technical Director	150.00
62305 · Running Crew/Board Operator	885.00
62306 · Lighting Overhire	60.00
62307 · Set Construction/Scenic Painter	1,550.00
Total 62300 · Production Positions, Prod Pers	<u>3,545.00</u>
62400 · Supplies and Materials	
62401 · Dry Cleaning/Laundry	58.14
62402 · Set Materials	2,594.10
62403 · Lighting Materials	317.61
62404 · Costume Materials	2,626.83
62405 · Prop Materials	1,060.87
62406 · Sound Materials, Recording	514.28
62407 · Hair & Make-up	9.50
62408 · Video Materials	10.89
62409 · Artist Hospitality	2,582.36
Total 62400 · Supplies and Materials	<u>9,774.58</u>
62500 · Royalties	
62501 · Theater	-248.62
62503 · music	116.88
62500 · Royalties - Other	9,715.62
Total 62500 · Royalties	<u>9,583.88</u>
62600 · Travel	
62601 · Housing	1,323.01
62602 · Transportation	2,298.67
62603 · Per Diem	1,590.00
Total 62600 · Travel	<u>5,211.68</u>
Total 62000 · Production	<u>98,795.95</u>

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Cash Basis

Majestic Theatre Management, Inc.
Revenue & Expenses - Full Account Listing
September 2012 through August 2013

63000 · Marketing/Promotions	
63001 · Promotions	405.44
63002 · Graphic Design	4,226.00
63003 · Printing - Program	804.45
63004 · Printing - post/poster	1,722.66
63005 · Printing - Brochure	2,700.00
63006 · Postage Marketing	483.00
63008 · Distribution - Poster	25.00
63009 · Advertising	7,495.36
63010 · Photography/Video	338.34
63011 · Signage	90.93
Total 63000 · Marketing/Promotions	18,291.18
64000 · Development	
64001 · Fundraising Activities	1,927.75
64002 · Postage	945.92
64003 · Printing	1,102.42
64000 · Development - Other	162.75
Total 64000 · Development	4,138.84
65000 · Front of House (FOH)	
65002 · OLCC Lic.	130.00
65003 · Concessions	7,412.59
65004 · Reception Supplies	562.75
65005 · Box Office/Credit Card Fees	7,952.94
65006 · Front of House Overhire	1,838.48
Total 65000 · Front of House (FOH)	17,896.76
66000 · Venue	
66001 · Utilities	14,715.04
66002 · Supplies/Maintenance	1,518.72
66003 · Equipment/Improvements	4,903.99
66004 · Annual Service Contracts	2,799.94
66005 · Services and Work, Other	9,384.05
Total 66000 · Venue	33,321.74
67000 · Company	
67002 · Bank Service Charges	1,456.14
67003 · Supplies	4,335.48
67004 · Postage	1,020.33
67005 · Copies and Duplications	5.15
67006 · Telephone	4,171.20
67007 · Office Equipment and Software	2,804.48
67008 · Meals and Entertainment	327.89
67009 · Professional Accounting Services	4,762.80
67010 · Professional Development	2,331.48
67011 · Other	818.87
67012 · Insurance	5,389.96
67016 · Licenses, Dues and Fees	2,004.13
67020 · Fellowships/Interns	12,400.00
Total 67000 · Company	41,827.91

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Cash Basis

Majestic Theatre Management, Inc.
Revenue & Expenses - Full Account Listing
September 2012 through August 2013

7900 · Depreciation	27,862.00
8000 · Miscellaneous Expense	177.00
Total Expense	<u>349,166.99</u>
Net Ordinary Income	-94,839.13
Other Income/Expense	
Other Income	
4600 · Investment Income	
4610 · Benton County Foundation	2,450.33
4620 · City of Corvallis Endowment	2,693.70
4630 · OCF Endowment	
4631 · Interest/Dividends OCF	893.89
4632 · Realized Gain (loss) OCF	1,804.96
4633 · Unrealized Gain (Loss) OCF	6,919.67
4634 · Investment Expense OCF Endowmnt	-335.82
4637 · OCF Fees	-376.64
Total 4630 · OCF Endowment	<u>8,906.06</u>
4640 · Other Investment Income	7.44
Total 4600 · Investment Income	<u>14,057.53</u>
Total Other Income	14,057.53
Other Expense	
8100 · Loss on Disposal of asset	5,309.00
Total Other Expense	<u>5,309.00</u>
Net Other Income	<u>8,748.53</u>
Net Income	<u><u>-86,090.60</u></u>

Majestic Theatre Management, Inc.
Revenue & Expenses - Compared to Prior Year
September 2012 through August 2013

Ordinary Income/Expense	Sep '12 - Aug 13	Sep '11 - Aug 12
Income		
4000 · Admissions Income		
4020 · MTM Productions	0.00	0.00
4030 · Pass-through ticket sales		
4032 · Member-Partner Productions	0.00	-84.00
4039 · CCT/Mem/Ptr Ticket Outflow	0.00	-560.00
4030 · Pass-through ticket sales - Other	0.00	-3,726.00
Total 4030 · Pass-through ticket sales	0.00	-4,370.00
Total 4000 · Admissions Income	0.00	-4,370.00
4100 · Sales Income		
4140 · MTM Gift Certificate	0.00	0.00
Total 4100 · Sales Income	0.00	0.00
41000 · Earned Income		
41010 · Subscription Income	1,835.00	45.00
41020 · Majestic Education	647.50	3,096.00
Total 41000 · Earned Income	2,482.50	3,141.00
41030 · Admission Income		
41031 · Pass Through Ticket sales	501.00	0.00
41030 · Admission Income - Other	118,455.01	36,392.12
Total 41030 · Admission Income	118,956.01	36,392.12
41300 · Sublet		
41310 · Mainstage	43,622.26	53,329.24
41320 · Rehearsal	16,782.32	15,731.68
41330 · Equipment	250.00	260.00
41300 · Sublet - Other	650.00	885.00
Total 41300 · Sublet	61,304.58	70,205.92
41400 · Earned Other		
41410 · Miscellaneous	453.00	543.80
41420 · Box Office Service Fees	0.00	4.00
41430 · Concessions	15,174.89	10,551.07
41440 · Merch	1,053.16	285.00
41450 · Contracted Services	2,451.92	1,998.08
41400 · Earned Other - Other	2,800.73	334.76
Total 41400 · Earned Other	21,933.70	13,716.71
41500 · Contributed Income		
41510 · Membership	46,510.21	28,688.71
41520 · HP and Ovation Contributors	33.36	0.00
41530 · Board Contributions	500.00	0.00
41550 · Restricted Contribution	2,500.00	19,669.86
41560 · Corporate Underwriting	85.00	2,000.00
41565 · Foundations Restricted	0.00	29,939.00
41570 · Foundations Unrestricted	0.00	7,500.00
41500 · Contributed Income - Other	22.50	0.00

4:25 PM
04/07/14
Cash Basis

Majestic Theatre Management, Inc.
Revenue & Expenses - Compared to Prior Year
September 2012 through August 2013

	<u>Sep '12 - Aug 13</u>	<u>Sep '11 - Aug 12</u>
Total 41500 · Contributed Income	49,651.07	87,797.57
4200 · Contrib./Underwriting Income		
4210 · Education	0.00	0.00
Total 4200 · Contrib./Underwriting Income	0.00	0.00
4700 · Miscellaneous Income	0.00	375.00
Total Income	254,327.86	207,258.32
Cost of Goods Sold		
50000 · Cost of Goods Sold	0.00	6,791.88
Total COGS	0.00	6,791.88
Gross Profit	254,327.86	200,466.44
Expense		
5100 · Bank/Credit Card Fees		
5110 · American Express	0.00	15.82
5115 · Innovative Merchant Services	0.00	0.00
5120 · Total Merchant Concepts	0.00	0.00
5125 · OSU Federal Charges	0.00	-30.00
5130 · Seat Advisor fees	0.00	0.00
5135 · Ticket Turtle fees	0.00	462.19
Total 5100 · Bank/Credit Card Fees	0.00	448.01
5200 · Board & Administrative Expenses		
5210 · Licensing/Fees	0.00	0.00
Total 5200 · Board & Administrative Expenses	0.00	0.00
5600 · Equipment Expense		
5610 · Equipment Purchases	0.00	1,807.39
5620 · Equipment Maint/Repair/Fuel	0.00	432.46
5630 · Equipment Rental	0.00	352.49
5600 · Equipment Expense - Other	0.00	229.20
Total 5600 · Equipment Expense	0.00	2,821.54
5900 · Materials & Supplies	0.00	3,278.27
6100 · Personnel Expenses		
6110 · Gross Wages	94,121.05	114,606.20
6115 · Box Office/House Manager	0.00	981.00
6170 · Sick pay	375.00	0.00
6172 · Vacation pay	1,005.00	0.00
6200 · Payroll Taxes	11,354.56	13,714.55
6220 · Workers Comp. Insurance	0.00	2,065.92
6250 · Direct Deposit Fees	0.00	18.00
6260 · Other Benefits	0.00	1,000.00
Total 6100 · Personnel Expenses	106,855.61	132,385.67
62000 · Production		
62100 · Project Positions, Creative		
62101 · Director/Choreographer	3,650.40	5,600.84
62102 · Music/Band Director	3,250.00	1,000.00
62103 · Event or Music Programmer	0.00	2,000.00

4:25 PM
04/07/14
Cash Basis

Majestic Theatre Management, Inc.
Revenue & Expenses - Compared to Prior Year
September 2012 through August 2013

	<u>Sep '12 - Aug 13</u>	<u>Sep '11 - Aug 12</u>
62104 · Exhibition Coordinator	150.00	0.00
62105 · Creative Project Manager/Ass.	0.00	1,000.00
62106 · Playwright	0.00	125.00
62107 · Commission Fee	2,603.89	1,550.34
62108 · Actors/Dancers	17,038.10	2,700.00
62109 · Musicians	35,309.50	13,913.26
62110 · Makers' Space	2,793.92	365.28
Total 62100 · Project Positions, Creative	64,795.81	28,254.72
62200 · Project Position, Design		
62201 · Video Designer	0.00	90.00
62202 · Set Designer	250.00	800.00
62203 · Lighting Designer	845.00	1,050.00
62204 · Costume Designer	2,200.00	0.00
62206 · Sound Designer/Audio Engineer	2,400.00	2,175.00
62207 · Other Designer	190.00	250.00
Total 62200 · Project Position, Design	5,885.00	4,365.00
62300 · Production Positions, Prod Pers		
62301 · Stage Manager/Prod. Manager	575.00	2,450.00
62303 · Master Electrician	325.00	150.00
62304 · Technical Director	150.00	0.00
62305 · Running Crew/Board Operator	885.00	100.00
62306 · Lighting Overhire	60.00	0.00
62307 · Set Construction/Scenic Painter	1,550.00	3,000.00
Total 62300 · Production Positions, Prod Pers	3,545.00	5,700.00
62400 · Supplies and Materials		
62401 · Dry Cleaning/Laundry	58.14	0.00
62402 · Set Materials	2,594.10	548.47
62403 · Lighting Materials	317.61	39.33
62404 · Costume Materials	2,626.83	0.00
62405 · Prop Materials	1,060.87	55.79
62406 · Sound Materials, Recording	514.28	21.16
62407 · Hair & Make-up	9.50	0.00
62408 · Video Materials	10.89	21.98
62409 · Artist Hospitality	2,582.36	144.99
Total 62400 · Supplies and Materials	9,774.58	831.72
62500 · Royalties		
62501 · Theater	-248.62	3,740.00
62503 · music	116.88	113.12
62500 · Royalties - Other	9,715.62	527.30
Total 62500 · Royalties	9,583.88	4,380.42
62600 · Travel		
62601 · Housing	1,323.01	1,128.67
62602 · Transportation	2,298.67	1,755.18
62603 · Per Diem	1,590.00	965.00

4:25 PM
04/07/14
Cash Basis

Majestic Theatre Management, Inc.
Revenue & Expenses - Compared to Prior Year
September 2012 through August 2013

	<u>Sep '12 - Aug 13</u>	<u>Sep '11 - Aug 12</u>
Total 62600 · Travel	5,211.68	3,848.85
62000 · Production - Other	0.00	3,000.00
Total 62000 · Production	98,795.95	50,380.71
6300 · Postage & Shipping	0.00	21.10
63000 · Marketing/Promotions		
63001 · Promotions	405.44	999.13
63002 · Graphic Design	4,226.00	4,638.00
63003 · Printing - Program	804.45	152.03
63004 · Printing - post/poster	1,722.66	2,638.98
63005 · Printing - Brochure	2,700.00	3.60
63006 · Postage Marketing	483.00	0.00
63008 · Distribution - Poster	25.00	26.00
63009 · Advertising	7,495.36	2,427.78
63010 · Photography/Video	338.34	8.58
63011 · Signage	90.93	206.77
63000 · Marketing/Promotions - Other	0.00	17.98
Total 63000 · Marketing/Promotions	18,291.18	11,118.85
64000 · Development		
64001 · Fundraising Activities	1,927.75	753.83
64002 · Postage	945.92	811.05
64003 · Printing	1,102.42	735.20
64000 · Development - Other	162.75	0.00
Total 64000 · Development	4,138.84	2,300.08
65000 · Front of House (FOH)		
65002 · OLCC Lic.	130.00	576.59
65003 · Concessions	7,412.59	444.17
65004 · Reception Supplies	562.75	263.01
65005 · Box Office/Credit Card Fees	7,952.94	4,612.71
65006 · Front of House Overhire	1,838.48	290.00
65000 · Front of House (FOH) - Other	0.00	200.00
Total 65000 · Front of House (FOH)	17,896.76	6,386.48
66000 · Venue		
66001 · Utilities	14,715.04	17,493.37
66002 · Supplies/Maintenance	1,518.72	1,367.09
66003 · Equipment/Improvements	4,903.99	6,026.06
66004 · Annual Service Contracts	2,799.94	2,795.22
66005 · Services and Work, Other	9,384.05	1,600.22
Total 66000 · Venue	33,321.74	29,281.96
67000 · Company		
67002 · Bank Service Charges	1,456.14	383.23
67003 · Supplies	4,335.48	1,064.03
67004 · Postage	1,020.33	387.15
67005 · Copies and Duplications	5.15	85.94
67006 · Telephone	4,171.20	2,401.05

4:25 PM
04/07/14
Cash Basis

Majestic Theatre Management, Inc.
Revenue & Expenses - Compared to Prior Year
September 2012 through August 2013

	<u>Sep '12 - Aug 13</u>	<u>Sep '11 - Aug 12</u>
67007 · Office Equipment and Software	2,804.48	1,236.28
67008 · Meals and Entertainment	327.89	526.48
67009 · Professional Accounting Services	4,762.80	2,502.01
67010 · Professional Development	2,331.48	67.92
67011 · Other	818.87	383.73
67012 · Insurance	5,389.96	3,713.19
67016 · Licenses, Dues and Fees	2,004.13	1,310.57
67020 · Fellowships/Interns	12,400.00	4,100.00
Total 67000 · Company	41,827.91	18,161.58
67001 · Payroll Services	0.00	53.00
7900 · Depreciation	27,862.00	23,426.00
8000 · Miscellaneous Expense	177.00	773.99
Total Expense	349,166.99	280,837.24
Net Ordinary Income	-94,839.13	-80,370.80
Other Income/Expense		
Other Income		
4600 · Investment Income		
4610 · Benton County Foundation	2,450.33	2,006.78
4620 · City of Corvallis Endowment	2,693.70	1,916.66
4630 · OCF Endowment		
4631 · Interest/Dividends OCF	893.89	2,022.82
4632 · Realized Gain (loss) OCF	1,804.96	-147.08
4633 · Unrealized Gain (Loss) OCF	6,919.67	8,908.12
4634 · Investment Expense OCF Endowmnt	-335.82	-589.11
4637 · OCF Fees	-376.64	-836.22
Total 4630 · OCF Endowment	8,906.06	9,358.53
4640 · Other Investment Income	7.44	51.62
Total 4600 · Investment Income	14,057.53	13,333.59
Total Other Income	14,057.53	13,333.59
Other Expense		
8100 · Loss on Disposal of asset	5,309.00	0.00
Total Other Expense	5,309.00	0.00
Net Other Income	8,748.53	13,333.59
Net Income	-86,090.60	-67,037.21

MEMORANDUM

TO: Human Services Committee
FROM: Carolyn Rawles, Library Director 
DATE: 4/4/14

Issue: Review of CP 99-4.13, Internet Access Policy for the Corvallis-Benton County Public Library.

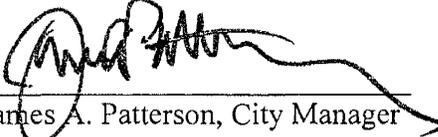
Background: This policy governs use of the Internet at the public library.

Discussion: This policy has worked well for many years. The Library Board discussed this policy at its March and April 2014 board meetings. Only minor changes are recommended. The changes have to do with wording regarding Internet filtering. Filtered computers are no longer set aside because of low use; instead, access to filtered search engines is offered for those who wish to use them.

This is a broad policy. Specific rules, such as time limits, are established and enforced administratively.

Recommended Action: Approve as amended.

Review and Concur


James A. Patterson, City Manager

Attachment: Council Policy 99-4.13 - Revised

CITY OF CORVALLIS
COUNCIL POLICY MANUAL

POLICY AREA 4 – LEISURE AND CULTURAL ACTIVITIES

CP 99-4.13 Internet Access Policy for the Corvallis–Benton County Public Library

<u>Adopted</u>	<u>May 17, 1999</u>
Revised	May 20, 2002
Revised	May 16, 2005
Revised	May 5, 2008
Affirmed	May 16, 2011
Revised	April XX, 2014

4.13.010 Purpose

Article 1, Section 8, of the Oregon Constitution states, "No law shall be passed restraining the free expression of opinion, or restricting the right to speak, write, or print freely on any subject whatsoever; but every person shall be responsible for the abuse of this right."

The Corvallis-Benton County Public Library upholds and affirms the right of each individual to have access to constitutionally protected material.

The Library provides information resources through the Internet. This service is available as part of the Library's mission of "bringing people and information together."

4.13.020 Policy

- a. The Internet offers access to many valuable sources of information, but not all sites are accurate, complete, or current. The Library does not monitor or control the information available on the Internet. There are sites that carry information which individuals may think controversial or inappropriate. Users are encouraged to take advantage of the Internet but also to exercise discretion and to respect the privacy of others.

- b. The Library's Code of Conduct applies to the use of the Internet. The Code is posted in all Library locations.

- c. As with the use of all Library materials, the Library affirms the right and responsibility of parents to determine and monitor their children's use of the Internet. To assist parents in this role, the Library provides resources, including links to age-appropriate Internet sites, information about Internet safety, and ~~a filtered computer~~ **access to filtered search engines** for those who choose to use those resources.

Parents are warned that these links and the filtered ~~computer~~ **search engines** may not prevent children from accessing materials that some parents may feel is inappropriate. Parents may wish to supervise their children's Internet sessions.

- d. In order to make the Internet available to as many people as possible and to ensure that it is used in a manner consistent with Library policies, the Library will adopt and post rules regarding use of electronic resources.

4.13.030 Review and Update

The Corvallis-Benton County Public Library Director will prepare the Council Policy review every three years for Council Approval.

**URBAN SERVICES COMMITTEE
MINUTES
May 6, 2014**

Present

Councilor Roen Hogg, Acting Chair
Councilor Dan Brown

Staff

Nancy Brewer, Finance Director
Jon Sassaman, Police Chief
Mary Steckel, Public Works Director
Emely Day, City Manager's Office

Absent

Councilor Richard Hervey, excused

Visitors

Gary Angelo
Frank Crotti
Jim Day, *Corvallis Gazette-Times*
Jerry Hortsch
Robert Wilson
John Wydronek

SUMMARY OF DISCUSSION

Agenda Item	Information Only	Held for Further Review	Recommendations
I. Residential Parking Districts			<ul style="list-style-type: none"> • Remove from proposed RPD E the west side of the 400-block of NW Sixth Street • Remove the option of a contractor or service provider parking permit and allow property owners or residents to purchase short-term parking permits, valid for up to two weeks, for \$2 per day • Establish parking violation fines of \$50 that the Municipal Judge could reduce to \$35 • Establish a system whereby parking enforcement officers would document instances of suspected parking permit abuse, with the documentation reviewed by the parking enforcement supervisor, who would send a notification letter to the parking permit owner advising them of the \$230 fine and potential for revocation of all parking permits if abuse continued
II. Other Business			

CONTENT OF DISCUSSION

Acting Chair Hogg called the meeting to order at 5:00 pm.

I. Residential Parking Districts

Frank Crotti asked that the 400- and 500-blocks of the west side of NW Sixth Street (Sixth) be removed from proposed Residential Parking District (RPD) E. The blocks, between NW Harrison Boulevard and NW Polk Avenue, combined, could provide five parking spaces. The 400-block had four residences and three on-street parking spaces, and the 500-block had one residence and two on-street parking spaces. Residents of the 400-block would prefer not being included in a RPD. He recognized the need for RPDs in some neighborhoods, but the subject section of Sixth allowed one-way traffic and dead-ended. He questioned the benefit to the community of including the two block faces in a RPD.

Mr. Crotti said the houses along the two block faces were historic with driveways but not garages. He was concerned about his summer guests parking along the street in a RPD and being cited for parking for more than two hours. The east side of the subject portion of Sixth was not included in a RPD, and he would like the two sides of the street classified the same. He had not spoken with the sole resident in the 500-block of Sixth about the RPD.

Mr. Crotti referenced the OSU/City Collaboration Project guidelines of not creating harm and one solution not being appropriate for all situations. He felt that the RPD project was being developed in a particular way. He and his neighbors would prefer not being included in a RPD.

Councilor Brown said, generally, he would like Mr. Crotti to have his desired unrestricted parking in front of his house. He noted Mr. Crotti's experience from working in existing RPD A. He cautioned that parking conditions would change after the proposed RPDs were implemented, with long-term parking spaces being very valuable.

Mr. Crotti said he was willing to gamble on finding on-street parking in front of his house. Without purchasing a parking permit, his family members or guests could forget about the parking time limit and be cited. He expected "spill-over" parking from the proposed RPDs. If allowed to be excluded from proposed RPD E, he did not anticipate later asking to be included in the RPD.

Jerry Hortsch said he submitted written testimony last February but did not receive a response. He sent additional testimony yesterday (Attachment A). He owned property near NW 14th Street and NW Harrison Boulevard that included nine cottages without off-street parking. Based upon the Committee's methodology for allocating resident parking permits, his 5,670-square-foot property would be allocated two resident parking permits. He questioned where his tenants would be expected to park. He said the City allowed construction of the cottages in 1929. The existing four-vehicle garage was so small that it could not accommodate contemporary vehicles. He opined that Oregon State University (OSU) should have constructed a parking structure with its campus expansion and that the

Committee should discuss that issue. He expected that many property owners would be negatively impacted by the proposed RPD Program expansion. He believed it would be very difficult to rent his cottages without available parking after the RPDs were established. Since the City allowed construction of the cottages, he believed the City should allow on-street parking for his tenants. He urged that the resident parking permit allocation methodology be based upon address or kitchen, rather than property size, which he considered unfair.

400- and 500-Blocks of NW Sixth Streets

Councilor Brown said he could support Mr. Crotti's request to exclude the 400-block of Sixth, noting that Mr. Crotti and his neighbors were forewarned of the potential impacts of opening the street in front of their homes for parking by non-residents. Sixth encompassed the railway line and commercial and semi-commercial developments. The Committee previously excluded the west side of Sixth adjacent to Central Park and the Corvallis-Benton County Public Library.

Public Works Director Steckel noted that the sole resident of the 500-block of Sixth did not testify to the Committee, but Mr. Crotti assumed that the resident would prefer exclusion from the RPD.

Acting Chair Hogg said he could support excluding the 400-block of Sixth from the proposed RPD but leaving the 500-block, as the resident was expecting to be included in the RPD. The block face was along the RPD boundary. The Downtown Commission had requested that Sixth be excluded from the proposed RPDs to provide more on-street parking for Downtown business owners and employees, and he supported that request.

The Committee members agreed by consensus to exclude the 400-block of Sixth from proposed RPD E.

John Wydronek referenced his e-mail to Councilor Brown regarding contractor or service provider parking permits. At a previous meeting, the Committee agreed that parties would need to possess a Construction Contractors Board (CCB) license to obtain a service provider parking permit. In his 27-year experience as a rental property owner, he hired many service providers who did not have CCB licenses. The Committee had discussed residents giving service providers visitor parking permits for service periods of more than two hours.

Mr. Wydronek said his 20-unit apartment complex would qualify for six parking permits under the permit allocation methodology previously discussed by the Committee; and 14 units would not be able to purchase resident parking permits and, thus, would be unable to purchase visitor parking permits. This would inhibit their ability to have service providers work at their residence for more than two hours per day. His nine-unit complex would have a similar situation – it would qualify for four resident parking permits, and five units would not be able to obtain resident or visitor parking permits.

Mr. Wydronek referenced his earlier suggestions to Councilor Brown involving allowing people with businesses listed in the telephone directory to have service provider parking permits, even if they did not possess CCB licenses. Another option could allow property owners to lend their permit to or purchase a visitor parking permit for a service provider. He said it seemed unreasonable that service providers would not be able to conduct business within the proposed RPDs Monday through Friday between 8:00 am and 5:00 pm and that residents and property owners would be unable to get service at their properties. He concurred with Councilor Hervey's earlier preference that the RPD Program provide some flexibility.

Mr. Wydronek expressed concern that the Committee had not seriously considered some of the repercussions of its decisions. He acknowledged that not all situations could be accommodated, but he expected some negative impacts from the proposed RPD Program expansion. He asked that the Committee be more accommodating.

Councilor Brown assured Mr. Wydronek that he seriously considered all of the testimony presented. The Committee must make a decision and meet criteria, including fairness. He said it would be easier to be accommodating than flexible. The list of people and businesses that would qualify for service provider parking permits could be very long but must be explicit and fair. While a CCB license requirement was restrictive, it seemed the obvious criteria.

Acting Chair Hogg thanked Mr. Wydronek for presenting his concerns to the Committee. He explained that the Committee was attempting to develop a successful RPD Program that would not be abused.

Gary Angelo, representing College Hill Neighborhood Association, referenced the Committee's previous discussion regarding visitor parking permits and the lack of language and definition of RPD visitor parking permit abuse. He suggested two possible definitions of RPD visitor parking permit abuse:

- Use of a permit by a non-visitor to the related permit residence for a destination other than the residence.
- Use of a permit by a resident or *de facto* resident (a live-in "significant other" who claimed a different residence address).

Mr. Angelo suggested possible scenarios of visitor parking permit abuse:

- Repeated daily use of the permit for the same vehicle for a specified number of days without pre-arrangement with parking enforcement staff. This would require a means of requesting/providing a special dispensation for a particular period of time for unusual circumstances.
- Use of the permit beyond a specified distance from the related permit residence, such as one block face or 300 feet from the residence front door.

Mr. Angelo suggested options for enforcing visitor parking permits:

- Neighbors should be allowed to report their observations of visitor parking permit abuse, such as the same vehicle repeatedly parking with a visitor permit. Parking enforcement

staff could then investigate the situation with the primary resident. The risk of follow-up investigation with high fines and consequences could deter abuse.

- Fines for abuse of visitor parking permits should be significantly high and non-reducible by the Municipal Judge.
- Upon issuance of the third citation, the residence associated with the visitor parking permit should lose its resident parking permit. This would require a connection of the visitor parking permit to a residence.

Ms. Steckel reviewed that the two Committee members present at the previous meeting were unable to agree on a fine amount for parking violations. At that meeting, Councilor Hervey favored the same fine amount for all parking violations. She distributed a summary of the Committee's recent decisions, which would become recommendations to the City Council (Attachment B).

Ms. Steckel reported that it was relatively easy for someone to obtain CCB licenses. She expressed frustration in developing a workable process for issuing service provider parking permits that would not impose too great a burden on staff. She suggested that the property owner or resident have the burden of obtaining short-term parking permits, similar to those issued for work in the Downtown area. Other communities charged \$2 for similar permits, with the fee intended to reduce permit abuse. This would eliminate the issue of permit eligibility requirements, the criteria for inclusion on a list of approved service provider categories for permits, etc. Any abuse would result in fines and consequences to the property owner or resident. This would be the least-burdensome option for parking enforcement staff and would place the responsibilities on property owners or residents.

Ms. Steckel reviewed staff's recommendation of a \$50 fine that the Municipal Judge could reduce to \$35. Staff investigated Davis, California's definition for parking permit abuse and its procedures. Davis had a general definition for abuse and considered abuse or mis-use to be using a parking permit in any non-authorized manner. Davis parking enforcement staff would document observations for review by the parking enforcement supervisor, who would determine whether to send a letter to the resident associated with the permit explaining the alleged abuse and the related fines and consequences. Repeated incidents of abuse could result in revocation of parking permits.

Police Chief Sassaman added that Davis would allow an administrative hearing prior to revoking a parking permit. The resident was held responsible for abuse of the visitor parking permit.

Councilor Brown acknowledged that abuse may be occurring with the existing RPD Program. The Committee previously discussed that citations were issued to vehicles, rather than to persons. Parking violations could include parking in excess of two hours without a parking permit or parking without a permit in an area where parking permits were required. He asked Chief Sassaman for his definition of parking permit abuse.

Chief Sassaman opined that the person issued a parking permit was responsible that the permit was used as intended. To determine if a parking permit was improperly used,

parking enforcement staff must conduct a "mini investigation" via observation. There must be a means of validating the action. Rarely was someone present with the vehicle when parking enforcement staff observed the suspected abuse. Therefore, Davis parking enforcement officers submitted their observations to a supervisor for review and follow-up investigation with the permit owner. Personally, he would identify parking permit abuse by forged permits or use on the same vehicle every day in the same location. In the latter situation, he would want to talk with the vehicle operator to determine the reason for the suspected permit abuse.

Ms. Steckel noted that Davis had a broad definition of parking permit abuse and gave parking enforcement officers discretion to report situations they believed were permit abuse. Chief Sassaman added that it would be difficult for a parking enforcement officer to determine that abuse occurred and issue a citation when they were unable to speak with anyone associated with the situation.

Councilor Brown noted that parking violation citations would have \$50 fines, but parking permit abuse citations would have \$230 fines to cover the cost of conducting an administrative hearing prior to revoking a parking permit. He could support the \$230 fine for parking permit abuse.

Chief Sassaman said Davis reported revoking only one or two parking permits each year because the initial letter from the parking enforcement supervisor outlining the potential consequences of abuse (including revocation of all parking permits) got the attention of permit owners.

Councilor Brown expected that an informational brochure about the consequences of mis-using or abusing visitor parking permits would be effective in deterring abuse.

In response to Acting Chair Hogg's inquiry, Chief Sassaman said the administrative work of Davis' abuse investigation procedure would be new work for Corvallis parking enforcement staff. He clarified that parking infraction fines would be paid to Municipal Court, and parking permit abuse fines would be paid through the administrative hearing system.

Councilor Brown expressed concern that abuse of visitor parking permits could destroy the proposed RPD Program.

Chief Sassaman expected that new electronic equipment for parking enforcement officers would make it easier for parking enforcement staff to identify instances of parking permit abuse and to locate residents to whom visitor parking permits were associated. He believed the new technology would be beneficial in combating parking permit abuse.

Contractor/Service Provider Permit

Ms. Steckel confirmed that Downtown temporary parking permits were available free of charge for up to two weeks. Councilor Brown observed that the permits could meet the needs of property owners and residents in RPDs. Ms. Steckel explained that charging for

the permits could reduce instances of people requesting parking permits for "phantom" contractors. Staff would not investigate whether the contractors were legitimate, but staff would monitor the quantity and duration of requested service provider permits. There was potential for abuse of the permit system. The permits would be separate from the RPD Program. She confirmed that she recommended not having contractor parking permits for people with CCB licenses.

In response to Councilor Brown's inquiry, Ms. Steckel said previous discussions about the number of parking enforcement daily trips through the proposed RPDs was related to the number of parking enforcement officers needed to meet the desired level of enforcement.

Committee members agreed to remove the option of a contractor or service provider parking permit and allow property owners or residents to purchase short-term parking permits, valid for up to two weeks, for \$2 per day.

Fines

Committee members concurred to establish parking violation fines of \$50 that the Municipal Judge could reduce to \$35.

Committee members concurred to establish a system whereby parking enforcement officers would document instances of suspected parking permit abuse, with the documentation reviewed by the parking enforcement supervisor, who would send a notification letter to the parking permit owner advising them of the \$230 fine and potential for revocation of all parking permits if abuse continued.

Ms. Steckel said she would amend Attachment B to include today's Committee decisions. She clarified for Councilor Brown that non-resident property owners would need to provide evidence that they owned property within a RRD but did not live within the RPD in order to obtain a parking permit to tend to their property. She also confirmed for Mr. Wydronek that property owners and residents would be responsible for obtaining short-term parking permits.

II. Other Business

- A. The next regular Urban Services Committee meeting is scheduled for May 20, 2014, at 5:00 pm, in the Madison Avenue Meeting Room.

Acting Chair Hogg adjourned the meeting at 6:00 pm.

Respectfully submitted,

Roan Hogg, Acting Chair

From: Jerry Hortsch

ATTACHMENT A

To: ward6 <ward6@council.corvallisoregon.gov>; ward2 <ward2@council.corvallisoregon.gov>; ward3 <ward3@council.corvallisoregon.gov>; ward4 <ward4@council.corvallisoregon.gov>; public.works <public.works@corvallisoregon.gov>; ward1 <ward1@council.corvallisoregon.gov>; ward5 <ward5@council.corvallisoregon.gov>; ward7 <ward7@council.corvallisoregon.gov>; ward8 <ward8@council.corvallisoregon.gov>; ward9 <ward9@council.corvallisoregon.gov>; mayor <mayor@council.corvallisoregon.gov>; city.manager <city.manager@corvallisoregon.gov>; mary.steckel <mary.steckel@corvallisoregon.gov>

Subject: Proposed Residential Parking Program (RPD)

Date: Mon, May 5, 2014 1:50 pm

Below is an e-mail sent on February 4, 2014, for which I have never received a response. Please be sure the Urban Services Committee receives this. I am deeply concerned that the lack of parking permits, could eliminate some of the affordable housing located close to campus.

-----Original Message-----

From: jerryhortsch

To: ward6 <ward6@council.corvallisoregon.gov>

Cc: ward2 <ward2@council.corvallisoregon.gov>; ward3 <ward3@council.corvallisoregon.gov>; ward4 <ward4@council.corvallisoregon.gov>; public.works <public.works@corvallisoregon.gov>

Sent: Tue, Feb 4, 2014 11:51 am

Subject: Proposed Residential Parking Program (RPD)

I currently own 9 cottages on the NE corner of 14th and Harrison. These units are non-conforming because they were built in 1929, therefore, do not have adequate off-street parking, lot size is only 5,608 sq. ft.

This is written to express my opposition to 2 items in the proposed RPD.

- 1) Current proposal allocates 1 permit for every 2,500 sq. ft. of property. This property would only be eligible for 2 permits, when, it needs at least 9 permits to function properly.
- 2) Current proposal is to sell permits to no more than 75% of district's parking capacity on a "first come first served" basis. This seems very unfair to properties that rely on having on-street parking. (Why not first built first served?) What is going to happen to the other 25%? As the owner of this property, how do I know my tenants will have a place to park?

I urge the Urban Services Committee to delete 1) limiting permits to 2,500 sq. ft. per permit; and 2) limiting parking to 75% of district's capacity on a "first come first served basis".

I you have any questions, please feel free to contact me.

Jerry Hortsch

5/5/2014

MEMORANDUM

May 6, 2014

UPDATED May 9, 2014

TO: Urban Services Committee

FROM: Mary Steckel, Public Works Director 

SUBJECT: Collaboration Recommendation to Expand Residential Parking Districts—
Direction from City Council

ISSUE

USC has recommendations on the final Residential Parking District (RPD) program elements that need to be forwarded to City Council for approval.

BACKGROUND

The full City Council, at the April 7th meeting, unanimously approved the RPD design proposed at that time by USC, with the understanding that certain items still required deliberation by USC and that recommendations on these items would come back to the Council.

DISCUSSION

USC has worked through the remaining decision points and crafted the recommendations below.

1. Specific blocks will be designated as permit-only.
2. Residents on the permit-only blocks will be able to purchase two visitor permits.
3. Permit fees for an annual resident or visitor permit will be \$20.
4. Permit fees for an annual employee permit will be \$100.
5. A total of three Enforcement officers will be hired to meet the enforcement expectation.
6. A resident permit will be required in order to purchase a visitor permit.
7. Owners of property in an RPD who are not residents of an RPD can obtain a permit.
8. The west side of 6th Street from Jefferson Avenue to Van Buren Boulevard will be removed from the RPD program.
9. The west side of 6th Street from Harrison Boulevard to Tyler Avenue will be removed from the RPD program.
10. Violations of the RPD regulations will be fined \$50 with a mandatory minimum of \$35.
11. Abuse of the RPD regulations will be reviewed administratively, with a fine of \$230 for a first offense and the revocation of permit privileges for continued offenses.
12. There will not be a permit for contractors or service providers; rather the resident or property owner will obtain a temporary permit for these occasions at a fee of \$2 per permit per day.

REQUESTED ACTION

USC seeks City Council approval of the recommendations noted above.

MEMORANDUM

April 28, 2014

TO: Urban Services Committee

FROM: Mary Steckel, Public Works Director 

SUBJECT: Collaboration Recommendation to Expand Residential Parking Districts—
Fine Amounts

ISSUE

Decisions on how to proceed with the remaining Residential Parking District (RPD) program elements need to be made before ordinance language can be developed.

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.

At the March 18, 2014 meeting, USC modified their previous RPD program proposal to allow two hours of free parking on all blocks in the Phase I area, except those that have documented parking in excess of 90% capacity, which will be restricted to permit-only parking. They also made minor adjustments to the boundaries of proposed Districts C, E, F, and J, and determined that expansion or creation of districts in the future will go through the petition process. The revised RPD program design was sent to the full Council for consideration with a recommendation to approve.

At the April 7, 2014 City Council meeting, the RPD program design developed at the previous USC meeting was discussed and the full Council approved it unanimously.

At the April 8, 2014 USC meeting, final program elements were addressed and consensus reached to allow residents on blocks designated as permit-only to purchase two visitor permits; to set the permit fees at \$20 for an annual resident or visitor permit and \$100 for an annual service provider or employee permit; to provide three enforcement trips through the RPDs in a day; and to define the

specific locations of the 'permit only' blocks. USC did not reach consensus on requiring a resident permit in order to purchase a visitor permit, but the majority was in favor of this approach.

At the April 22, 2014 USC meeting, a discussion about the service provider permits resulted in a change to a 'contractor' permit that would require a Construction Contractors Board number as proof of eligibility for the permit. In addition it was agreed that property owners who are not residents of an RPD can obtain a permit to perform services at their property, that the maps of the permit-only areas included in the staff report were accurate, and that the west side of 6th Street between Jefferson and Van Buren Avenues would be removed from the RPDs.

DISCUSSION

At the last USC meeting, fine amounts for program violations were discussed but no consensus was reached. A final decision was postponed until all members of the Committee were present.

Staff had recommended a fine amount of \$50 for violations of RPD regulations, with a mandatory minimum of \$35. One concern raised about this approach was that a mandatory minimum limits the judicial authority of the Municipal Court Judge.

Staff also recommended that this fine schedule apply to all violations of the RPD program, including abuse. Concern was expressed that this level of fine was not high enough to discourage abuse activities. Staff believes the changes in the program, especially in the visitor permit element, should reduce the opportunity for abuse, and it may be prudent to gain experience with the new program to determine if that is indeed the case. USC requested information on how Davis, California defines and deals with abuse, as that community has a separate fine for deliberate violations. This information was not available at the time the staff report was written and will be presented at the meeting.

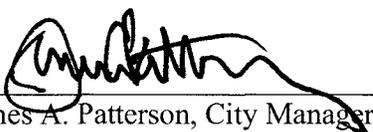
NEXT STEPS

Staff will draft ordinance language for final review by USC and Council. Once the ordinance language is adopted, staff will send another postcard to the affected properties alerting them to the final RPD program design and reminding them of the implementation date.

REQUESTED ACTION

That the USC provide direction on the fine schedule for RPD program violations.

Reviewed and concur:



James A. Patterson, City Manager

Steckel, Mary

From: Ward 2
Sent: Sunday, April 27, 2014 1:52 PM
To: Steckel, Mary
Subject: Fwd: Exclusion of Sixth Street in Proposed Parking District

Mary,

Could you include this email in the USC packet for consideration of removing the west side of 6th street for the 400 block from the parking district. Thanks.

----- Forwarded Message -----

From: Frank Crotti <[frankcrotti@\[REDACTED\]](mailto:frankcrotti@[REDACTED])>
To: mayorandcitycouncil@corvallisoregon.gov
Sent: Sun, 27 Apr 2014 11:32:58 -0700 (PDT)

Subject: Exclusion of Sixth Street in Proposed Parking District
Dear Mayor and City Council, I would like to reiterate my testimony from the last City Council meeting and request that the West side of Sixth Street be exempt from the new Parking Districts.

All the residents and property owners on our block (the 400 block) would not be served by the new districts. We have discussed it and would like the West side to be free of parking restrictions just like the East side is proposed to be.

I realize that parking is a problem in many parts of Corvallis due to the ever expanding student population and I applaud the hard work of the Collaboration Committee and the City Council.

Thank You, and please consider our request.

Frank and Teddi Crotti with, John Beardsley Dave Pease Theodore Crotti

[REDACTED] 6th Street [REDACTED]

**ADMINISTRATIVE SERVICES COMMITTEE
MINUTES
May 7, 2014**

Present

Councilor Joel Hirsch, Chair
Councilor Hal Brauner
Councilor Biff Traber

Visitors

Michael Dalton, da Vinci Days
Bill York, da Vinci Days

Staff

Nancy Brewer, Finance Director
Karen Emery, Parks and Recreation
Director
Carolyn Rawles, Library Director
Stephen DeGhetto, Assistant Parks and
Recreation Director
James Mellein, Aquatic Center Supervisor
Emely Day, City Manager's Office

SUMMARY OF DISCUSSION

Agenda Item	Information Only	Held for Further Review	Recommendations
I. Council Policy Review and Recommendation: 95-4.10, "Public Library Gifts and Donations Policy"			Affirm Council Policy 95-4.10, "Public Library Gifts and Donations Policy," without amendments
II. Parks and Recreation Department Cost Recovery Update	Yes		
III. da Vinci Days Loan and Annual Report			<ul style="list-style-type: none"> • Approve the da Vinci Days Annual Report for 2012-2013 • Suspend the da Vinci Days bridge loan payment for one year while the da Vinci Days organization completes its re-invention process
IV. Other Business <ul style="list-style-type: none"> • City Investment Advisory Contract Update 	Yes		

CONTENT OF DISCUSSION

Chair Hirsch called the meeting to order at 3:30 pm.

I. Council Policy Review and Recommendation: 95-4.10, "Public Library Gifts and Donations Policy"

Library Director Rawles reported that this was a periodic review of the Policy, which had worked well in guiding the Library's receipt of a variety of gifts. The Policy described the nature and activities of the Corvallis-Benton County Public Library Board and the Library Foundation, which were independent of the Library. The Library Board reviewed the Policy but did not recommend any changes.

Based upon a motion moved and seconded by Councilors Traber and Brauner, respectively, the Committee unanimously recommends that Council affirm Council Policy 95-4.10, "Public Library Gifts and Donations Policy," without amendments

II. Parks and Recreation Department Cost Recovery Update

Parks and Recreation Director Emery reported that staff scheduled the Parks, Natural Areas, and Recreation Board to review the cost recovery report for Fiscal Year 2013-2014 during its October 2014 meeting, so the report would be presented to the Committee during November 2014.

Aquatic Center Supervisor Mellein noted that the update report focused on Fiscal Year 2012-2013. The previous fee schedule established program and service fees based upon the age of participants, regardless of the type of activity. Fees for youth were based upon 33 to 50 percent of costs, regardless of the activity, such as private versus group swimming lessons. The same methodology was applied to facility reservations, regardless of the nature of the rental or renting organization (non-profit organization, private birthday party, or corporation hosting a training or meeting).

In September 2011, the City hired GreenPlay – a national parks and recreation management consulting firm – to work with staff to develop a new cost recovery methodology and resource allocation philosophy. The public involvement process included workshops with stakeholders, community leaders, partners, and community members. The process created 30 categories of service, which were allocated into five levels of service on the Cost Recovery Pyramid. Services in the lower level primarily benefited the community, while services in the upper level primarily benefited individuals. Services were placed on the Pyramid partially based upon how the City wanted financial resources allocated – whether property tax funds should be allocated primarily to services that benefited the community (access to parks, natural areas, community centers, etc.) or that benefitted individuals (private music lessons, private birthday parties, etc.). Each level of the Pyramid was assigned a minimum target cost recovery rate. Level 1, which included parks maintenance, was assigned a minimum target cost recovery rate of zero percent. Level 3, which included summer camps, was assigned a minimum target cost recovery rate of 90 percent. Level 5, which included private lessons and concessions, was assigned a minimum target cost recovery rate of 200 percent.

The update report reflected one year of tracking, monitoring, and adjusting program fees, sponsorships, revenue sources, and direct expenses. Fiscal Year 2010-2011 was the last full fiscal year under the previous fee structure. The cost recovery methodology was adopted in January 2012 – mid-Fiscal Year 2011-2012. The report addressed the first full fiscal year under the cost recovery methodology and compared that data to the data of Fiscal Year 2011-2012. Mr. Mellein said staff was happy with the first full fiscal year of results and believed cost recovery objectives were being met while the community was continually served.

Mr. Mellein reviewed highlights of the update report:

- Table 1 – Cost Recovery Results
 - Cost recovery rates improved in all Cost Recovery Pyramid levels.
- Table 2 – Revenues and Expenditure Results
 - Total department revenue from fees, sponsorships, donations, and other sources increased.
 - Total department expenditures were relatively stable.
- Table 3 – Total General Fund Property Tax Dollars Allocated to Parks and Recreation
 - The General Fund allocation to the Department decreased significantly.
- Table 4 – Number of programs offered and participation results
 - Participation numbers decreased from Fiscal Year 2010-2011, possibly because some programs that did not meet cost recovery targets were eliminated or offered fewer times.
 - Ms. Emery added that program tracking practices changed – multiple sessions of a program were previously tracked individually but were now tracked as one program.
- Tables 5 and 6 – Overview of the Family Assistance Program and Family Age Distribution by Participants
 - Families at or below the Federal poverty level were eligible for participation in the Family Assistance Program.
 - The utilization rate and dollar amount utilized increased significantly from calendar years 2010 and 2011 to Fiscal Year 2012-2013.

Mr. Mellein said staff continued closely monitoring the Department's budget, expenses, and cost recovery. He reviewed from the report staff's plans and goals for Fiscal Year 2014-2015. He commended staff for its efforts working on the cost recovery program and striving to achieve the goals.

Ms. Emery said staff support of the program was key to the Department's success in achieving its goals. She observed staff discussing the cost recovery objectives when setting program and activity fees with contractors; staff understood the cost recovery components and applied the principles.

In response to Chair Hirsch's inquiry, Ms. Emery said the City paid GreenPlay \$30,000 for consultation services and assistance in developing the cost recovery program. The first-year return on the investment was \$250,000. GreenPlay was contracted to assist with the Parks and Recreation Facilities Plan update.

Councilor Brauner inquired whether staff had data about the rate of participation decrease for each type of program at the five service levels.

Councilor Hirsch noted that Osborn Aquatic Center was not included in the previous fee structure but was included in the cost recovery program. He questioned whether including the Center affected the participation rates.

Mr. Mellein said he compared Fiscal Years 2011-2012 and 2012-2013 and did not include Osborn Aquatic Center participation data. Staff did not have data to address Councilor Brauner's inquiry, but he expected that the participation decrease occurred in all programs and activities at all five service levels. He suspected a greater participation rate decrease at the higher service levels.

Assistant Parks and Recreation Director DeGhetto added that some high-cost trips did not have minimum participation levels, but the same costs were incurred regardless how many people participated. Those trips were reduced in frequency, and minimum participation levels were established to ensure a greater rate of cost recovery.

Ms. Emery offered to include participation rate data in the next cost recovery program report to the Committee.

In response to Councilor Traber's request, Ms. Emery said the next report would include information regarding the proportions of programs in each service level, by number of programs, costs, or potential participants.

Councilor Traber thanked staff for their involvement in the cost recovery effort and opined that the first year had gone well. He would like more focus on revenue generation to increase the Department's income. Chair Hirsch said he would like staff to continue seeking revenue-generation opportunities. Ms. Emery said she had ten identified opportunities for revenue generation during Fiscal Year 2014-2015.

This topic was presented for information only.

I. da Vinci Days Loan and Annual Report

Mr. DeGhetto reviewed that, during 2005, the City Council approved a \$20,000 interest-free bridge loan to assist da Vinci Days with cash flow and deferred expenditure and help develop some beginning fund balances for the summer festival. As of December 31, 2013, the bridge loan balance was \$10,000, equating to 23 percent of the organization's liabilities. The bridge loan was amended during 2012, and no payments were subsequently made.

Mr. DeGhetto said da Vinci Days complied with all of the reporting requirements of its funding agreement with the City and properly accounted for funding. City Finance Department staff reviewed the organization's financial records. The da Vinci Days Board of Directors unanimously voted to suspend operations for 2014 and formed a steering committee to investigate re-inventing the da Vinci Days Festival. The Board requested suspension of loan payments until the re-invention process was completed.

Mr. DeGhetto explained for the Committee that staff received direction from Human Services Committee to combine the da Vinci Days Annual Report and bridge loan into one report for Administrative Services Committee.

Michael Dalton of the da Vinci Days Board of Directors reviewed that, following the 2013 da Vinci Days Festival, the Board decided to re-invent the organization in terms of programs and finances. The Board created a process involving the public, with a 19-member steering committee that reviewed citizen input toward developing a recommendation for the Board. An on-line survey solicited 900 responses. Two focus group sessions were held, and more may be held; and town hall meetings were held. The Festival was deemed a community event, so it was important to solicit community input regarding the future of the Festival and how it would be self-supporting. The steering committee was charged with presenting a recommendations report to the Board by July 1. He noted that the Festival struggled financially for 12 to 15 years. In its current format, the Festival was not sustainable. The Board considered it appropriate after the 25th anniversary to pause and consider the Festival's future.

Mr. DeGhetto clarified for Councilor Hirsch that the Festival's steering committee began meeting after the September 1, 2012, to August 31, 2013, reporting period.

Mr. Dalton added that the steering committee met three times, reviewed survey input, and sought to develop a small number of recommendations to present to the Board.

Bill York of the Festival Board of Directors noted that the steering committee had not yet developed any specific recommendations.

Mr. Dalton added that the Board continued to meet monthly. The Festival office was closed to reduce expenses; however, the Web site and e-mail services still functioned, and incoming telephone calls transferred to his cell phone. The organization had monthly expenses of approximately \$500, \$300 of which was interest on a Wells Fargo Bank loan, which had a balance of approximately \$30,000. Other expenses included a storage unit of supplies, Internet fees, telephone charges, and minimal insurance coverage. The organization had numerous volunteers but no paid staff.

Councilor Traber said, after the 2013 Festival, it made sense to suspend the Festival with the continuing financial losses. He asked whether the Board was supporting the Festival's kinetic sculpture activities this year.

Mr. Dalton said the kinetic sculpture events were part of da Vinci Days since the early festivals. People involved with the kinetic sculpture events chose to continue their events and were working with Benton County Fairgrounds Manager Lonny Wunder to use Fairgrounds facilities. The events would be consolidated to two days, based at the Fairgrounds, and charge small fees to help recover costs. Any donations would be processed through da Vinci Days. The kinetic sculpture events would be promoted on the Festival's Web site and had a representative on the organization's Board of Directors. The Festival organization would gain any profit or suffer any loss from the kinetic sculpture events.

Based upon a motion moved and seconded by Councilors Brauner and Traber, respectively, the Committee unanimously recommends that Council approve the da Vinci Days Annual Report for 2012-2013.

Councilor Brauner noted that the City Council had previously suspended the da Vinci Day's bridge loan payments, and it seemed appropriate for the City to assist the organization with its re-invention; however, the City could not suspend the loan payments forever. Insisting on payment at this time did not seem appropriate.

Councilor Traber concurred with not insisting upon loan payment at this time. He inquired whether there was value in da Vinci Days and the potential cost to the City if the loan was forgiven.

Mr. York acknowledged that it would be beneficial if da Vinci Days did not have a \$10,000 loan liability. Mr. Dalton noted that, even if da Vinci Days was re-invented, it would still have a \$10,000 liability that must be paid.

Councilor Brauner opined that it would be premature to forgive the loan before knowing the nature of a re-invented organization. After da Vinci Days was re-invented, the Committee could consider whether to forgive the loan.

Councilor Traber noted that three-fourths of da Vinci Days' liability consisted of a loan from Wells Fargo Bank. Forgiving the City's loan may not impact da Vinci Days' financial profile if it still had the Bank's loan obligation. He agreed with Councilor Brauner's suggestion of reviewing the organization's re-invention plan before deciding whether to forgive the loan.

Councilor Brauner said, in a worst-case scenario of da Vinci Days filing for bankruptcy, he would want the City's loan listed as a liability of the organization. He would not oppose suspending the loan until the re-invention process was completed.

Chair Hirsch said he did not support continuing to suspend the loan payment requirement and did not consider the re-invention process valuable. He would like the City's loan repaid. Whether or not the loan payment requirement was suspended, the City may not receive full re-payment of the loan. He would like the City to receive some amount of re-payment.

Mr. DeGhetto said the loan payments were due annually in late-July, after the annual da Vinci Days Festival. City staff still invoiced the organization for loan payments. If the loan payment requirement was suspended, staff would not need to process an invoice or payment.

Councilor Brauner noted that approving the request would result in suspending loan payments for two consecutive years.

Councilor Traber suggested that it may be better to seek payment of the loan in six months, while da Vinci Day had funds available to make a payment.

Councilor Brauner noted that, if da Vinci Days filed bankruptcy, the City and Wells Fargo Bank would each list outstanding loan obligations and would receive proportionate payments from any da Vinci Days assets.

Mr. York said the da Vinci Days Board of Directors would prefer to pay the City's loan.

Councilor Brauner asked that the da Vinci Days Board of Directors submit a progress report to the Committee, possibly in six months, concerning its re-invention efforts and estimated financial plans.

Mr. Dalton hoped that da Vinci Days' future would involve collaboration with the City.

Based upon a motion moved and seconded by Councilors Brauner and Traber, respectively, the Committee unanimously recommends that Council suspend the da Vinci Days bridge loan payment for one year while the da Vinci Days organization completes its re-invention process.

IV. Other Business

- A. Finance Director Brewer distributed to Committee members for their information a memorandum regarding the City Investment Advisory Contract (Attachment A). No Committee action was needed.
- B. Councilor Brauner announced that he would be absent from the May 21 Committee meeting, which would include discussion of the Neighborhood/Property Maintenance Code Program. Councilor Traber anticipated that the meeting discussions would involve issues of enforcement and funding. Councilor Brauner said he would review the staff report and convey his comments to staff and the Committee prior to the meeting. Subsequently, the Administrative Services Committee meeting scheduled for May 21, 2014, was canceled.
- C. The next regular Administrative Services Committee meeting is scheduled for June 4, 2014, at 3:30 pm, in the Madison Avenue Meeting Room.

Chair Hirsch adjourned the meeting at 4:21 pm.

Respectfully submitted,

Joel Hirsch, Chair

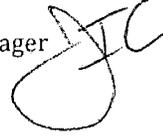
MEMORANDUM

May 7, 2014

TO: Administrative Services Committee

FROM: Janet Chenard, Budget & Financial Planning Manager

SUBJECT: City Investment Advisory Contract Update

**I. Issue**

To notify the ASC that the City has terminated its Investment Advisory Services contract with Davidson Fixed Income Management (DFIM) and summarize the direction staff is taking as a result.

II. Background

On April 29, 2014, staff learned that the new team assigned just this past February to perform under the City's contract with Davidson Fixed Income Management (DFIM) had resigned. City staff left several voice mails with the remaining contact at DFIM in Seattle and received no response.

On May 2, City staff invoked the contract termination clause, giving the 30 day notice. The letter stated that the City expected DFIM to prepare the City's April Investment Report due during that 30 day period; however, if DFIM wished to terminate sooner and not do that work this would be accepted in lieu of payment for April/May. Staff received a call on May 6 stating DFIM would not complete the April report, effectively terminating the relationship immediately.

The City of Albany just published a request for proposals for an investment advisory firm. Their procurement included cooperative purchasing language which will allow the City of Corvallis to participate in their process. The City's Budget & Financial Planning Manager will work with Albany's Finance Director through the interview process to help select an investment advisor for Albany. If the vendor and pricing is acceptable to Corvallis, the City could contract with the same vendor, as allowed for under Albany's RFP.

If the selected vendor is not considered appropriate for Corvallis' needs, City staff would pursue a separate RFP this summer to select a new Investment Advisor. The City's core investment portfolio is currently fully invested, with the earliest maturity not due until October 2015, so the main requirements for an Investment Advisory firm in the next few months would be:

- In case any of the callable securities in the portfolio were to be called and the proceeds need to be re-invested, we would attain better pricing through a firm that can access the wholesale securities market vs. the retail pricing available to Corvallis treasury staff; and
- Monthly reporting, to relieve City staff workload.

In the interim, staff will continue to provide monthly reports on investment activity, but the reports are likely to have less market commentary, market pricing analysis, duration information and yield detail.

III. Requested Action

No action is required of ASC or Council at this time. This is provided as information only..



MEMORANDUM

To: Administrative Services Committee
From: Karen Emery, Director *KE*
Stephen DeGhetto, Assistant Director *SD*
Date: March 19, 2014
Subject: da Vinci Days Annual Report

Issue:

To review and recommend to the City Council the acceptance of the 2013 annual report from da Vinci Days in compliance with the 2005 Bridge loan funding.

Background:

The City Council approved a \$20,000 interest free Bridge Loan for da Vinci Days in February 2005. According to the agreement between the City and da Vinci Days, the funds are to be used to meet cash flow needs, pay on deferred expenditures, and provide beginning fund balances for da Vinci Days Summer Festival and the da Vinci Film Festival.

Discussion:

The Bridge Loan balance was \$10,000 as of December 31, 2013, representing 23% of total liabilities. No payments were received since the bridge loan was amended in 2012. da Vinci Days has complied with reporting requirements of the agreements and funds have been properly accounted for according to the City's internal financial review process.

Noteworthy 2013 items are:

- Board of Directors voted unanimously to suspend operations for 2014.
- Board of Directors formed a steering committee to look into reinvention of the festival.
- Board of Directors requests the suspension of payments on the current loan until the conclusion of the reinvention process.

Recommendation: To recommend to City Council to consider the request to suspend the loan payment.

Review and Concur:


James A. Patterson, City Manager


Nancy Brewer, Finance Director

- Attachments:
1. Finance Department's review of FY 12-13 Financials
 2. Balance Sheet and Profit & Loss Statement
 2. da Vinci Days 2013 Annual Report
 3. Reinventing da Vinci Days Steering Committee Charge, list of members



Finance Department
500 SW Madison Avenue
Corvallis, OR 97333
541-766-6990
541-754-1729

MEMORANDUM

February 21, 2014

TO: Steve DeGhetto, Assistant Parks and Recreation Director

FROM: Jeanna Yeager, Accountant

SUBJECT: da Vinci Days, Inc. Annual Financial Review Fiscal Year 2013

This review consists of inquiries and analytical procedures and is very limited in its nature. The da Vinci Days, Inc. financial statements are unaudited financial reports that are the representation of the management of da Vinci Days. da Vinci Days, Inc. uses the accrual method of accounting.

This review is based on the da Vinci Days fiscal year, September 1, 2012 through August 31, 2013. During the year, da Vinci Days received a total of \$172,941 in revenues and other support. Total expenditures (including COGS) were reported at \$193,874, resulting in a net loss of \$20,933.

For the year ending August 31, 2013, da Vinci Days reported total assets of \$43,466 (a decrease of 34% from the prior year) and total liabilities of \$44,203, resulting in a debt ratio of 1.02, which signifies the company is highly leveraged. da Vinci Days' current assets to current liabilities ratio is 1.17, indicating that while the organization can cover short-term obligations, it's financial position is not particularly strong.

In 2005, the City made a \$20,000 loan to da Vinci Days. The loan balance was \$10,000 as of August 31, 2013, representing almost 23% of total liabilities. Although the amended loan requires an annual minimum payment of \$2,000, no payments to the City were made during this period.

Based on this review, I recommend acceptance of the da Vinci Days financial statements.

da Vinci Days, Inc.
Balance Sheet Prev Year Comparison
As of August 31, 2013

	Aug 31, 13	Aug 31, 12	\$ Change	% Change
ASSETS				
Current Assets				
Checking/Savings				
1001 · Petty Cash	138.13	138.13	0.00	0.0%
1003 · OSU Fed checking	37,387.02	54,884.99	-17,497.97	-31.9%
1005 · OSU Fed savings	5.58	4,840.64	-4,835.06	-99.9%
Total Checking/Savings	37,530.73	59,863.76	-22,333.03	-37.3%
Accounts Receivable				
1200 · Accounts Receivable	0.00	879.00	-879.00	-100.0%
Total Accounts Receivable	0.00	879.00	-879.00	-100.0%
Other Current Assets				
1499 · Undeposited Funds	695.00	0.00	695.00	100.0%
Total Other Current Assets	695.00	0.00	695.00	100.0%
Total Current Assets	38,225.73	60,742.76	-22,517.03	-37.1%
Fixed Assets				
1501 · Donated Equipment	10,612.99	10,612.99	0.00	0.0%
1500 · Equipment	9,079.57	9,079.57	0.00	0.0%
1590 · Accumulated Depreciation	-14,452.57	-14,452.57	0.00	0.0%
Total Fixed Assets	5,239.99	5,239.99	0.00	0.0%
TOTAL ASSETS	43,465.72	65,982.75	-22,517.03	-34.1%
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Accounts Payable				
2000 · Accounts Payable	3,347.04	4,829.14	-1,482.10	-30.7%
Total Accounts Payable	3,347.04	4,829.14	-1,482.10	-30.7%
Other Current Liabilities				
2310 · Wells Fargo LOC	30,856.13	30,957.66	-101.53	-0.3%
Total Other Current Liabilities	30,856.13	30,957.66	-101.53	-0.3%
Total Current Liabilities	34,203.17	35,786.80	-1,583.63	-4.4%
Long Term Liabilities				
2330 · City of Corvallis- Loan	10,000.00	10,000.00	0.00	0.0%
Total Long Term Liabilities	10,000.00	10,000.00	0.00	0.0%
Total Liabilities	44,203.17	45,786.80	-1,583.63	-3.5%
Equity				
3100 · Unrestricted Net Assets	61,440.25	61,440.25	0.00	0.0%
3300 · Retained Earnings	-41,244.30	-16,256.64	-24,987.66	-153.7%
Net Income	-20,933.40	-24,987.66	4,054.26	16.2%
Total Equity	-737.45	20,195.95	-20,933.40	-103.7%
TOTAL LIABILITIES & EQUITY	43,465.72	65,982.75	-22,517.03	-34.1%

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 Accrual Basis

da Vinci Days, Inc.
Profit & Loss Budget vs. Actual
 September 2012 through August 2013

	Sep '12 - ...	Budget	\$ Over Bu...	% of Budget
Ordinary Income/Expense				
Income				
4000 · *Contributions*				
4100 · *Direct Public Support*				
4101 · Corporate Sponsorship	21,785.00	34,000.00	-12,215.00	64.1%
4102 · Individual Donors	14,117.78	16,200.00	-2,082.22	87.1%
4103 · Grants	4,500.00	8,000.00	-3,500.00	56.3%
4104 · Non-cash donations	0.00	0.00	0.00	0.0%
Total 4100 · *Direct Public Support*	40,402.78	58,200.00	-17,797.22	69.4%
Total 4000 · *Contributions*	40,402.78	58,200.00	-17,797.22	69.4%
4300 · * Program Revenue*				
4301 · Admissions	89,217.10	126,863.00	-37,645.90	70.3%
4302 · Concession Fees/Commission	29,021.82	26,800.00	2,221.82	108.3%
4303 · Festival Events	12,913.00	9,000.00	3,913.00	143.5%
4309 · Shipping/Handling-Online sales	0.00	0.00	0.00	0.0%
Total 4300 · * Program Revenue*	131,151.92	162,663.00	-31,511.08	80.6%
4400 · Fundraising Events	1,330.90	4,000.00	-2,669.10	33.3%
4500 · Festival Merchandise Sales	50.00	1,200.00	-1,150.00	4.2%
4998 · Interest Income	5.03	10.00	-4.97	50.3%
Total Income	172,940.63	226,073.00	-53,132.37	76.5%
Cost of Goods Sold				
5600 · *Concessions*				
5610 · Food/Beverage inventory	4,535.25	4,700.00	-164.75	96.5%
Total 5600 · *Concessions*	4,535.25	4,700.00	-164.75	96.5%
Total COGS	4,535.25	4,700.00	-164.75	96.5%
Gross Profit	168,405.38	221,373.00	-52,967.62	76.1%
Expense				
7800 · Fundraising				
7801 · PayPal Expenses	3.20	22.65	-19.45	14.1%
Total 7800 · Fundraising	3.20	22.65	-19.45	14.1%
6100 · *Payroll Expenses				
6140 · Interim Director	0.00	0.00	0.00	0.0%
6110 · Wages & Salaries	31,728.69	49,500.00	-17,771.31	64.1%
6120 · Payroll Taxes	3,524.11	5,400.00	-1,875.89	65.3%
6130 · Employee Benefits	3,000.00	6,000.00	-3,000.00	50.0%
Total 6100 · *Payroll Expenses	38,252.80	60,900.00	-22,647.20	62.8%
6200 · Awards & Prizes	3,515.00	2,465.00	1,050.00	142.6%
6250 · Bank Fees	3,994.60	2,600.00	1,394.60	153.6%
6300 · Contracted Services				
6310 · Performers	41,640.00	45,000.00	-3,360.00	92.5%
6320 · Shuttle/Parking	0.00	1,100.00	-1,100.00	0.0%
6330 · Sanitation	0.00	750.00	-750.00	0.0%
6340 · Security	9,445.00	8,500.00	945.00	111.1%
6390 · Other Contracted Services	6,452.21	10,000.00	-3,547.79	64.5%
Total 6300 · Contracted Services	57,537.21	65,350.00	-7,812.79	88.0%
6400 · Depreciation expense	0.00	2,000.00	-2,000.00	0.0%
6450 · Dues & Subscriptions	247.00	175.00	72.00	141.1%
6500 · Equipment Rentals				
6510 · Copier Lease	309.29	300.00	9.29	103.1%
6520 · Sanitation	5,099.00	3,700.00	1,399.00	137.8%
6530 · Tables/Tents	18,039.45	15,500.00	2,539.45	116.4%
6590 · Other Equip.Rental	17,225.00	13,000.00	4,225.00	132.5%
Total 6500 · Equipment Rentals	40,672.74	32,500.00	8,172.74	125.1%
6650 · Facility Rentals	1,168.75	1,600.00	-431.25	73.0%

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Accrual Basis

da Vinci Days, Inc.
Profit & Loss Budget vs. Actual
September 2012 through August 2013

	Sep '12 - ...	Budget	\$ Over Bu...	% of Budget
6700 · *Hospitality				
6710 · Hospitality- meetings/vol recog	257.76	550.00	-292.24	46.9%
6720 · Hospitality-performers	4,561.95	3,500.00	1,061.95	130.3%
6700 · *Hospitality - Other	0.00	150.00	-150.00	0.0%
Total 6700 · *Hospitality	4,819.71	4,200.00	619.71	114.8%
6800 · Insurance				
6820 · Liability Insurance	3,339.75	3,400.00	-60.25	98.2%
6800 · Insurance - Other	128.50			
Total 6800 · Insurance	3,468.25	3,400.00	68.25	102.0%
6900 · Interest Expense	2,769.47	2,800.00	-30.53	98.9%
6950 · IT Expenses	0.00	0.00	0.00	0.0%
7000 · Marketing & Publicity	14,033.85	10,000.00	4,033.85	140.3%
7100 · Occupancy-Rent	6,632.68	6,700.00	-67.32	99.0%
7150 · Postage	626.95	900.00	-273.05	69.7%
7200 · Printing & Publications	0.00	400.00	-400.00	0.0%
7250 · Permits & Licenses	805.00	825.00	-20.00	97.6%
7300 · *Professional Services*				
7310 · Accounting Services	2,256.50	2,000.00	256.50	112.8%
7320 · Legal Services	1,030.00	400.00	630.00	257.5%
Total 7300 · *Professional Services*	3,286.50	2,400.00	886.50	136.9%
7500 · Supplies				
7550 · Traveling Kinetic Machine	839.51	118.38	721.13	709.2%
7510 · Office Supplies	1,064.02	1,194.86	-130.84	89.0%
7520 · Computer Supplies	705.00	335.48	369.52	210.1%
7530 · Fund Raising Supplies	20.95	767.97	-747.02	2.7%
7540 · Festival Supplies	2,018.53	783.74	1,234.79	257.6%
Total 7500 · Supplies	4,648.01	3,200.43	1,447.58	145.2%
7600 · Telephone & Web Communications	2,557.06	2,500.00	57.06	102.3%
7650 · Training & Development	0.00	400.00	-400.00	0.0%
7700 · Travel & Mileage Reimburse	300.00	300.00	0.00	100.0%
Total Expense	189,338.78	205,638.08	-16,299.30	92.1%
Net Ordinary Income	-20,933.40	15,734.92	-36,668.32	-133.0%
Other Income/Expense				
Other Income				
8000 · In-Kind Donations	5,139.00	14,459.51	-9,320.51	35.5%
Total Other Income	5,139.00	14,459.51	-9,320.51	35.5%
Other Expense				
8050 · In-Kind Marketing	1,639.00	8,928.00	-7,289.00	18.4%
8055 · In-Kind Services	3,500.00	578.00	2,922.00	605.5%
8060 · In-Kind Supplies & Equip	0.00	4,953.51	-4,953.51	0.0%
Total Other Expense	5,139.00	14,459.51	-9,320.51	35.5%
Net Other Income	0.00	0.00	0.00	0.0%
Net Income	-20,933.40	15,734.92	-36,668.32	-133.0%

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 Accrual Basis

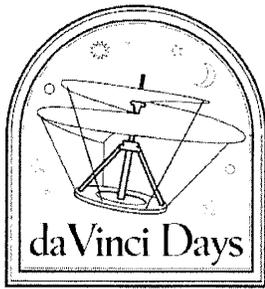
da Vinci Days, Inc.
Profit & Loss Prev Year Comparison
 September 2012 through August 2013

	Sep '12 - ...	Sep '11 - ...	\$ Change	% Change
Ordinary Income/Expense				
Income				
4000 · *Contributions*				
4100 · *Direct Public Support*				
4101 · Corporate Sponsorship	21,785.00	17,694.00	4,091.00	23.1%
4102 · Individual Donors	14,117.78	14,958.04	-840.26	-5.6%
4103 · Grants	4,500.00	6,500.00	-2,000.00	-30.8%
Total 4100 · *Direct Public Support*	40,402.78	39,152.04	1,250.74	3.2%
Total 4000 · *Contributions*	40,402.78	39,152.04	1,250.74	3.2%
4300 · * Program Revenue*				
4301 · Admissions	89,217.10	90,890.04	-1,672.94	-1.8%
4302 · Concession Fees/Commission	29,021.82	29,270.31	-248.49	-0.9%
4303 · Festival Events	12,913.00	10,268.50	2,644.50	25.8%
4300 · * Program Revenue* - Other	0.00	-1,099.49	1,099.49	100.0%
Total 4300 · * Program Revenue*	131,151.92	129,329.36	1,822.56	1.4%
4400 · Fundraising Events	1,330.90	1,844.06	-513.16	-27.8%
4500 · Festival Merchandise Sales	50.00	1,192.81	-1,142.81	-95.8%
4998 · Interest Income	5.03	13.59	-8.56	-63.0%
4999 · Miscellaneous Income	0.00	55.00	-55.00	-100.0%
Total Income	172,940.63	171,586.86	1,353.77	0.8%
Cost of Goods Sold				
5600 · *Concessions*				
5610 · Food/Beverage inventory	4,535.25	4,691.46	-156.21	-3.3%
Total 5600 · *Concessions*	4,535.25	4,691.46	-156.21	-3.3%
Total COGS	4,535.25	4,691.46	-156.21	-3.3%
Gross Profit	168,405.38	166,895.40	1,509.98	0.9%
Expense				
7800 · Fundraising				
7801 · PayPal Expenses	3.20	22.65	-19.45	-85.9%
Total 7800 · Fundraising	3.20	22.65	-19.45	-85.9%
6100 · *Payroll Expenses				
6140 · Interim Director	0.00	5,885.00	-5,885.00	-100.0%
6110 · Wages & Salaries	31,728.69	37,843.72	-6,115.03	-16.2%
6120 · Payroll Taxes	3,524.11	4,735.12	-1,211.01	-25.6%
6130 · Employee Benefits	3,000.00	5,647.00	-2,647.00	-46.9%
Total 6100 · *Payroll Expenses	38,252.80	54,110.84	-15,858.04	-29.3%
6200 · Awards & Prizes	3,515.00	2,465.00	1,050.00	42.6%
6250 · Bank Fees	3,994.60	2,549.63	1,444.97	56.7%
6300 · Contracted Services				
6310 · Performers	41,640.00	37,145.00	4,495.00	12.1%
6320 · Shuttle/Parking	0.00	1,321.00	-1,321.00	-100.0%
6330 · Sanitation	0.00	750.00	-750.00	-100.0%
6340 · Security	9,445.00	9,090.00	355.00	3.9%
6390 · Other Contracted Services	6,452.21	7,594.43	-1,142.22	-15.0%
Total 6300 · Contracted Services	57,537.21	55,900.43	1,636.78	2.9%
6400 · Depreciation expense	0.00	2,202.00	-2,202.00	-100.0%
6450 · Dues & Subscriptions	247.00	175.00	72.00	41.1%
6500 · Equipment Rentals				
6510 · Copier Lease	309.29	288.78	20.51	7.1%
6520 · Sanitation	5,099.00	3,680.45	1,418.55	38.5%
6530 · Tables/Tents	18,039.45	15,526.60	2,512.85	16.2%
6590 · Other Equip.Rental	17,225.00	13,560.00	3,665.00	27.0%
Total 6500 · Equipment Rentals	40,672.74	33,055.83	7,616.91	23.0%
6650 · Facility Rentals	1,168.75	1,528.50	-359.75	-23.5%

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 Accrual Basis

da Vinci Days, Inc.
Profit & Loss Prev Year Comparison
 September 2012 through August 2013

	Sep '12 - ...	Sep '11 - ...	\$ Change	% Change
6700 · *Hospitality				
6710 · Hospitality- meetings/vol recog	257.76	555.87	-298.11	-53.6%
6720 · Hospitality-performers	4,561.95	4,103.93	458.02	11.2%
6700 · *Hospitality - Other	0.00	149.97	-149.97	-100.0%
Total 6700 · *Hospitality	4,819.71	4,809.77	9.94	0.2%
6800 · Insurance				
6820 · Liability Insurance	3,339.75	3,333.25	6.50	0.2%
6800 · Insurance - Other	128.50	0.00	128.50	100.0%
Total 6800 · Insurance	3,468.25	3,333.25	135.00	4.1%
6900 · Interest Expense	2,769.47	2,788.54	-19.07	-0.7%
6950 · IT Expenses	0.00	0.00	0.00	0.0%
7000 · Marketing & Publicity	14,033.85	11,900.19	2,133.66	17.9%
7100 · Occupancy-Rent	6,632.68	6,945.07	-312.39	-4.5%
7150 · Postage	626.95	812.30	-185.35	-22.8%
7200 · Printing & Publications	0.00	794.89	-794.89	-100.0%
7250 · Permits & Licenses	805.00	375.00	430.00	114.7%
7300 · *Professional Services*				
7310 · Accounting Services	2,256.50	2,015.25	241.25	12.0%
7320 · Legal Services	1,030.00	343.75	686.25	199.6%
Total 7300 · *Professional Services*	3,286.50	2,359.00	927.50	39.3%
7500 · Supplies				
7550 · Traveling Kinetic Machine	839.51	118.38	721.13	609.2%
7510 · Office Supplies	1,064.02	1,170.79	-106.77	-9.1%
7520 · Computer Supplies	705.00	335.46	369.52	110.2%
7530 · Fund Raising Supplies	20.95	767.97	-747.02	-97.3%
7540 · Festival Supplies	2,018.53	783.74	1,234.79	157.6%
Total 7500 · Supplies	4,648.01	3,176.36	1,471.65	46.3%
7600 · Telephone & Web Communications	2,557.06	2,530.95	26.11	1.0%
7650 · Training & Development	0.00	89.00	-89.00	-100.0%
7700 · Travel & Mileage Reimburse	300.00	-41.14	341.14	829.2%
Total Expense	189,338.78	191,883.06	-2,544.28	-1.3%
Net Ordinary Income	-20,933.40	-24,987.66	4,054.26	16.2%
Other Income/Expense				
Other Income				
8000 · In-Kind Donations	5,139.00	14,459.51	-9,320.51	-64.5%
Total Other Income	5,139.00	14,459.51	-9,320.51	-64.5%
Other Expense				
8050 · In-Kind Marketing	1,639.00	8,928.00	-7,289.00	-81.6%
8055 · In-Kind Services	3,500.00	578.00	2,922.00	505.5%
8060 · In-Kind Supplies & Equip	0.00	4,953.51	-4,953.51	-100.0%
Total Other Expense	5,139.00	14,459.51	-9,320.51	-64.5%
Net Other Income	0.00	0.00	0.00	0.0%
Net Income	-20,933.40	-24,987.66	4,054.26	16.2%



Board of Directors

Michael Dalton
President

Bill York
Vice President

Laurie Starha
Treasurer

Aaron Hale
Secretary

Steve Clark
Danielle Gabriel
Larry Plotkin
Ed Ostrander
Roni Sue

Roen Hogg
City Liaison

Tax ID: 94-3085810

PO Box 1883
Corvallis, Oregon 97333

541.757.6363
www.davincidays.org

January 29, 2014

Stephen DeGhetto
Assistant Director
Parks and Recreation
City of Corvallis
1310 SW Avery Park
Corvallis, Oregon 97333

Dear Mr. DeGhetto:

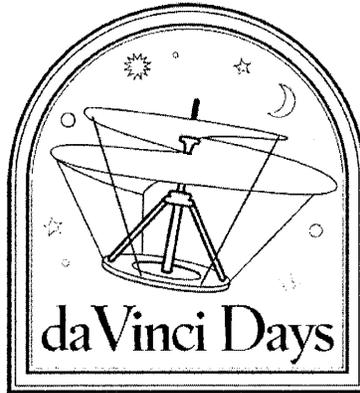
The da Vinci Days board of directors is very grateful for the support from the City of Corvallis and the excellent relationship with City Council members and the staff. The da Vinci Days festival would not exist without this generous support. Attached is the festival's annual report.

At the end of the report you will note that due to many factors the da Vinci Days board has voted unanimously to suspend the 2014 festival and begin a community-wide process to reinvent da Vinci Days. The board has created a steering committee to provide it with guidance and advice regarding this process. A copy of the roster of the steering committee and the charge to the steering committee is attached to the annual report.

The board of directors respectfully requests the suspension of payments on the current loan until the conclusion of the reinvention process and the future of da Vinci Days is defined. The board appreciates your consideration of this request.

Sincerely,

Michael Dalton,
Board President



**2013 da Vinci Days
Annual Report**

Prepared by Michael Dalton
President Board of Directors during 2013 Festival

EXECUTIVE SUMMARY

For twenty five years, da Vinci Days has served as a unique celebration and tourism activity for the City of Corvallis. It engages the local community through volunteer and organizational opportunities and draws local and out of town visitors through creative and innovative programming that showcases the assets of the community. As Oregon's premier art and science festival, da Vinci Days garners publicity from major media including television, magazines, and web sites focused on arts, education, and travel.

For the past few years paid attendance has gradually declined from approximately 25,000 in 2008 to approximately 15,500 in 2013. Complimentary admissions were provided to volunteers, sponsors, donors, and exhibitors. Two hundred-thirty-six scholarship admissions were also donated through local organizations. Children aged eleven and under are admitted free. Free events include the electric car races, kinetic sculpture race events, Leo's Kinetic Parade, and the Community Art Project. Festival support in the community includes more than 100 local and regional partners contributing to the success of the Festival and 1,400 volunteers staffing Festival venues and exhibits.

FINANCIAL SUMMARY

We have focused on keeping administrative costs low while continuing to provide a high quality event. However, over the past several years, it has been increasingly difficult to secure sufficient festival sponsorships and attract sufficient paying attendance to sustain the current and future operations of the festival. This is not a new phenomenon (i.e. diminishing revenue and paid attendance). The festival board and festival managers have observed and diligently worked to change the declining financial model of the festival over the past 10 to 12 years. These efforts have not been successful. A copy of the balance sheet and profit/loss statement are attached.

VISION AND MISSION

The vision of da Vinci Days is to draw inspiration from the genius of artist and inventor Leonardo daVinci and provide a unique festival that fosters and celebrates creativity, innovation, and knowledge of art, science, and technology. The mission is to present da Vinci Days and other events that showcase the educational, artistic, scientific, and technological assets of the region, while promoting and contributing to the economic well-being of the City of Corvallis and Benton County. The volunteer Board of Directors meets monthly for organizational governance, to establish policies, and to provide a strategic direction for the festival. The Board consists of eight members and a non-voting liaison appointed by the Mayor.

2013 Board Officers

Michael Dalton, President
Bill York, Vice President
Bonnie Humphrey-Anderson, Treasurer
Laurie Russell, Secretary
Joel Hirsch, City Liaison

Directors

Steve Clark
Danielle Gabriel
Aaron Hale
Larry Plotkin

Staff

Michael Dalton, Interim Executive Director

FESTIVAL HIGHLIGHTS

- Friday's Main Stage music featured Poco, one of the pioneering groups in country rock.
- On Saturday, Big Bad Voodoo Daddy was the featured entertainment.
- New this year, the Main Stage was busy on Sunday afternoon with the Crazy 8's, a band formed locally in the 1980's.
- Throughout the festival the Flying Karamazov Brothers entertained.
- The opening keynote speaker at the Whiteside Theater was Jane Lubchenco, OSU Professor and recent Director of National Oceanic and Atmospheric Administration (NOAA).
- Oregon State University sponsored a new speakers' series, Stories from the Edge of Science, on Saturday and Sunday.
- Another new event for the 25th year, was a closing keynote speaker. This was Steve Amen the host of Oregon Field Guide on Oregon Public Broadcasting.
- The Film Festival showed a variety of films throughout the weekend at the Majestic and Darkside Theater.
- The Kinetic Challenge, River Race, & Parade was on-going throughout the weekend.
- Back after a one-year hiatus was the Electrathon Car Race.
- This year featured a new exhibit, Flights of Fancy, a display of ultralight and alternative aircrafts.

Festival Volunteers and Partners

The organizational structure and on-site operations of da Vinci Days depends on a strong base of volunteer leaders for festival production, programs, marketing, fundraising, and publicity. This year da Vinci Days recruited nearly 778 volunteers for the festival crew. An additional 700 volunteers staffed exhibitor booths throughout the festival weekend.

Our partners are vital to the success of da Vinci Days. Partners are typically organizations participating in some way in the festival, as exhibitors, production support, prize donors, and/or providing volunteer teams

FINANCIAL SUMMARY

Da Vinci Days ended the fiscal year with a very small amount of cash on hand as carrying over reserves. Reserves are crucial during the off-season and provide a buffer in the event of decreased event revenues due to factors including lower attendance, bad weather, or variables tied the economy. The Board of Directors continues to monitor the costs and benefits of paying down debt and maintaining adequate levels of cash to fund annual operations. The current business is not sustainable; a new business model needs to be developed.

Sponsorships and other contributions have been on the decline for several years as have individual donations. Income from paid ticket sales has also been on the decline in recent years.

Mindful of these revenue trends the board has been carefully monitoring expenditures. The highest costs for the event are related to performers and contracted services (performers, security, booking agent, stage and sound technicians) and staff. Monthly interest payments are being made on the

Wells Fargo loan (balance is approximately \$30,000) and an annual payment on the loan (\$10,000 balance) from the City of Corvallis.

Revenues

Total revenue for 2013 was \$172,940. Total revenue for 2012 was \$167,469; for 2011 it was \$185,640; for 2010 it was \$213,347; and for 2009 it was \$225,968.

Admissions

Admission fees are the greatest source of cash revenue for da Vinci Days. Festival ticket prices were: adult ticket prices were \$25/weekend, \$15/Friday or Saturday, and \$10/Sunday. Advance adult tickets were sold at a discounted price. \$20/weekend pass. A “youth” pass (12-18 years) was sold for \$10 providing access to the entire Festival weekend for one price.

In the past, children five and under were admitted at no charge and are not tracked in attendance totals. For 2013 this was modified to allow children under twelve years of age admitted free with a paid adult. Online ticket sales were processed through the da Vinci Days office, via the da Vinci Days website, and area businesses served as ticket outlets.

Concessions, Merchandise

Nineteen vendors sold food and beverages at the festival. Each vendor paid a booth fee and 15% commission on gross sales. Beer sales were managed by da Vinci Days through an agreement with Clodfelters. Concessions income was up approximately \$2000 from the prior year.

Festival Events

Festival events income includes registrations for programs including Film submission fees, Sidewalk Chalk Art, Kinetic Challenge, Electrathon, and booth fees for Green Town, Discover OSU, Children’s Village, and Maker Place. Event income declined increased by approximately \$3000 from the previous year.

Donors/Fundraising/Grants

Individual donations declined by approximately \$1000 from the prior year as was approximately \$2500 lower than in recent years. The commitment of the Graand Kinetic Challenge race committee continues to solicit donations to help support their festival activities.

Grants are not a large funding source for da Vinci Days. Grants submitted this year included the Benton County Cultural Coalition, The Pacific Power Foundation, and The Benton County Foundation, sponsoring low-income admission scholarships. Grants were funded from Pacific Power and the Benton County Foundation. Total revenue from these sources was \$4500.

City of Corvallis Economic Development Funds

Public funding and in-kind support from the City of Corvallis is vitally important to da Vinci Days. Currently no City of Corvallis funds are allocated for the festival. Significant amounts of in-kind support are provided. Visit Corvallis provides in-kind support for marketing and advertising.

Sponsorships

Total sponsorship relationships held steady at 19 cash sponsors (two new sponsors) and 16 in-kind sponsors. In-kind sponsorships offset actual festival costs and are an important part of the festival’s financial viability. Total cash sponsorship contributions was lower (approximately \$5000) than in the past few years.

Cash sponsorships ranged from \$500 to \$2,500. Non-cash sponsorships include goods and services. Our founding sponsors, the City of Corvallis, Benton County and Oregon State University provide non-cash sponsor support in the facilities and production of the festival. These three institutions are key partners in the success of the festival.

Expenditures

Operating expenses have been held down as much as possible levels by leveraging non-cash support and maintaining healthy partnerships with multiple organizations. Total operating costs were \$189,339 in 2013; they were \$190,576 in 2012, and were \$201,822 in 2011.

Community partnerships are fundamental to our success as we work to align organizational interests of potential partners with the mission of da Vinci Days. We reach out to a wide variety of local and regional organizations with opportunities for participation in mutually beneficial relationships.

Administration and management (19%)

Administrative expenses include administrative & management staff payroll and taxes, office and storage rental, supplies, and professional expenses for accounting services. Da Vinci Days shares office space and equipment with Corvallis Fall Festival to keep office expenses at the lowest possible level. The Executive Director is the only year round paid staff of da Vinci Days and a part time office assistant. In February 2013, the Executive Director resigned and the board president, Michael Dalton, assumed the duties of interim Executive Director as a volunteer.

Production and Programs

Through the commitment and service of dedicated volunteer workers, da Vinci Days continues to provide a high quality festival with a remarkably small budget. Nearly half of the expenditures of the organization go directly towards the cost of the weekend festival. Quality programming depends on dozens of partnerships, thousands of volunteer hours, and the creative efforts of da Vinci Days leadership including the Executive Director, Board members, and Festival Committee members. Many aspects of the event remain the same from year to year and our goal is to enhance and improve elements of the Festival each year.

Coordination with City and County employees is instrumental in the smooth flow of operations. In order to reduce City and County staff overtime costs, da Vinci Days arranged for Festival take down activities to occur on Monday, July 18 rather than Sunday evening. Oregon State University contributed significant in-kind services and Kavinda Arthenayake served as OSU liaison and coordinated planning meetings with key OSU staff.

MARKETING

Our marketing objectives are to invite participation in da Vinci Days through event participation and attendance and to draw more local attendees through increased publicity efforts including social media (blogs, twitter, facebook), printed collateral maximizing advertising dollars by utilizing matching funds from media sponsors where possible, cross-market with other local events, and increasing promotion outside the local area to attract out-of-town attendees. The target audience for the festival is geographically located in the Willamette Valley and farther north and south along the I-5 corridor.

Print/Online Ads

Advertising expenses included print, radio, web, and television. Visit Corvallis provided support for print and television ads. All ad buys were leveraged with in-kind donations.

Publication	Distribution	Media
Oregon Events Calendar	Travel Centers throughout Oregon	Print
Corvallis Parks & Rec	40,000 households	Print
Co-op Thymes	Household circulation to 10,000 members	Print
Eugene Weekly	Circulation 40, 123	Print
Corvallis GT Community Bulletin	Circulation 35,000	Print
The Oregonian	Circulation 35,000	Print
The Alchemist		Print
Metro Parent	Circulation 22,000	Print
BiCoastal Media		Radio
OPB	380,000 weekly listeners	radio
KEZI TV	200,000 households	television
KWAX Radio	No data available	Radio
	No data available	Web
Corvallis Pedicab	No data available	Print

Publicity

More than a dozen publicity events and activities provided low-cost, high-touch opportunities to promote da Vinci Days. Press releases were distributed to local and regional, and media outlets.

Eugene Celebration Parade	September
Port Townsend Kinetic Sculpture Race	October
Corvallis Christmas Parade	November
Corvallis Sustainability Coalition Town Hall	January
Earth Day Fair & Parade	April
Spring Garden Festival	May
Eureka Kinetic Sculpture Race	June
Corvallis Farmer's Market	June (two Saturdays)
Footwise window display	July (total 2 weeks)
Harrison Blvd banner display	July (2 weeks)
Book Bin window display	July (2 weeks)

Press coverage and calendar Listings

	<u>URL/publication</u>
Chamber Connections	www.cbcchambercoalition.com
Eugene Weekly	www.eugeneweekly.com
KEZI-TV	www.kezi.com/community
Oregon Art Beat	www.opb.org/programs/artbeat
KBOO community radio	www.kboo.fm/node/1793
KMTR-TV	www.kmtr.com/ugc/cat/calendar/default.aspx
KLCC Public radio	www.klcc.org/index.asp
Corvallis Sustainability Coalition	www.sustainablecorvallis.org
Visit Corvallis	www.visitcorvallis.org
Oregon Festival & Events Association	www.oregonfestivals.org
Travel Oregon	www.traveloregon.com

Website and Social media

We continue to work with ProWorks on our website. The artwork on the web pages was updated in April to reflect the new poster art and festival theme. Beyond marketing, an additional goal of the new site is to enhance operational efficiencies for registrations and ticket sales. Currently the website is used for ticket sales, volunteer interest, parade registration, performer applications, and film reviews by the Film Review committee.

SUMMARY

With twenty-five years of bridging the town and gown dynamic of Corvallis, da Vinci Days has become the iconic summer event for Corvallis. We have solid relationships with dozens of organizations, businesses, and the university and the “off season” months are spent exploring better ways to partner, showcase, and celebrate the community. For long term viability, the organization must continue to find new ways to build these relationships and attract out of town visitors to the event. The ongoing support of our founding organizations, the City of Corvallis, Benton County, and OSU has been integral to our continued viability.

POST FESTIVAL UPDATE

At the October 2013 board meeting, the board of directors of da Vinci Days voted unanimously to suspend operations of the three-day event while festival leaders, volunteers, and community members engage in a strategic assessment and planning process to determine the festival’s future, including the prospects of reinventing the festival.

The da Vinci day’s board has formed a steering committee to advise the board on the reinvention process and to help ensure thorough community input. Community input will be likely obtained from surveys, community forms, etc. The specifics are yet to be determined.

The membership of the steering committee and the charge to the committee is attached.

The steering committee meetings and community input will be conducted by professional facilitators working as volunteers. They will also help the steering committee synthesize the community input and prepare recommendations for the da Vinci day’s board.

Reinventing da Vinci Days Steering Committee

The “Reinventing da Vinci Days” steering committee is responsible for providing guidance on the overall future strategic direction of the Festival by participating in a community engagement process and by providing a set of recommendations to be submitted to the da Vinci Days Festival board of directors.

The purpose of the steering committee is to:

- ensure that local concerns are represented, heard and considered in the evaluation and recommendation process, and to facilitate consensus building, information sharing, and project progress;
- provide a stabilizing influence, so concepts and directions are established and even maintained with a visionary view;
- establish and maintain a tone for cooperation as the process explores options and future directions of da Vinci days.
- rise above any potential competition and make sure everyone cooperates in completing the shared vision and goals.
- represent those that do not have a direct representative on the steering committee.
- ensure the process meets the needs of as many participants as possible. This means it must fairly weigh all requests and act impartially to do the most good with the resources it has available.

Charge to the Facilitator and Steering Committee:

The committee’s task is to plan and conduct a Strategic Assessment Process and submit by late spring 2014 a report to the Festival Board regarding the future of the festival.

The process will include activities such as community forums, interviews of key stakeholders, interviews or surveys of current and former board members, surveys of the community members and patrons of the festival, interviews or surveys with festival lead volunteers, interviews of organizers of other festivals in Oregon.

The review process will include: a full review of current and past festival revenue and expenses including sponsorships, paid attendance, and operating expenses. The committee’s final report will address two fundamental questions: should the da Vinci Days Festival continue and, if so, what long-term model(s) of focus and operation should be carried out to ensure the festival’s sustainability? The report should address, but not necessarily be limited to the following issues:

1. What is the mission of da Vinci Days?
2. What are the festival’s appropriate programmatic elements and themes (e.g., priorities for the festival, audience to attract, time of year, duration, etc.)?
3. What are the festival’s appropriate financial and business model(s)?
4. What is the festival’s appropriate governance model(s)?
5. What are the festival’s appropriate organizational structure(s) and administrative model(s)?
6. What are the festival’s appropriate governance, financial and programmatic community partnerships?

Da Vinci Days Reinvention Steering Committee

Committee Member	Email	Phone	Affiliation
Ron Adams	ronald.lynn.adams@oregonstate.edu	541.737.7722	OSU Research & Advantage Program
Mike Corwin	mcorwin@osufederal.com	541.714.4286	OSU Credit Union
Michael Dalton	dr.michael.dalton@gmail.com	541.992.1929 c	Da Vinci Days Board President
Kyle DeVaul	kyle@theartscenter.net	541.754.1551 x654	Arts Center
Kevin Dwyer	kdwyer@corvallischamber.com	541.757.1505	Chamber of Commerce
Helen Higgins	hhiggins@bgccorvallis.org	541.757.1909 x201	Boys & Girls Club
Annabelle Jaramillo	annabelle.e.jaramillo@co.benton.or.us	541.766.6754	County Commissioner
Lee Larson	lee@2townsciderhouse.com	541.224.6902	2Towns Cider House
Daniel Lopez	Daniel.Lopez-Cevallos@oregonstate.edu	541.908.0267	OSU Ethnic Studies
Julie Manning	jmanning597@gmail.com	541-768-5172	Mayor, Samaritan Health
Keith Mobley	mobley.keith@gmail.com	541.993.2086	Ex Officio; Founding Board Member
Mary Pat Parker	marypat@visitcorvallis.com	541.757.1544	Visit Corvallis
Charles Robinson	charles.robinson@oregonstate.edu	541.737.6535	OSU Arts & Engineering
Skip Rung	skip@onami.us	541.231.4883	ONAMI
Anne Schuster	schustea@peak.org	541.207.8021	Corvallis School District
John Turner	john.turner@bus.oregonstate.edu	541.737.9219	OSU Venture Accelerator
Elizabeth Westland	elizabethwestland@gmail.com	951.205.5555 c	Arts & Culture Commission
Tim Weber	tim.weber@hp.com	541.231.5846 c	HP
Micky Shields	micky@amplifyconsult.com	541.760.5206 c	Facilitator
Steve Shields	steve.synnovations@comcast.net	541.760.1155 c	Facilitator
Dave Young	dave.synnovations@comcast.net	541.760.6290 c	Process Facilitator
Boyd Lyon	boyd.synnovations@comcast.net	541.760.3625 c	Process Facilitator



MEMORANDUM

To: Administrative Services Committee
From: Karen Emery, Director Parks and Recreation
James Mellein, Aquatic Center Supervisor and Budget Support
Date: May 7, 2014
Subject: Parks and Recreation Cost Recovery Methodology Update FY 12-13

Issue: Corvallis Parks and Recreation Department (CPRD) has implemented the Cost Recovery Methodology (CRM) reviewed by the Parks, Natural Areas and Recreation Board (PNARB) and adopted by City Council in January 2012. Per the City's Financial Policy 10.03.060, the Parks and Recreation Department Director shall conduct an annual comprehensive review of cost recovery targets. The following is an update regarding the progress and observed outcomes for review with emphasis on the FY 12-13 results as compared to FY 10-11 which was prior to CRM.

Background: In September 2011, the Parks and Recreation Department engaged the services of GreenPlay, a national parks and recreation management consulting firm to assist in developing a Cost Recovery Model and Resource Allocation Philosophy which includes a model, philosophy and policy based on the community's values for parks and recreation services, and the Department's mission and vision for the future. This model, based on *The Pyramid Methodology*, assists the City as staff plans for a sustainable future. It is a critical component for the development of both current and future Parks and Recreation facilities, programs, and services.

Cost Recovery is the basis for the degree to which the operational and maintenance costs of service provision are financially supported by user fees and/or other applicable funding mechanisms such as grants, partnerships, donations, sponsorships, volunteers, or other alternative funding sources. In contrast, subsidy includes designated General Fund sources such as General Fund Property Taxes that financially support operations and maintenance of services. Subsidy dollars provide for service costs that are not recovered by either user fees or other forms of alternative funding. Essentially, subsidy is the community's investment in public parks and public recreation.

The Parks, Natural Areas and Recreation Board reviewed the following information at their March 20, 2014 meeting.

Discussion: Parks and Recreation implemented Cost Recovery Model and Resource Allocation Philosophy utilizing *The Pyramid Methodology* to restructure programming to meet or exceed the cost recovery goals. This methodology helps the Parks and Recreation Department adjust to the current economic climate and budget restraints, while continuing to serve all incomes. The primary goal is to establish organizational sustainability through a logical and thoughtful philosophy that supports the core values, vision, and mission of the Corvallis Parks and Recreation Department as developed through community process.

CRM is utilized to establish the degree to which the operational and maintenance costs of service are recovered. Financial targets for all services were established through community process in the Fall of 2011. Staff uses a variety of approaches to meet that

target which includes user fees, grants, partnerships, donations, sponsorships, alternative revenue, volunteers, increased marketing, rebranding and increased participation, to name a few.

When the combination of these strategies does not meet the cost recovery target, the program may be canceled. On all levels of the Pyramid, the goal is to meet or exceed the target. Staff builds on successful programs that generate revenue beyond the cost recovery goal as the market allows. This strategy is a way to help fund services on Tier 1 and Tier 2 that rely on property taxes, such as the park system. This strategy is also used support the funding of deferred maintenance projects and Family Assistance.

Table 1 illustrates the cost recovery figures for FY 10-11, the last full fiscal year prior to the implementation of the CRM. The FY 10-11 figures reflect the former adopted cost recovery methodology which met the goals at that time and was the starting point for the transition to the new model. The FY 2012-13 figures illustrate the current cost recovery methodology and progress made for FY 12-13, the first full fiscal year using the CRM. The tiers are the five tiers of the Cost Recovery Pyramid (see attachment). All five tiers have seen improvement and have exceeded the minimum target in FY 12-13. Staff continues to monitor all programs to meet or exceed the targets and continues to modify all programs to increase cost recovery or discontinue the program.

Table 1 Cost Recovery Results FY 10-11 and FY 12-13

TIER	GOAL	FY 10-11	FY 12-13	Trend
1	0%	4.61%	4.88%	Improved
2	45%	38.04%	86.71%	Improved
3	90%	77.26%	102.33%	Improved
4	100%	77.78%	110.69%	Improved
5	200%	167.52%	295.01%	Improved

Table 2 illustrates the trend in revenues, and expenditures prior to implementation of the CRM through FY 12-13. Audited operating revenues (excluding Property Tax revenues) in FY 12-13 over FY 10-11 have significantly increased to over 17% while operating expenditures have remained relatively flat.

Table 2 Revenues and Expenditure Results FY 10-11 and FY 12-13

	FY 10-11 Audited	FY 11-12 Audited	FY 12-13 Audited	Percent Change from FY 10-11
Total Department Revenue: Fees, Services, Donations, Rentals, Grants	\$1,543,398	\$1,607,348	\$1,807,128	17.09%
Total Department Expenditures (above the "green" line) No CIP or special projects	\$5,561,511	\$5,740,117	\$5,671,514	1.98%

Table 3 Although not the intended purpose of Cost Recovery, **Table 3** illustrates the Department significantly reducing its draw from the General Fund Property Taxes since FY 10-11. This reduction is due primarily to three Departmental shifts in its business approach:

1. Passed an operating levy (twice): funds expenses of the Aquatic Center and Senior Center;
2. Reduced expenses: implemented major budget cuts in Department operations in an attempt to mitigate the increase in costs of service delivery (health insurance, step increases, material and supplies, contractors, etc) and reduced programs that weren't achieving financial goals;
3. Increased revenues: implemented CRM showing 21% increase in revenues.

These actions, including the first full year of CRM effectively "freed up" important dollars that have been able to be used to support other Departments in the City.

Table 3 Total General Fund Property Tax Dollars Allocated to Parks and Recreation

	FY 10-11 Audited	FY 11-12 Audited	FY 12-13 Audited	Percent Change from FY 10-11
Amount of General Fund P-Tax Allocated to Department	\$3,971,633	\$3,833,052	\$3,237,079	-18.50%

Table 4 illustrates Parks and Recreation total number of programs and participation numbers. The reduction in programs offered in FY 12-13 as compared to FY 11-12 is due to condensing of individual programs into one over arching program category. Additionally, programs that were unable to meet cost recovery were cut. Lastly, hours were reduced at Osborn Aquatic Center reducing programming time.

Table 4 Number of programs offered and participation results

	FY 10-11 Audited	FY 11-12 Audited	FY 12-13 Audited	Percent Change from FY 11-12	Trend from FY 11-12
Total Programs	910	2,859	2,040	-28.65%	Decrease
Total Participation	19,980	96,917	85,149	-12.14%	Decrease

Note: FY 11-12 was the first year the Osborn Aquatic Center program and participation numbers were included in Department Performance Measures

Table 5 & 6 illustrates the Parks and Recreation Departments Family Assistance Program utilization and participation rates. The table shows a dramatic increase in utilization and a significant increase in the dollar amount drawn by low income families.

Table 5 Overview of the Family Assistance Program

	2010	2011	FY 12-13
Family Assistance Utilization Rate	12.00%	27.00%	62.77%
Total Dollar-amount Utilized	\$2,600	\$17,962	\$138,757
Number of Participants	No data	No data	2,275
Number of Families	164	240	731

Note: FY 12-13 was the first year the Department transitioned to collecting FAP data by Fiscal Year

The scholarship is intended to provide recreation and wellness opportunities at a reduced rate to participants who have demonstrated economic need. Eligibility is based on percentages in relation to Federal Poverty Guidelines (FPG). Examples; 0-150% FPG no fee required, up to \$150 per individual per fiscal year. From 151-200% FPG, 50% of the activity fee required, up to \$150 per individual per fiscal year.

The Department works directly with 509J School District and Benton County Health Department to provide verification services for residents meeting eligibility requirements. Depending upon income criteria, customers were assisted between 50% and 100% of program costs in FY 12-13 to mitigate the barrier to participate due to fee increases.

The higher rate of utilization, coupled with continued reduction in the Department's expenditure authority, a cap amount will be placed on Family Assistance Program dollars available to be utilized in FY 14-15. The Parks Natural Areas and Recreation Board has recently recommended a cap of \$125,000 be implemented in FY 14-15.

Table 6 Family Assistance age distribution by participants for FY 12-13

Youth	Adult	Senior
Ages 0-17	18-49	Age 50+
56%	37%	7%

Conclusion:

The implementation of cost recovery has structured the planning process to improve the financial and service sustainability of Parks and Recreation programs and services. In addition to providing a budgeting tool for staff to accurately forecast the direct costs of programs, it also establishes minimum participation levels needed to meet or exceed cost recovery.

Repurposing facilities, altering program designs, developing new programs, discontinuing programs and effective marketing all contribute to attaining financial and service sustainability while retaining or increasing the customer base. Staff will continue to implement and refine the CRM.

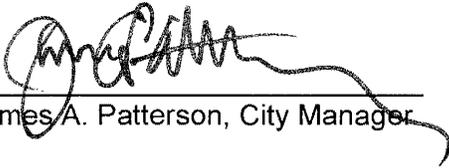
Looking ahead to FY 14-15, staff will move the Cost Recovery methodology forward by:

- Establishing a Family Assistance Reserve, funded through grants, donations, participant fees, and fundraising;
- Implementing alternative revenue methods supported by the Parks, Natural Areas, and Recreation Board revenue subcommittee;
- Increasing marketing of facility rentals through the Parks, Natural Areas, and Recreation Board marketing subcommittee and the Department's marketing committee;
- Recover direct costs for the Arts Center and Majestic Theatre paid by the Parks and Recreation Department;
- Refining the cost of Parks Division staff that support recreation programs;
- Working with the Friends of Corvallis Parks and Recreation to fund projects and programs.

Staff has requested that FY 13-14 be reviewed in November by the Parks, Natural Area and Recreation Board and in December of 2014 by the Administrative Services Committee.

Recommendation: This report is informational only.

Review and Concur:


James A. Patterson, City Manager


Nancy Brewer, Finance Director

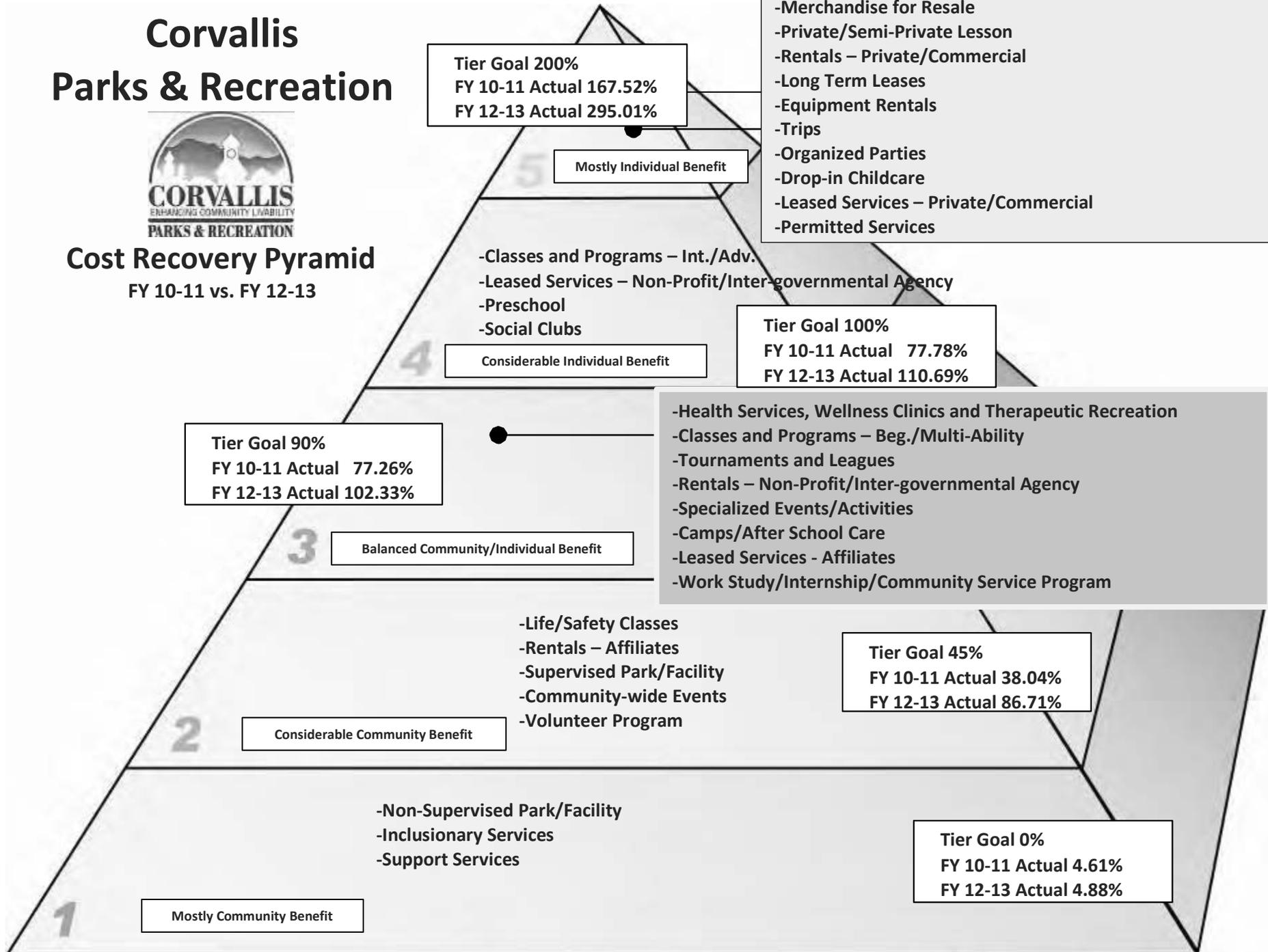
Attachments: Pyramid Model

Corvallis Parks & Recreation



Cost Recovery Pyramid

FY 10-11 vs. FY 12-13



MEMORANDUM

TO: Administrative Services Committee
FROM: Carolyn Rawles, Library Director *CR*
DATE: 4/4/14

Issue:

Review of CP 95-4.10, Public Library Gift and Donation Policy.

Background:

This policy governs acceptance, use, and disposal of gifts to the Corvallis-Benton County Public Library.

Discussion:

This policy has worked well for many years. The Library Board reviewed the policy at their March and April 2014 board meetings and recommended the policy be forwarded to City Council in its current form without any changes.

Recommended Action:

Approve current policy as is.

Review and Concur:

Nancy Brewer

Nancy Brewer, Finance Director *4/16/14*
Date

James A. Patterson

James A. Patterson, City Manager *4/17/2014*
Date

CITY OF CORVALLIS

COUNCIL POLICY MANUAL

POLICY AREA 4 – LEISURE AND CULTURAL ACTIVITIES

CP 95-4.10 Public Library Gift and Donation Policy

Adopted **February 21, 1995**
Revised April 15, 2002
Revised May 2, 2005
Revised May 19, 2008
Affirmed May 16, 2011
Affirmed **May xx, 2014**

4.10.010 General Statement of Purpose

The Corvallis-Benton County Public Library acknowledges the great importance of private gifts and donations to the Library's future development and growth. Such gifts take many forms, come from various sources, and are made for a variety of purposes. However, since the mission of the Library is "Bringing people and information together," gifts of books, means of acquiring information, and other materials are particularly important. This Policy is established in order to make certain that the decisions on the acceptance of gift and donation offers are made in a timely, consistent manner, and are appropriate in terms of both the nature of the facilities and purposes of the Library.

The City of Corvallis owns the Corvallis Public Library building, and the branch Libraries are owned by the communities in which they are located. The City of Corvallis operates the County-wide Corvallis-Benton County Public Library system. The regulations, policies, and procedures of the City shall apply in decisions on the acceptance of gifts and donations. The only exception is in the case of donations to the branch Library buildings themselves (such as fixtures and permanent art) which have no cost impact to the City, in which case the decision on acceptance and Policy implications are decided jointly by the Library staff and the building owner.

Offers of gifts and donations may be made directly to the Library, the Corvallis-Benton County Public Library Foundation, or the Friends of the Library. The Library Foundation raises funds for the Library via an annual campaign, planned giving opportunities, and other activities and is the

preferred recipient for planned giving to the Library. The Friends of the Library is a membership organization which raises funds for the Library through memberships, book and merchandise sales, and other sales. Although they work closely with Library staff, the Library Foundation and Friends of the Library are separate organizations with their own policies and procedures and are not governed by this Policy.

4.10.020 Policies and Criteria for Receipt of Donations

All donations become the property of the Corvallis-Benton County Public Library, which is an agency of the City of Corvallis. Gifts and donations may be designated for a specific branch Library or to another specific Library use. The Library can accept anonymous donations only if the identity of the donor is not known; as a public agency, the records of all donations are public records. The Library reserves the right to not accept donations if, in the judgment of the Library staff, the gift has too many restrictions, is not needed by the Library, or has an adverse fiscal or service impact on the Library. Specific criteria for various types of donations are described below.

4.10.021 Naming Facilities

- a. Council Policy 91-1.03, "Naming of Public Facilities and Land," establishes City policies and procedures to be followed in naming facilities. "Public facilities" is interpreted to include rooms in the Library.

4.10.022 Books and Materials

- a. The Corvallis-Benton County Public Library will accept gifts of books and other materials with the understanding that such gifts will be added to the collection only if they meet the same standards required of purchased materials. Gift materials not meeting those standards, those that are out-of-date, unneeded duplicates of items already owned, those in a format unsuitable for Library use, or unsuitable for some other reason will be given to the Friends of the Library, given to other organizations, sold, exchanged, or recycled. Library staff shall determine whether such gifts will be added to the collection and shall determine how gift materials are handled and integrated into the collection.
- b. Gifts of money to purchase specific library materials should be given to the Library in advance of any material being ordered. Normally such gifts shall be at the list price, which covers the Library's cost for the item(s), shipping charges, and cataloging and processing expenses.

4.10.023 Equipment

The decision as to the acceptance of equipment shall be made by the Library Director. Major equipment donations may also be reviewed by the Library Board.

Among the criteria on which the decision shall be based are need, space, impact on staff, eventual replacement, and expense and frequency of maintenance.

4.10.024 Art and Displays

a. The decision as to the acceptance of an art object shall be made by the City's Public Art Selection Commission in accordance with Council Policy 98-4.12, "Guidelines for Public Art Selection," with the coordination of Library staff.

b. Donations for other types of displays shall be evaluated for appropriateness by the Library Director. The Library Board may review such evaluation as needed. Council Policy 92-4.06, "Library Displays, Exhibits, and Bulletin Boards," generally covers non permanent displays in the library.

4.10.025 Donations of Money, Real Estate, Securities, or Personal Property

a. Persons desiring to make a gift of money, real estate, securities, or personal property to the Corvallis-Benton County Public Library, either during their lifetime or in their will, may do so by making the gift in the name of the Corvallis-Benton County Public Library with the expressed condition that the funds or property be used exclusively for the benefit of the Corvallis-Benton County Public Library.

b. Oregon Revised Statutes 357.490(5) provides that donations of money, personal property, or real estate for the benefit of any public library are to be held, controlled, and disposed of by the library governing body according to the terms of the deed or gift.

4.10.026 Landscaping

The decision as to the acceptance and location of gifts of landscaping items shall be made by the Library Director. The major criteria on which the decision shall be based are the appropriateness of the offered gift to the landscaping plan for the building and the costs of maintaining the gift.

4.10.030 Policy for the Disposition of Gifts

All non-monetary gifts may be subject to disposition at some point. For example, whenever books and materials donated to the Library are no longer needed or have become so worn or damaged as to be beyond repair, they will be disposed of in the same manner as purchased books and other material. This disposition policy also shall be applied in an appropriate manner to other gifts such as equipment, art objects, and landscaping. Since all gifts to the Corvallis-Benton County Public Library become the property of the City, appropriate City disposition procedures shall be followed.

4.10.040 Gift Recognition Policies and Procedures

- a. The Corvallis-Benton County Public Library acknowledges the great importance of private gifts and donations to the Library's development and growth. Many donations are made by individuals and groups in the memory of a deceased loved one, to honor a living person, or in celebration of an event. It is desirable and essential to publicly recognize these contributions and to do so in a timely fashion. These policies and procedures shall be applied to recognize gifts from individuals and organizations that have been given directly to the Library. In order to implement recognition procedures in a consistent manner, donors and potential donors should be directed to the Library Director. Generally, the Library's donor recognition procedures are as follows:
 1. All donations to the Library will be acknowledged by a letter from the Library Director. Donors will also be listed in the annual donor listing in the Library's newsletter.
 2. Additional special recognition may take place for significant contributions. Such recognition may include a donor board, placement of plaques or bookplates on items purchased, special events, publicity, naming collections, or other means. Any collections named after significant donors will not be displayed or shelved separately.
 3. If a donor does not wish to be publicly recognized, that wish will be honored.
 4. Detailed recognition procedures based on various levels of giving are available from the Library Administration Office.

Levels of giving to the Library:

- | | |
|----------------|-----------------------------|
| 1. SUPPORTER: | Gifts less than \$200 |
| 2. SPONSOR: | Gifts of \$200-\$499 |
| 3. DONOR: | Gifts of \$500-\$999 |
| 4. PATRON: | Gifts of \$1,000-\$4,999 |
| 5. SUSTAINER: | Gifts of \$5,000-\$9,999 |
| 6. BENEFACTOR: | Gifts of \$10,000 and above |

4.10.050 Review and Update

The Corvallis-Benton County Public Library Director will prepare the Council Policy review every three years for Council approval.

MEMORANDUM

May 7, 2014

TO: Administrative Services Committee
FROM: Janet Chenard, Budget & Financial Planning Manager
SUBJECT: City Investment Advisory Contract Update



I. Issue

To notify the ASC that the City has terminated its Investment Advisory Services contract with Davidson Fixed Income Management (DFIM) and summarize the direction staff is taking as a result.

II. Background

On April 29, 2014, staff learned that the new team assigned just this past February to perform under the City's contract with Davidson Fixed Income Management (DFIM) had resigned. City staff left several voice mails with the remaining contact at DFIM in Seattle and received no response.

On May 2, City staff invoked the contract termination clause, giving the 30 day notice. The letter stated that the City expected DFIM to prepare the City's April Investment Report due during that 30 day period; however, if DFIM wished to terminate sooner and not do that work this would be accepted in lieu of payment for April/May. Staff received a call on May 6 stating DFIM would not complete the April report, effectively terminating the relationship immediately.

The City of Albany just published a request for proposals for an investment advisory firm. Their procurement included cooperative purchasing language which will allow the City of Corvallis to participate in their process. The City's Budget & Financial Planning Manager will work with Albany's Finance Director through the interview process to help select an investment advisor for Albany. If the vendor and pricing is acceptable to Corvallis, the City could contract with the same vendor, as allowed for under Albany's RFP.

If the selected vendor is not considered appropriate for Corvallis' needs, City staff would pursue a separate RFP this summer to select a new Investment Advisor. The City's core investment portfolio is currently fully invested, with the earliest maturity not due until October 2015, so the main requirements for an Investment Advisory firm in the next few months would be:

- In case any of the callable securities in the portfolio were to be called and the proceeds need to be re-invested, we would attain better pricing through a firm that can access the wholesale securities market vs. the retail pricing available to Corvallis treasury staff; and
- Monthly reporting, to relieve City staff workload.

In the interim, staff will continue to provide monthly reports on investment activity, but the reports are likely to have less market commentary, market pricing analysis, duration information and yield detail.

III. Requested Action

No action is required of ASC or Council at this time. This is provided as information only..

MEMORANDUM

May 12, 2014

TO: Mayor and City Council

FROM: Mary Beth Altmann Hughes, Human Resources Director
Nancy Brewer, Finance Director *NB*

SUBJECT: **Budget Amendment – Use of Contingencies: Risk Management Fund**

I. Issue

To request the use of contingency appropriations in the Risk Management Fund.

II. Discussion

The City Manager's Office (CMO) budget includes a total of \$1,093,830 for Risk Management operations, including \$356,780 for workers compensation (WC) premiums and \$108,500 for self-insurance and deductible costs. As of the date of this memo, there is approximately \$2,000 in unencumbered appropriations remaining for use in the last two months of the fiscal year. The fourth quarter WC invoice is still to be received and is expected to be as high as \$75,000 based on an analysis by the City-County Insurance Services of outstanding issues. Several liability insurance claim settlements have occurred or are expected to occur in the next two months, which payments would be applied against the City's deductibles and these could total in the range of \$125,000.

A total transfer amount of \$200,000 of the \$275,000 Risk Management Fund Contingency is being sought; this amount is less than the 15% of total appropriations allowed under State Law. Any unused amount of these appropriations will revert to fund balance should they not be needed for this purpose.

III. Requested Action

Approve the attached resolution transferring \$200,000 of Risk Management Fund Contingency appropriations to the City Manager's Office.

Review & Concur:


James Patterson, City Manager

RESOLUTION 2014-_____

A RESOLUTION TRANSFERRING APPROPRIATIONS FROM RISK MANAGEMENT FUND CONTINGENCIES TO CITY MANAGER'S OFFICE OPERATING BUDGET.

Minutes of the meeting of May 19, 2014, continued.

A resolution submitted by Councilor _____.

WHEREAS, ORS 294.463 allows appropriations to be transferred after the budget has been adopted; and

WHEREAS, the City has established a Risk Management Fund for the purpose of protecting the assets of the City through risk management activities; purchasing appropriate insurance; providing adequate reserves for uninsured losses; increasing safety awareness; providing safety training opportunities for employees; providing for urgent safety equipment needs; and reviewing City contracts for appropriate risk management provisions; and

WHEREAS, the City's 2013-2014 adopted budget appropriated a contingency within the Risk Management Fund of \$275,000 and the City's Financial Policies establish that such budgeted contingencies shall be used for unanticipated expenditures or to meet unanticipated increases in service delivery costs; and

WHEREAS, by appropriating these contingencies in the Risk Management Fund, the City is able to provide more stability and certainty to departments for coverage of unanticipated losses; and

WHEREAS, for the fiscal year 2013-2014 the City Council finds that it is necessary to transfer a portion of this appropriated contingency to the City Manager's Office for workers compensation and claims related expenditures; and

WHEREAS, the City Council finds that the transfer of these appropriations is consistent with Financial Policies and Local Budget Law, and is necessary to meet the needs of the organization;

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF CORVALLIS RESOLVES that appropriations in the fiscal year 2013-2014 budget be transferred as shown below; and

BE IT FURTHER RESOLVED that the Finance Director be authorized to make the proper adjustments in the budget appropriations.

<u>FUND</u>	<u>FROM</u>	<u>TO</u>
Risk Management Fund		
Contingencies	\$200,000	
City Manager's Office		\$200,000

Upon motion duly made and seconded, the foregoing resolution was adopted and the Mayor thereupon declared said resolution to be adopted.

MEMORANDUM

May 7, 2014

TO: Mayor and City Council
FROM: Nancy Brewer, Finance Director *NB*
SUBJECT: Close the 2011 Operating Levy Fund

I. Issue

To close the 2011 Operating Levy Fund.

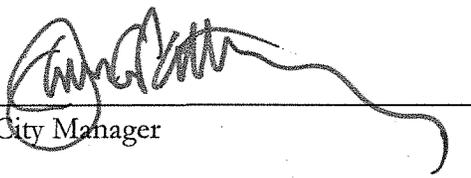
II. Discussion

At the June 6, 2011 meeting, the City Council approved resolution 2011-16 to create a new fund to record financial transactions and balances associated with the voter approved 2011 property tax operating levy. The 2011 Operating Levy expires on June 30, 2014. The only remaining revenue that could be received in the future would be delinquent property tax receipts; however City practice is for the General Fund to buy out all delinquent taxes each year which has had the effect of making the 2011 levy whole. All revenues related to the levy will be fully realized at June 30, 2014. As such, the 2011 Operating Levy Fund is no longer needed for financial reporting purposes.

III. Requested Action

Staff requests the City Council adopt the attached resolution to close the 2011 Operating Levy Fund effective June 30, 2014.

Review & Concur:



City Manager

RESOLUTION 2014 - _____

A RESOLUTION TO CLOSE THE 2011 OPERATING LEVY FUND

Minutes of the meeting _____, continued

A resolution submitted by Council member _____

WHEREAS the City Council has the authority to establish and close funds; and

WHEREAS, the City Council had established the 2011 Operating Levy Fund when the May 17, 2011 local option levy passed; and

WHEREAS, the 2011 Operating Levy ends effective June 30, 2014; and

WHEREAS, any balances that may remain at the end of FY13-14 will be restricted in the General Fund for the uses described in the levy ballot language; and

WHEREAS, there is no need to continue to have the 2011 Operating Levy Fund for financial reporting purposes after June 30, 2014;

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF CORVALLIS RESOLVES it is in the best interest of the City to close the 2011 Operating Levy Fund effective June 30, 2014.

Upon motion duly made and seconded, the foregoing resolution was adopted and the Mayor thereupon declared said resolution to be adopted.

MEMORANDUM

May 9, 2014

TO: Mayor and City Council
FROM: Karen Emery, Parks and Recreation Department Director
DATE: May 9, 2014
SUBJECT: Parks and Recreation Operating Budget FY 13-14

I. ISSUE

City Council's approval is required for a supplemental budget.

II. BACKGROUND

The Parks and Recreation Department continued to implement the Cost Recovery Methodology in FY 13-14. Each year, staff continues to make adjustments to maximize participation, increase revenue and control costs. Because this methodology is new, staff doesn't have historic trends to accurately forecast revenues and expenditures when establishing the Departmental budget. In addition, the mix of programs offered continues to change as programs that do not meet cost recovery objectives are ended and new programs are added, which complicates both revenue and expenditure projections even further.

III. DISCUSSION

In FY 13-14, staff increased fees, developed new niche programs based on market trends and increased donation solicitation. The Family Assistance Program, which removes fees as a barrier to participation, grew substantially during FY 13-14. Consequently, staff projects that year end revenues and expenses will exceed budget by more than \$146,000; and exceed the authorized FY 13-14 budget unless spending is stopped or a supplemental budget is authorized.

The following highlights significant changes in year-end revenue projections:

- Staff created a new Family Assistance Reserve effective April, 2014. Staff increased program fees for the Spring/Summer Program by 7% to create and fund this reserve. Expenditures for the Family Assistance program will not exceed the revenue generated, but the revenue received during Spring/Summer is new revenue that can be appropriated to allow this new mechanism to be implemented without impacting other services offered by the Department.
- Parks and Recreation has a memorial program that provides the mechanism for community members to pay for approved park amenities in remembrance of a person who has passed away, such as a park bench. This program has received

and expended beyond the budget allocation and revenues are equal to expenditures. A supplemental budget that includes the additional revenues will allow the associated spending for memorials to occur without impacting other department services.

- While some Recreation programs have not met revenue targets, the majority exceeded, with an overall net increase. An example of this is at the Osborn Aquatic Center where participation levels increased and consequently, expenses are projected to be over the adopted budget by fiscal year end. Revenues are projected to exceed expenses by 122%. A supplemental budget that includes the additional program revenue will allow the associated program spending to occur without impacting other department services.

Year-end projections for Department-wide revenue exceeds amended budget by \$146,280. However, Parks and Recreation only requests supplemental appropriations of \$103,270. The supplemental appropriations will be used to support the additional operating costs associated with higher participation levels, mostly costs associated with casual labor and the associated materials and supplies. The increased appropriations will be used to replace appropriations originally designated for maintenance projects but which have been temporarily used to cover program costs; in addition the appropriations will be used to complete maintenance projects that have been planned, but deferred due to budget limitations. The criteria used to select the projects to be completed this fiscal year included:

- The project could be completed by June 30, 2014;
- The project addresses ADA compliance;
- The project addresses safety related concerns.

The increase in appropriations will not have a negative impact on the General Fund.

IV. ACTION REQUESTED

Staff recommends City Council approval of this supplemental budget including adoption of a Resolution authorizing the increase in appropriations.

Review and Concur:


Nancy Brewer
Finance Director

5/12/14
Date


James A. Patterson
City Manager

5/13/14
Date

RESOLUTION 2014 - _____

Minutes of the meeting of May 19, 2014, continued

A resolution submitted by Council member _____

WHEREAS, ORS 294.471(1)(a) provides for the governing body of any municipal corporation to make a supplemental budget if a condition occurs which had not been ascertained at the time of the preparation of a budget for the current year which requires a change in financial planning; and

WHEREAS, ORS 294.471(3) provides that, as long as the estimated expenditures contained in a supplemental budget do not differ by greater than 10% of the Fund's regular budget for the fiscal year, no public hearing or publication of the budget is required; and

WHEREAS, the fiscal year 2013-14 approved budget includes appropriations for the General Fund that totaled \$42,064,040 which has previously been amended to increase to \$42,776,430; and

WHEREAS, a resolution for a supplemental budget is required to appropriate additional operating budget; and

WHEREAS, Parks and Recreation anticipates a net revenue increase of \$146,280 for FY 13-14 based on increased citizen participation in recreation programs; increased donations; and an increase in certain recreation and rental fees; and

WHEREAS, Parks and Recreation requests a supplemental operating budget increase of \$103,270, to be completely offset by the anticipated increase in revenue; and

WHEREAS, this incremental operating budget will be used for funding the following in the Parks and Recreation Department, General Fund: Family Assistance scholarships; operational spending in association with the incremental revenue; and projects previously planned, but deferred, that address safety concerns and ADA compliance; and

WHEREAS, the City Council has determined that an increase in resources has occurred which allows a change in financial planning and necessitates the supplemental appropriations described above;

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF CORVALLIS RESOLVES that the fiscal year 2013-14 supplemental budget of \$42,879,700 is hereby adopted; and

IT IS FURTHER RESOLVED that the appropriations for the fiscal year beginning July 1, 2013 for the purpose as shown below are hereby increased as follows:

<u>FUND</u>	<u>AMOUNT</u>
General Fund	
Parks & Recreation Department	\$103,270

Upon motion duly made and seconded, the foregoing resolution was adopted and the Mayor thereupon declared said resolution to be adopted.



City Manager Monthly May 2014

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Transformational and Resilient – A message from Jim Patterson

In the previous two years I've written about prosperity being a great teacher and adversity a greater teacher. I've made reference to the status quo, the state of our financial affairs that previously existed in Corvallis prior to 2011 when I arrived to become City Manager. The City Council for two consecutive terms has affirmed a financially sustainable budget as a Council goal and an emphasis on our fiscal health.

So what is a transformational budget process? It is a process where there is a marked change in appearance and detail, usually for the better. On April 10th I presented the proposed FY 2014-15 City of Corvallis budget message where I again outlined changes needed to achieve the Council goal of a financially sustainable budget. With a laser focus on developing and adopting a balanced budget that meets the sustainable budget goal for five years into the future where expenses will equal revenues, this year's process to develop the budget included marked change in detail and how we would achieve the goal and make it better.

We have not "arrived" by any means. As a community we still face challenging realities that will need to be addressed. Continued slow growth in tax revenue combined with rising costs in wages, insurance, the Public Employees Retirement System (PERS), utilities, fuel, and other fixed costs will require the City to regularly re-evaluate its priorities in the near term. Our operating costs continue to increase. At the same time, we will need to borrow money to complete important capital projects like a Fire Training drill tower. Contributions to our reserves to reach levels set by the City Council will continue through Fiscal Year 2015-16 and once those targets are reached, we will have to address unfunded liabilities.

I recognize the difficulties for many in the community, including our public employees to completely understand or agree with the decisions that are made when proposing a balanced City budget. We all come from different places with different perspectives, with our own interests and priorities and our own way of thinking. There are still opportunities to have your voice heard and express your concerns directly to the City Council. To complete this transformational process, the City Council will hold a public hearing and consider adoption of the budget at their regularly scheduled meeting on June 2, 2014 at 7:30 pm at the Downtown Fire Station, 400 NW Harrison Blvd.

I want to thank the Budget Commission, in particular Chair Curtis Wright and Vice Chair Mark O'Brien, for their commitment and dedicated leadership, and the Commissioners for their thoughtful and measured approach during deliberations on the budget. Additionally, to those community members of the Budget Commission who have served their last year, thank you for your contributions to the City of Corvallis.

I have said that Corvallis is resilient and we have a collective expectation to make things work or make it better. Consider that resilience is accepting our new financial reality, even if for a period of time it is not as good as the financial reality we had in the recent past. I remain optimistic about our City, our community members and our future.

As summer approaches, please remember to support our local community events. These events are vital to our local economy and contribute to our quality of life in this great City of Corvallis.



CITY MANAGER'S REPORT

MAY 15, 2014

2014-04

REPORTING PERIOD: APRIL 2014

I. ORGANIZATIONAL HIGHLIGHTS

- On April 22, the City experienced a major water main line break near the Downtown Fire Station that impacted water service for the entire community. Water service was restored beyond the immediate break area within a few hours, and water service near the break was restored in just over 48 hours. The City provided bottled water and porta-potties for properties near the break while their water service was impacted.
- The Parks and Recreation Department, with assistance from bilingual, Spanish-speaking Oregon State University (OSU) students, made written and spoken information available to Spanish-speaking members of our community.

II. MAYOR'S DIARY

I have engaged in the following activities, in addition to meeting and corresponding with constituents and presiding at the twice-monthly City Council meetings and meetings with Council leadership:

Speaking engagements

- Steinway Piano Day

Special meetings

- Met with Senator Betsy Close to discuss items of mutual interest.
- Met with Albany Mayor Sharon Konopa and Benton County Commissioner Jay Dixon to discuss issues related to homelessness.
- Met with leaders of Benton County Foundation, Corvallis Homeless Shelter Coalition and Benton County Commissioner Dixon to discuss issues related to homelessness.
- Led a fourth planning meeting with local agencies serving individuals with disabilities concerning the development of a photographic exhibit featuring their clients, as well as photographs of clients served by a similar agency in Uzhhorod, Ukraine. Also attending the meeting were representatives from the

Corvallis-Uzhhorod Sister Cities Association and a local professional photographer. The photographic exhibit is scheduled for June at the Corvallis-Benton County Public Library, with an opening reception June 3.

- Chaired two meetings of the League of Oregon Cities Finance/Taxation Policy Committee.
- Attended Cascades West Council of Governments (COG) Executive Committee meeting.
- Attended meeting of the Business Oregon regional staff members as part of a state meeting in Corvallis.
- Attended RAIN (Regional Accelerator and Innovation Network) Board of Directors meeting.
- Participated in a conference call to continue planning the League of Oregon Cities' annual conference.
- Participated in planning meeting for an Ethical Decision-Making Workshop for local high school students to be held on May 19.
- Staffed Government Comment Corner at the Corvallis-Benton County Public Library.

Proclamations

- Fair Housing Month (read by Acting Mayor Hervey in my absence)
- National Multiple Sclerosis Walk Week
- Arbor Week
- National Library Week

III. LIBRARY

A. Department Highlights

- A broken water main and a wide-spread power outage disrupted service at the Library during April.
- During the week-long Food for Fines program, 1,714 pounds of food were collected for Linn Benton Food Share.
- We have switched over to using TrafficFlow software, which records door counts in the Main Library. Previously, staff read a counter at each entrance every day and kept a manual log.
- Staff members attended the OSU Micro Maker Faire. Librarian Ruth Rose Hennessey gave a brief talk demonstrating the Library's role in supporting the maker movement.
- To kick off National Poetry Month and celebrate Oregon Reads 2014, the Library hosted a Community Poetry Reading with local "celebrity" readers.
- Steinway Day and Keyboard Kaleidoscope programs offered a variety of events, including afternoon lobby recitals, a children's hour with a piano safari,

noon concerts on the Steinway piano specially brought into the Library for this event, a lecture "Making of a Steinway" with Susan Kenagy, and a reception complete with a piano cake.

- A recruitment to fill the vacant Youth Services Librarian position was started.

B. Other

- The Friends of the Library Pastathon at Pastini's raised \$812.98, topping last year's total of \$589.04.

IV. PARKS AND RECREATION

A. Department Highlights

Administration/Planning

- The Administration office in Avery Park has three bilingual volunteers who are assisting with translations and with Spanish-speaking customers. These volunteers are all OSU students.
- All permits used by Parks and Recreation have been translated into Spanish. This will allow staff to more effectively assist Spanish-speaking customers.
- Staff also set up a voice mail box with a message in Spanish. Callers who only speak Spanish will be transferred to this mail box, which allows the caller to leave a message and also gives the hours during which a bilingual staff member is in the office.
- The Marketing committee is writing a series of promotional articles for services and rental facilities.

Aquatic Center

- Hosted the April Pool's Day community event on April 5, with more than 300 participants. The event included games, kid kayak sessions, and discover scuba.
- Hosted the OSU Women's Club Water Polo Tournament on April 12 and 13, with eight teams, and more than 200 athletes and 300 spectators.
- Hired lifeguard staff in preparation for the summer season (35 new hires and 51 returning).
- Swim Lessons
 - General: 533 (compared to 502 in 2013) – an increase of 31
 - Private: 306 (compared to 268 in 2013) – an increase of 38
 - OtterKids: 3 (compared to 2 in 2013) – an increase of 1
 - Springboard Diving: 4 (compared to 2 in 2013) – an increase of 2
 - Bilingual/Saturday: 45 (compared to 4 in 2013) – an increase of 41

Parks and Natural Areas

- Central Park Cleanup – Parks Division staff spent more than 250 staff hours edging, pruning shrubs, weeding plant beds, clearing walks, replacing bench boards, seeding worn grass areas, clearing areas around benches, opening up sight lines, cleaning out drinking fountains, and picking up litter numerous times to give the park a spring makeover.
- Sports Fields – Prepared and opened soccer fields for play and prepared softball fields for the upcoming season.
- Riverfront Fountain – Installed replacement and refurbished valves and actuators for the fountain control, continued safety upgrades, and planned electrical repairs to have the fountain open by Memorial Day weekend.
- Americans with Disabilities Act (ADA) Transition Plan – Following our ADA transition plan, Parks Division staff upgraded and modified counters at the Lions Shelter to bring them into ADA compliance.
- Celebrated Arbor Week and Corvallis' 13th Tree City USA Award!

Recreation

- The Procession of the Species on April 19 had 145 participants and 22 volunteers from The Odd Fellows, Ashbrook Independent School, and Corvallis Environmental Center.
- Spring Ultimate Frisbee started, with 87 participants.
- Youth Lacrosse has 65 participants, and Escuelita de Futbol has 53 participants for the spring leagues.
- Recreation Division staff is researching the feasibility of operating a food concession at Osborn Aquatic Center.
- Recreation Division staff learned that The Benton County Foundation awarded \$11,000 to Parks and Recreation for youth swimming lessons, pool-side equipment, Youth Volunteer Corps, and the summer camp lunch program.

Senior Center

- A new class, "Powerful Tools for Caregivers," began during April. The Center is hosting the six week course in partnership with Benton Hospice Service for people who are caregivers for people suffering from dementia and other memory-loss issues. The class has 13 registrants.
- The April 6 Mini Spa Day was a great success. This third-annual event offered participants the opportunity to have a massage, facial, receive makeup tips and more, all while enjoying wine and hors d'oeuvres donated by Valley Catering and Togo's on Ninth Street.

V. POLICE

A. Department Highlights

Officers investigated 2,716 incidents this month. Following are the highlights:

- Detectives were contacted by a man on a social Web site which had been set up with an undercover fictitious online persona of a 14-year-old girl. The detective arranged to meet the man who admitted he was there to meet a 14-year-old girl. The 48-year-old man was charged with Parole Violation. The man was on parole after spending 25 years in prison for the abduction and rape of a 14-year-old girl.
- Officers were dispatched to a report of a seven-year-old boy who was found unconscious and not breathing. He was transported to Good Samaritan Hospital, where he was pronounced deceased. Detectives are continuing the investigation.
- Detectives were assigned to contact a possible assault victim and investigate the assault complaint. The victim stated she had been in an argument with her ex-boyfriend regarding his drug use when he repeatedly assaulted her. Detectives obtained and served a search warrant for the male's apartment, where they seized evidence of the assault, including numerous items with blood on them, numerous drug-related items, stolen property, and 39 drivers' licenses with various names from several states. The 23-year-old man was charged with Assault, Identity Theft, and Theft.
- Records staff processed 1,105 police reports, entered 578 traffic citations, and performed 265 background checks. Staff generated 121 incident reports – 17 percent of the total reports taken during the reporting period.
- Evidence staff received 777 items during April. An additional 473 items were returned, purged, or permanently transferred.
- Received 66 reports via the Coplogic online reporting system.
- Officers assisted Philomath Police Department officers with an armed robbery at a convenience store. The suspect reportedly fired at the victim, who was unharmed. Officers assisted with perimeter, area search, etc. The suspect was not located.
- Officers responded to a report of a domestic disturbance. The suspect was seen driving away. A vehicle pursuit ensued; following the termination of the pursuit, the suspect crashed into a yard. The suspect fled on foot and was located a short distance away hiding in a garage. He was charged with Attempt to Elude, Criminal Mischief, Reckless Driving, Disorderly Conduct, and a Probation Violation.

9-1-1 Center Calls for Service

- The Corvallis Regional Communications Center dispatched 3,950 calls for police, fire, and medical assistance this month as follows:

POLICE		FIRE AND MEDICAL	
Corvallis Police	2,716	Corvallis Fire/Ambulance	551
Benton County Sheriff	548	Other Fire/Medical	38
Philomath Police	97		
TOTAL	3,361	TOTAL	589

B. Other

- Detectives Molina and Shimanek attended the 2014 Child Abuse Summit in Portland, Oregon.
- Corvallis Police Department auxiliary began Cops & Robbers Class No. 35 with 30 participants.
- Officer Sapp and K9 Roxy, Sergeant J. Harvey and K9 Xar, Sergeant Duncan, and Officer Parrish attended the Oregon Police Canine Association (OPCA) Spring Seminar in Salem, Oregon.
- Officer Hurley and Sergeant Marr attended the Linn-Benton Community College job fair.
- The Traffic Enforcement Team conducted 18 hours of traffic safety presentations at Corvallis High School.
- Sergeant Goodwin participated in a presentation to OSU dormitory residents regarding living off OSU's campus.
- Sergeant Goodwin participated in a presentation to OSU Greek leadership as part of the Greek Liaison Program.
- Officer Seney conducted a presentation at the request of Kappa Alpha Theta regarding college student livability and safety issues.
- Officer Stenger attended Sig Sauer Armorer training.
- Officers Stenger and Brenner attended Advanced Roadside Impaired Driving Enforcement training.
- Officer Hinckley attended firearms instructor training in Bend, Oregon.
- Officers Kantola and Hackstedt attended the annual Driving Under the Influence of Intoxicants Conference.

VI. PUBLIC WORKS

A. Department Highlights

Administration Division

- Presented to Administrative Services Committee proposed changes to the existing utility rate structure based on findings from a recent cost-of-service analysis project.
- Completed data collection for the Climate Showcase Communities grant-funded project for a community green house gas inventory.

- Completed the process to request reimbursement related to the February snow-and-ice event from the Federal Emergency Management Agency.

Engineering Division

- Completed upgrades to the water lift station at NW 36th Street and NW Grant Avenue.
- Staff attended a meeting of the Central Park Neighborhood Association with representatives of OSU to discuss current and future improvements to Washington Way through campus.

Transportation Division

- Received approval for a Fiscal Year 2014-2015 transit grant for rural fixed-route funding for the 99 Express service to and from Adair Village, and the Coast-to-Valley service to Newport and Lincoln City. These County transit services are managed jointly by the City and Benton County via an Intergovernmental Agreement and connect with the Corvallis Transit System, Philomath Connection, and Linn Benton Loop at the Downtown Transit Center.
- Partnered with Cascades West Rideshare and the Oregon Department of Transportation in hosting a quarterly meeting of the Transportation Options Group of Oregon, which drew transportation professionals from across Oregon to the OSU campus. Staff presented on the City's Transit Operations Fee and the recently launched transit Vehicle Information System.

Utilities Division

- Completed publication of the annual Consumer Confidence Report (Water Quality Report) and required notice to consumers. This is the second year the City utilized the Environmental Protection Agency's new guidelines that allow electronic delivery. Cost of printing, mailing, and advertising was about 12 percent lower than for the 2013 Report.
- During the April 22 NW Fifth Street water main break, water pressure dropped significantly and impacted many Corvallis residents. Crews responded immediately to shut off water and restore pressure in the distribution system.

VII. CITY MANAGER'S OFFICE

A. Department Highlights

- Received zero Notices of Tort Claims.
- The Economic Development Office responded to seven start-up leads and four recruitment leads.

- The Economic Development Officer made seven first-time visits to traded-sector businesses and followed up with nine repeat clients.
- The Economic Development Manager followed up with seven expansion leads.
- The Economic Development Office is coordinating logistics for the following events:
 - Monthly Pub-Talks for the Willamette Innovators Network
 - Monthly Willamette Innovators Network Board Meetings
 - Willamette Angel Conference event planning and due diligence meetings
 - Leadership Corvallis planning meetings
- The Economic Development Office partnered with Business Enterprise Center, Corvallis Independent Business Alliance, Corvallis Sustainability Coalition, Corvallis Chamber of Commerce, Small Business Development Center, and Willamette Innovators Network to hold a Business Financing Workshop. Including presenters, 91 people attended the 2.5-hour workshop.

VIII. COMMUNITY DEVELOPMENT

A. Department Highlights

- Development Services Division staff processed 22 residential and 39 non-residential plan reviews for proposed construction projects and conducted 1,323 construction inspections.
- Created 37 new Code Enforcement cases as a result of citizen complaints received.
- Of the 282 plumbing, mechanical, and electrical permits issued, 146 (or 52 percent) were issued online.
- Planning Division staff received four land use applications, including one Historic Preservation Permit application.
- Planning Division staff issued decisions on seven land use applications, including a Planned Development, Conditional Development, and Minor Land Partition for a hotel.
- The Planning Commission completed review and deliberations of the Land Development Code Text Amendments Package #1. The City Council's consideration of the Commission's recommendations is tentatively scheduled for a June public hearing.
- Housing Division staff approved three down payment-assistance loans totaling \$45,000 to help low-income households purchase their first homes. The assisted purchases are homes in the Willamette Neighborhood

Housing Services-constructed Seavey Meadows Community Land Trust homeownership project.

- Housing Division staff received 41 Rental Housing Program-related contacts outlining 69 separate issues, with 23 issues related to habitability and 46 of a non-habitability nature. Twenty of the habitability issues reported are or may be subject to the Rental Housing Code, so Housing Division staff are working with complainants to confirm violations and then, as applicable, achieve resolution or move to enforcement.
- Department staff is assisting the City Council committee working on the Council's 2013-2014 housing goal. During April the committee worked with project consultant ECONorthwest to draft and refine an online survey to gather information about and evaluate housing demand among people who work in Corvallis but live elsewhere.

IX. FINANCE

A. Department Highlights

- Budget staff facilitated the City Manager's delivery of the Proposed Budget Message and assisted with handouts for four departmental presentations at Budget Commission meetings.
- Financial Planning staff worked with a deferred compensation consultant and plan provider to derive solutions to various participant fund/investment choice issues that arose this month.
- Utility Billing and MIS Division staff continued to work on a Click2Gov Web site upgrade to enhance user experience; the upgrade should be complete in May.
- Finance Administrative staff worked with the Web Master to develop a transient room tax Web payment application.
- Accounting staff worked with external auditors to collect information for the interim audit.
- Financial Services staff continued working on centralizing Accounts Receivable for the City.
- Finance staff interviewed and filled the vacant Accountant position.
- Accounting staff is continuing to work on ONESolution implementation.

X. FIRE

A. Department Highlights

Operational

Response Activity – April 2014	City	Non-City	Total
Fires	10	2	12
Overpressure/Rupture	0	0	0
Requests for Ambulance	320	78	398
Rescue (Quick Response Team)	121	22	143
Hazardous Condition	17	0	17
Service Requests	57	6	63
Good Intent	32	12	44
False Calls	20	2	22
Other	0	0	0
TOTAL RESPONSES OVERALL	577	122	699

B. Other

- All of the Department's thermal imaging cameras were rebuilt to current standards at a significant savings over the purchase of new units.
- Fire Prevention Officer Westfall achieved Inspector I certification on her first attempt; she is now working toward Inspector II.
- Division Chief Hunt received a plan for the drill tower.

XI. MISCELLANEOUS

- Attached is the City Attorney's Office Report to the City Council for April.


James A. Patterson
City Manager



CORVALLIS CITY ATTORNEY
456 SW Monroe, #101
Corvallis, OR 97333
Telephone: (541) 766-6906
Fax: (541) 752-7532

**CITY ATTORNEY'S OFFICE
REPORT TO CITY COUNCIL: HIGHLIGHTS
April 2014**

The following are highlights of the City Attorney's Office activities in April 2014:

1. Assistance to Parks & Recreation Department & correspondence with bonding company regarding Brooklane/Mary's River open space public trail & access road.
2. Correspondence with CenturyLink representative regarding non-payment of fees.
3. Meeting with Public Works Department regarding water tower painting.
4. Meeting with Public Works Department regarding 26th Street right-of-way issues.
5. Meeting with Planning, Finance and City Manager's Office regarding economic development issue.
6. Meeting with City Manager's office regarding real estate transaction.
7. Meetings with and assistance to Development Services Department regarding public records request/personnel issue.
8. Appearance at oral argument on Hunking v. City Municipal Court Appeal.
9. Assistance to Human Resources Department regarding internal investigation.

Ongoing/Future Matters:

1. Enforcement actions re: code violations (building, rental housing, land development code).
2. Continued work on public records requests.
3. Continued assistance on internal investigations, employee grievances and other employment matters.
4. Assistance in preparing findings for land use decisions.
5. Enforcement of City ordinances and prosecution of offenses in Corvallis Municipal Court.
6. Representation of City in Benton County Circuit Court regarding Hunking v. City Municipal Court Appeal.
7. Continued work on revisions to CMC 5.03.
8. Assistance to City Council on OSU Campus Master Plan update.

**Corvallis / Benton County Economic Development Office
 Monthly Business Activity Report to Corvallis City Council
 April 30, 2014**

Start-ups:

- Responded to a request for information from a potential business start-up (Project Malone)
- Responded to a request for information from a business startup (Project Vermont)
- Responded to a request for startup information (Project Sauce)
- Assisted a start-up business with resource info (Project Grow)
- Responded to a start-up lead – Project Storefront
- Responded to a start-up lead – Project Cleanup
- Responded to a start-up lead – Project BBQ

Retention / Expansion:

- Followed up meetings (17) with seven existing expansion or relocation clients

Recruitment:

- Responded to a Business Oregon lead – Project Rail Gas
- Worked on an RFI from Business Oregon – Project MOLA
- Responded to state lead – Project PNW
- Responded to a request from an out of state lead (Project Lion)

Assisted with	Past Month	Since July 1, 2013
Start-up	7	32
Expansion	0	16
Retention	0	5
Economic Development Officer visits	7	64
Recruitment	4	27

Monthly EDC Strategic Plan Update

Big Ideas:

1. Provide critical financial assistance to growing businesses through tools such as (a) Urban Renewal Districts and (b) a local economic development loan program. Supports goals 1, 2a, and 3 (if URD covers one or more EZ locations).
 - Responded to requests for information concerning financing alternatives
 - Responded to requests for information concerning Enterprise Zone incentives

2. Leverage the OSU-Corvallis relationship and Memorandum of Understanding to provide unprecedented advantages to Corvallis-based startups, including research infrastructure access, incubator/accelerator resources, HR and purchasing infrastructure, and innovative community networking. Supports goals 1 and 2a.
 - On-going meetings and participation with the Advantage Accelerator / RAIN team
 - Participation on the Investing in Manufacturing Communities Partnership – Application was submitted in April.

3. Support business growth by providing properly zoned and serviced land and maintaining a timely and predictable development review process. Verify via benchmarking that Corvallis is best-in-class regarding comparable university towns across the U.S. Supports goals 2a, 2b, 3.
 - a. In particular, pursue opportunities to develop a research park for science intensive companies, ideally ones that have strong synergy with OSU research strengths. Consider public investment opportunities for such a park, ranging from public ownership to infrastructure development and business financing tools.
 - Significant properties have been identified to address this idea
 - The State has adopted a new database platform that we will use (OregonProspector.com), and we have been encouraging property owners to provide new, updated listings

 - b. An opportunistic, but nevertheless valuable, strategy is to recruit new tenants for vacant space in Enterprise Zone areas (HP campus, Sunset Research Park, Airport Industrial Park) as well as to invest in additional land and building resources designed to meet the needs of scientific- and technology-oriented business and industry.
 - On-going referral to businesses seeking land and building space
 - Worked with seven ongoing expansion projects

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

Smaller Steps:

1. Develop a best-in-class information gateway portal that will provide resources to support business development with information about demographics and economics, technical and financial assistance programs, available land and building resources (Goals1, 2a, 2b, and 3).
 - The City website continues to be updated with current demographic information, links for assistance, and upcoming events
 - A Marketing Plan has been developed to keep the site current, and use it to address the primary focus of the strategy.
 - Assist with business start-ups
 - Leverage the OSU-Corvallis relationship and promote the OSU Advantage Accelerator
 - Promote business retention and expansion efforts
 - Promote "good" development in industrial areas
 - Promote Economic Development efforts to the community at large
2. Support programs sponsored by local and regional partners to facilitate innovation, entrepreneurship, and business investment. Examples include the Willamette Angel Conference and Willamette Innovators Network (Goals1 and 2a).
 - Coordinated WiN board meetings and planning meetings
 - Coordinated the WiN Pubtalk – "Tech Cage Fight"
 - EDO is meeting regularly with WAC planning committee
 - EDO partnered with BEC, CIBA, Sustainability Coalition, Corvallis Chamber, SBDC, and WiN to hold a Business Financing Workshop. Including presenters, 91 were in attendance for the 2.5 hour workshop.
3. Build a strong relationship with the local business community through the account manager concept, and an ongoing Business Visitation program involving government and community leaders (Goals 2a and 2b).
 - EDO has had seven new business visits the past month and nine repeat visits

4. Ensure that City has an effective and productive relationship with Business Oregon, the State's economic development agency, for access and response to business development leads (Goal 3).
 - Regular meetings and coordination with Business Oregon concerning State leads
 - Business Oregon Deputy Director met with an expansion client to address concerns from a state perspective
5. Pursue outside resources to fund expanded business development programs in Benton County (Goals 1, 2a, 2b and 3).
 - Developed partnership and an IGA with the Small Business Development Center to provide business development services. (See attached report)
6. Provide a business-oriented welcoming program for key recruits of local employers (Goals 2a, 2b, and 3).
 - Since we engaged Civic Outreach for this service in January/2013, 92 businesses, and 133 executives have been greeted.

**ADMINISTRATIVE SERVICES COMMITTEE
SCHEDULED ITEMS**

May 15, 2014

MEETING DATE	AGENDA ITEM
May 21	No meeting
June 4	<ul style="list-style-type: none"> • Enterprise Zone: E-Commerce • Board and Commission Sunset Review: <ul style="list-style-type: none"> • Economic Development Commission • Land Use Application Fee Review • Neighborhood/Property Maintenance Code Program
June 18	<ul style="list-style-type: none"> • Visit Corvallis Third Quarter Report • Downtown Corvallis Association Economic Improvement District Third Quarter Report • Third Quarter Operating Report • Republic Services Annual Report
July 9	<ul style="list-style-type: none"> • Council Policy Review and Recommendation: <ul style="list-style-type: none"> • 96-6.03, "Economic Development Policies"
July 23	•
August 6	•
August 20	•
September 3	<ul style="list-style-type: none"> • Visit Corvallis Fourth Quarter Report • Downtown Corvallis Association Economic Improvement District Fourth Quarter Report
September 17	•
October 8	<ul style="list-style-type: none"> • Fourth Quarter Operating Report • Council Policy Reviews and Recommendations: <ul style="list-style-type: none"> • 91-2.01, "Meeting Procedures" • 94-2.08, "Council Liaison Roles"
October 22	• Utility Rate Annual Review
November 5	•
November 19	<ul style="list-style-type: none"> • FY 2013-14 Parks and Recreation Department Cost Recovery Review • da Vinci Days Financial Status Update
December 3	<ul style="list-style-type: none"> • 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

- | | |
|---|---|
| <ul style="list-style-type: none"> • Comcast Franchise Renewal Update • Council Policy Review and Recommendation: <ul style="list-style-type: none"> • 98-2.10, "Use of E-Mail by Mayor and City Council" (Jan 15) • Economic Development Policy on Tourism • Municipal Code Review: Chapter 4.01, "Solid Waste Regulations" • Tax Incentive Program for Downtown Area | <p>Public Works</p> <p>CMO</p> <p>CMO</p> <p>Community Development</p> <p>Community Development</p> |
|---|---|

Regular Meeting Date and Location:

Wednesday of Council week, 3:30 pm – Madison Avenue Meeting Room

HUMAN SERVICES COMMITTEE SCHEDULED ITEMS

May 15, 2014

MEETING DATE	AGENDA ITEM
May 20	No meeting
June 3	<ul style="list-style-type: none"> • Social Services Allocations - Fiscal Year 2014-2015 • Boards and Commissions Sunset Reviews: <ul style="list-style-type: none"> • Committee for Citizen Involvement • Arts and Culture Commission • Citizens Advisory Commission on Civic Beautification and Urban Forestry • Council Policy Review and Recommendation: <ul style="list-style-type: none"> • 97-4.09, "Guidelines for Free Use of Parks and Recreation Facilities"
June 17	<ul style="list-style-type: none"> • Council Policy Review and Recommendation: <ul style="list-style-type: none"> • 92-5.04, "Hate/Bias Violence"
July 8	<ul style="list-style-type: none"> • Corvallis Farmers' Market Annual Report
July 22	<ul style="list-style-type: none"> •
August 5	<ul style="list-style-type: none"> •
August 19	<ul style="list-style-type: none"> • Social Services Semi-Annual Report
September 2	<ul style="list-style-type: none"> •
September 16	<ul style="list-style-type: none"> • Rental Housing Program Annual Report
October 7	<ul style="list-style-type: none"> • Council Policy Reviews and Recommendations: <ul style="list-style-type: none"> • 93-4.11, "Public Library Policy for Selecting and Discarding Materials"
October 21	<ul style="list-style-type: none"> •
November 4	<ul style="list-style-type: none"> • Council Policy Review and Recommendation: <ul style="list-style-type: none"> • 95-4.08, "Code of Conduct on Library Premises"
November 18	<ul style="list-style-type: none"> •
December 2	<ul style="list-style-type: none"> • 2015-2016 Social Services Priorities and Calendar • Council Policy Reviews and Recommendations: <ul style="list-style-type: none"> • 91-1.03, "Naming of Public Facilities and Lands" • 91-4.01, "Guidelines for Selling in Parks"
December 16	<ul style="list-style-type: none"> •

HSC PENDING ITEMS

- | | |
|--|-----------------------|
| <ul style="list-style-type: none"> • Council Policy Review and Recommendation: <ul style="list-style-type: none"> • 99-4.14, "Use of City Hall Plaza and Kiosk" | CMO |
| <ul style="list-style-type: none"> • Municipal Code Review: Chapter 5.01, "City Park Regulations" (Alcoholic Beverages in Parks) | Parks & Recreation |
| <ul style="list-style-type: none"> • Municipal Code Review: Chapter 9.02, "Rental Housing Code" | Community Development |
| <ul style="list-style-type: none"> • 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**

May 15, 2014

MEETING DATE	AGENDA ITEM	DUE	DEPT.
May 20	<ul style="list-style-type: none"> • Cleveland Avenue Traffic Analysis • Residential Parking Districts • Council Policy Review and Recommendation: <ul style="list-style-type: none"> • 91-7.08, "Sidewalk Policy" 	May 6	Public Works Public Works Public Works
June 3	<ul style="list-style-type: none"> • Board and Commission Sunset Review: <ul style="list-style-type: none"> • Airport Commission • Council Policy Review and Recommendation: <ul style="list-style-type: none"> • 95-7.12, "Integrated Vegetation Pest Management (IVPM) Program" 	May 20	Public Works Parks & Rec/ Public Works
June 17	<ul style="list-style-type: none"> • Demolition Permit Changes - Collaboration Recommendation • Municipal Code Review: Chapter 7.08, "Corvallis Fire Code" 	Jun 3	Comm Dev Fire
July 8	<ul style="list-style-type: none"> • Transportation System Plan update 	Jun 24	Public Works
July 22	<ul style="list-style-type: none"> • 	Jul 8	
August 5	<ul style="list-style-type: none"> • 	Jul 22	
August 19	<ul style="list-style-type: none"> • 	Aug 5	
September 2	No meeting	Aug 19	
September 16	<ul style="list-style-type: none"> • Council Policy Review and Recommendation: <ul style="list-style-type: none"> • 02-7.15, "Fee-in-Lieu Parking Program" 	Sep 2	Comm Dev
October 7	<ul style="list-style-type: none"> • Council Policy Review and Recommendation: <ul style="list-style-type: none"> • 08-9.07, "Traffic Calming Program" 	Sep 23	Public Works
October 21	<ul style="list-style-type: none"> • 	Oct 7	
November 4	<ul style="list-style-type: none"> • Council Policy Review and Recommendation: <ul style="list-style-type: none"> • 98-9.06, "Transportation Corridor Plans" 	Oct 21	Public Works
November 18	<ul style="list-style-type: none"> • 	Nov 4	
December 2	<ul style="list-style-type: none"> • 	Nov 18	
December 16	<ul style="list-style-type: none"> • 	Dec 2	

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

Regular Meeting Date and Location:

Tuesday of Council week, 5:00 pm – Madison Avenue Meeting Room



UPCOMING MEETINGS OF INTEREST

City of Corvallis

MAY – AUGUST 2014
(Updated May 15, 2014)

MAY 2014				
Date	Time	Group	Location	Subject/Note
15	6:30 pm	Parks, Natural Areas, and Rec Brd	Downtown Fire Station	
17		No Government Comment Corner		
19	5:30 pm	City Council Executive Session	Downtown Fire Station	
19	6:30 pm	City Council (Executive Session immediately follows)	Downtown Fire Station	
20		No Human Services Committee		
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		No Administrative Services Cmte		
21	4:00 pm	Public Art Selection Commission	Parks and Rec Conf Room	
21	5:00 pm	Watershed Management Advisory Commission Annual Forest Tour	Rock Creek Watershed	meet at City Hall
21	5:30 pm	Arts and Culture Commission	Parks and Rec Conf Room	
24	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	3:00 pm	Economic Development Cmsn	Madison Avenue Mtg Rm	
27	5:15 pm	Cmsn for Martin Luther King, Jr.	Osborn Aquatic Center	
28	TBD	City Council Work Session	Madison Avenue Mtg Rm	PC/HRC interviews (tentative)
29	5:00 pm	City Council Work Session	Madison Avenue Mtg Rm	PC/HRC interviews
31		No Government Comment Corner		

JUNE 2014				
Date	Time	Group	Location	Subject/Note
2	5:30 pm	City Council Executive Session	Downtown Fire Station	
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	
9	7:00 pm	City Council Work Session	Madison Avenue Mtg Rm	Public Participation Task Force recommendations
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	5:30 pm	City Council Executive Session	Downtown Fire Station
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 - PennyYork	
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	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	
22	5:15 pm	Cmsn for Martin Luther King, Jr.	Osborn Aquatic Center	
23	3:30 pm	Administrative Services Committee	Madison Avenue Mtg Rm	
23	5:15 pm	Watershed Management Adv Cmsn	Madison Avenue Mtg Rm	
26		No Government Comment Corner		

AUGUST 2014

Date	Time	Group	Location	Subject/Note
1	7:00 am	Bicycle and Pedestrian Adv Cmsn	Madison Avenue Mtg Rm	
2		No Government Comment Corner		
4	6:30 pm	City Council	Downtown Fire Station	

5	7:00 am	Airport Commission	Madison Avenue Mtg Rm
5	2:00 pm	Human Services Committee	Madison Avenue Mtg Rm
5	4:00 pm	Downtown Parking Committee	Downtown Fire Station
5	5:00 pm	Urban Services Committee	Madison Avenue Mtg Rm
6	3:30 pm	Administrative Services Committee	Madison Avenue Mtg Rm
6	7:00 pm	Planning Commission	Downtown Fire Station
6	7:30 pm	Library Board	Library Board Room
9		No Government Comment Corner	
11	3:00 pm	Economic Development Cmsn	Madison Avenue Mtg Rm
12	8:20 am	Citizens Advisory Cmsn on Transit	Madison Avenue Mtg Rm
12	6:30 pm	Historic Resources Commission	Downtown Fire Station
13	5:30 pm	Downtown Commission	Madison Avenue Mtg Rm
14	8:30 am	Citizens Advisory Cmsn on Civic Beautification and Urban Forestry	Parks and Rec Conf Room
16	10:00 am	Government Comment Corner	Library Lobby - Mike Beilstein
18	6:30 pm	City Council	Downtown Fire Station
19	2:00 pm	Human Services Committee	Madison Avenue Mtg Rm
19	5:00 pm	Urban Services Committee	Madison Avenue Mtg Rm
20	12:00 pm	Housing and Comm Dev Cmsn	Madison Avenue Mtg Rm
20	3:30 pm	Administrative Services Committee	Madison Avenue Mtg Rm
20	5:30 pm	Arts and Culture Commission	Parks and Rec Conf Room
20	7:00 pm	Planning Commission	Downtown Fire Station
21	6:30 pm	Parks, Natural Areas and Rec Brd	Downtown Fire Station
23	10:00 am	Government Comment Corner	Library Lobby - Julie Manning
26	5:15 pm	Cmsn for Martin Luther King, Jr.	Osborn Aquatic Center
27	5:15 pm	Watershed Management Adv Cmsn	Madison Avenue Mtg Rm
30		No Government Comment Corner	

Bold type – involves the Council

~~Strikeout~~ type – meeting canceled

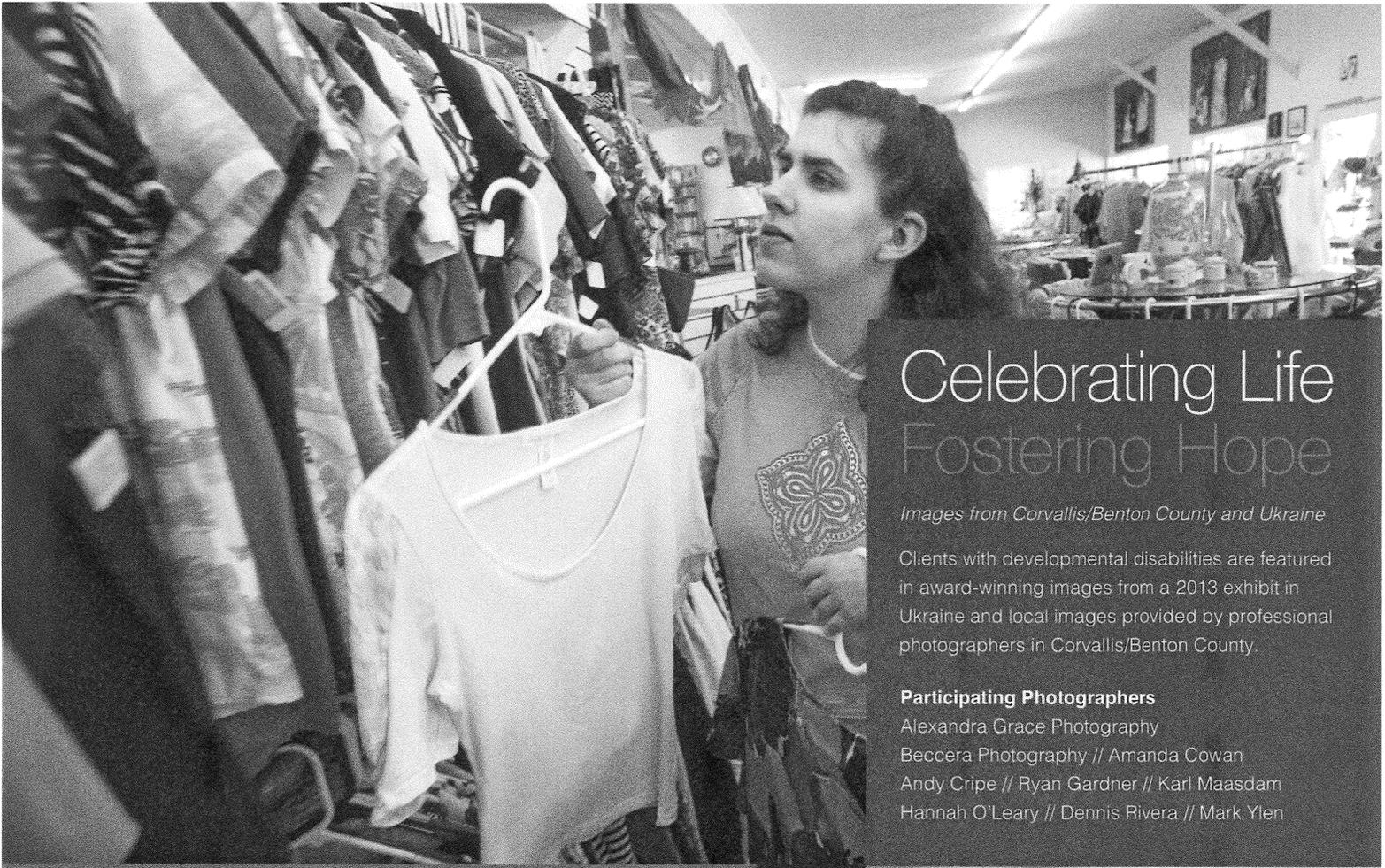
Italics type – new meeting

CIP – Capital Improvement
Program

HRC – Historic Resources
Commission

PC – Planning Commission

TBD – To be Determined



Celebrating Life Fostering Hope

Images from Corvallis/Benton County and Ukraine

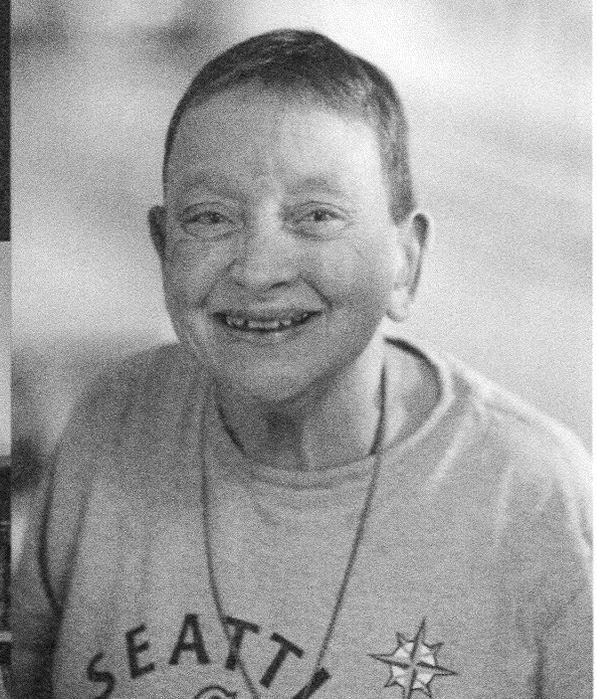
Clients with developmental disabilities are featured in award-winning images from a 2013 exhibit in Ukraine and local images provided by professional photographers in Corvallis/Benton County.

Participating Photographers

Alexandra Grace Photography
Beccera Photography // Amanda Cowan
Andy Cripe // Ryan Gardner // Karl Maasdam
Hannah O'Leary // Dennis Rivera // Mark Ylen

Join us for the opening reception:
Tuesday, June 3 at 7 p.m.

Corvallis-Benton County Public Library Large Meeting Room
Exhibit continues through June 30.



Participating/Supporting Organizations

Corvallis-Uzhhorod Sister Cities Association
ARC of Benton County // Benton County
City of Corvallis // Cornerstone Associates
Home Life, Inc.

Poster design donated by: Matt Harrington

To: City Council
From: Dan Brown

May 19, 2014

Subject: RPD MONITORING AND UPDATE

It is not clear to me what exactly is on tonight's City Council agenda with regard to RPD approval. The concerns I express below may come up tonight or may be more appropriate at tomorrow's USC meeting.

Situation:

Implementation of the Residential Parking District plan will most likely make residents and the City government aware that there are some consequences from shifting commuter parking around as well as some bugs in the design of the RPD program. Left unattended, they will cause distress among our citizens.

Proposal:

In my opinion, the City should deal with concerns right away, as soon as we become aware of them.

- I propose that Public Works staff monitor citizens' concerns and report them to USC in a timely manner.
- I propose that we direct staff to allow citizens in affected areas to petition the City ASAP for expansions of districts and expansions of red zones right away.

I am requesting that the City address lack of communication with constituents regarding land use planning and development adjacent to their homes. We have requested notification regarding a specific land use case, and have not been kept informed of updates. If there is no efficient way for City staff to meet this need, then letting us know that we would need to continue to request updates would be appreciated. To give you context, here is an example.

On March 4, 2013 vegetation removal occurred within a Highly Protected Significant Vegetation Area, Riparian area, and Partially Protected Significant Vegetation Area 4 on a 211.43 acre parcel; Assessor's Map 1152200, Tax Lot 3500. This removal was reported to the City by multiple landowners in the vicinity, VIO13-0086. Removal continued until mid-April, when additional complaints by neighbors were recorded as VIO13-00199, 00452, 00201, 00202, 00203. The City inspector went on-site and violations were confirmed.

On April 16; a Stop Work Order was issued to the owners, GPA1, LLC under VIO13-00199. A formal notice of violation issued on April 25. The City informed some of us about this outcome, and many of the homeowners requested to remain informed about this issue. There have been updates to the case without communication to us.

The owners appealed the Stop Work Order on May 2 and May 7, 2013, and a vegetation assessment was completed September 9th, 2013 by Pacific Habitat Services with specific recommendations for mitigation including specific reseeding. They stated this reseeding would be best if done is Late September, which was 3 weeks after the report was generated. The property owners submitted a response on September 12, 2013 in which they stated that they would not follow LDC section 4.12.100 and have mitigation partially completed by 90 days of the notice because they wanted the timing of the mitigation to take into account the science of the mitigation/seed planting. However their own experts recommended the seed planting mitigation within the 90 days as required by LDC 4.12.100. Another meeting was held October 03, 2013, after the recommended idea time frame for seed planting mitigation was to have occurred.

Most recently, on April 18, 2014 the City uploaded mitigation requirements to the Case History; this also was not communicated to homeowners or the Timber Ridge Neighborhood Association. If this had been communicated to us at the time it was available in early September 2013, we might have been able to bring the inconsistency of the property owner's response to the city to help repair the damage done to the land within our city.

In the case history it is apparent the land managers of TL3500 lack an understanding of the City Code. On April 15, 2013 the case history entry reports that the land manager stated "City Natural Features Maps were only approximations and held no substance until site specific delineations were made by private party professionals." While this misunderstanding was corrected by the City, it is illustrative. Understandably, City inspectors cannot be on this site every day to correct any other missteps, or to applaud good efforts. Therefore, it is important that property owners abutting this property be aware of its status so that we may provide appropriate information to the City. Neighborhood associations are partners with the City to help keep Corvallis the amazing city that it is; please let us be partners, and keep communications open!
Thank you for your time.

May 19, 2014

My name is Jerry Hortsch. The owner of the 9 cottages on the NE corner of 14th and Harrison. I have a very serious problem with the parking limitations in the proposed Residential Parking District. The proposed maximum parking permits for these 9 cottages is a total of "2" parking permits. As proposed, this would have an effect on the lifestyle of residents and place an economic burden on the property owner. This property has no off-street parking. They were built in 1929, and conformed to the standards of the City of Corvallis at that time.

I would like for the residents of these cottages be treated the same as residents in dwelling units throughout the parking districts. The basis of issuing 1 permit for each 2,500 sq. ft. (min. 2 permits) appears discriminatory, a resident in a single cottage on a 2,500 sq. ft. lot can get a max. of 2 permits, and yet this proposal would only give the residents a max. of 2 permits for all 9 cottages. Why would 9 cottages on 9 separate lots get a max. of 18 permits, while 9 cottages on 1 lot would only get a max. of 2 permits? There are many other properties that will have similar problems as the 9 cottages and residents at 14th and Harrison.

In fairness to the residents and property owners in the proposed RPD. I am asking the City Council to retain the present rule of allowing 3 permits for up to 1 kitchen in a dwelling unit.

Sincerely,

Jerry Hortsch

(541) [REDACTED]

jerryhortsch@[REDACTED]

To: Corvallis City Council

From: Deb Kadas, and other Property Owners in Parking District A

Date: May 19, 2014

We thank the City Council and City Staff for their careful work to design the new Residential Parking District Program. That said, we ask tonight that you take one small, additional step to protect our neighborhood from the impact of your decisions.

As we all know, commuter parking problems never go away; they just shift to new neighborhoods. We believe our historic 31st and Jackson area neighborhood especially will be negatively impacted by the proposed new parking regulations, as they now stand.

The recommended permit-only "red zone" within the Parking District A, quite rightly addresses the problems caused by 2-hour parking restrictions in that area. Commuters looking for free, short-term parking have made that neighborhood seem like a shopping mall parking lot during holiday season. But in addressing that problem, planners are creating the same problem in another place. When short-term parking is prohibited in the Red Zone, our neighborhood will be next in line for people hunting for free, close-in parking. Only 2 blocks from the campus entrance, our neighborhood will become the new hot parking lot for commuters.

To make matters worse, OSU's major new classroom building off 30th will attract hundreds of additional students to this entrance, even as OSU removes another 102 parking spaces at its northwest boundary. Commuters heading to class will find sharply reduced parking, and of course they will go the extra block and hunt for spaces in our neighborhood...creating even worse chronic parking and traffic problems.

However, this prospect can be prevented by thoughtful action now.

For these reasons, we unanimously request that the permit-only red zone in Parking District A be expanded to include 31st Street, from Van Buren south to the end of the cul de sac, and Jackson from 29th Street to 32nd Street. (Please see suggested amendment to City Ordinance attached.)

Even as we thank you for your action, we acknowledge that parking is a cascading problem; each regulation pushes cars into the next neighborhood, and the next. So we additionally suggest that the new program include grass root, neighborhood mechanisms to: 1) expand permit-only red zones; 2) add new districts; and 3) address unintended consequences. An adaptive management program should be established to quickly respond to problem areas, and staff should be directed to assist neighborhoods to protect themselves from the effects of these changes.

Thank you for your time and attention!



Deb Kadas and 100% of property owners on the referenced blocks (see map and signature pages)

We recommend the following amended language to Section 6.15.041 Creation of permit-only areas.

- 1) District "A." NW 28th, NW 29th, and NW 30th Streets between NW Johnson and NW Jackson Avenues; NW 31st Street between its southerly end and NW Van Buren Avenue ; NW Johnson between NW 27th and NW 30th Streets; and NW Jackson Avenue between NW 27th and NW 32nd Streets.

Jackson Avenue and

We, Parking District A property owners all living on 31st Street, respectfully request the Corvallis City Council to address our concern regarding the Proposed Parking District, as outlined on the previous page, and take appropriate action with our City staff. Thank you.

ADDRESS	NAME (print & sign)	DATE
3105 NW Jackson (corner 31 st)	Deb Kadas <i>John Paulson</i>	5-16-14
	<i>Deb Kadas</i>	
110 NW 31 st Street 107	Susan & Todd Brown by e-mail proxy - see attached	
121 NW 31 st Street	John B. ... <i>Ann Callahan</i> <i>John B. Callahan</i>	5-16-14
130 NW 31 st ST.	MARTIN MEEHAN <i>M. Meehan</i>	5-16-14
132 NW 31 st Street	Cécile Meehan <i>Cécile Meehan</i>	5.16.14
147 NW 31 st Street	Frank Moore Kathleen Dean Moore Frank Moore <i>Kathleen Moore</i>	5-16-14
154 NW 31 st Street	<i>Mike Mix</i> Mike Mix Marilyn Henderson (By e-mail proxy)	
205 NW 31 st Street	Tim BUDD <i>Tim Budd</i>	5-16-14
	Elizabeth H Budd <i>Elizabeth H Budd</i>	
218 NW 31 st Street	Nicholas Tost <i>Nicholas Tost</i>	5-16-14
221 NW 31 st Street	Sheri Puckette Robert Puckette <i>Sheri Puckette</i>	5-16-14

225 NW 31 st Street	Jean Riley JACK E. Riley	
233 NW 31 st Street	Jean E. Riley Jack E. Riley Kelly Amshering	5-18-14 5-16-14
235 NW 31 st Street	Kelly Amshering Bob Meinke	
236 NW 31 st Street	Bob Meinke Richard Sandler Ruth Ann	5-17-14 5-16-14
244 NW 31 st Street	Doris P. Charles	5-18-14
249 NW 31 st Street	Doris P. Charles Christine Stillger Christine Stillger	5-16-14
110 NW 31 st Street	Jackson Cassady Kyle Cassady - Kyle Cassady	5-16-14
228 NW 31 st Street	Amelia Ann Tatala Beck. John Tatala Beck. Marcus T. Beck	5-18-14

2960 NW Jackson Dan G. Paul Berg 5-18-14

154 NW 30th St (Corner of 30th & Jackson) Patrick Pänck Gorman

154 NW 30th St Elena Gorman 5-18-14

206 NW 30th St. Paul Seymour 5-18-14

206 NW 30th St. Mary Austin-Seymour 5-18-14

3120 Jackson Dave Schnebly - by email proxy (see attached)

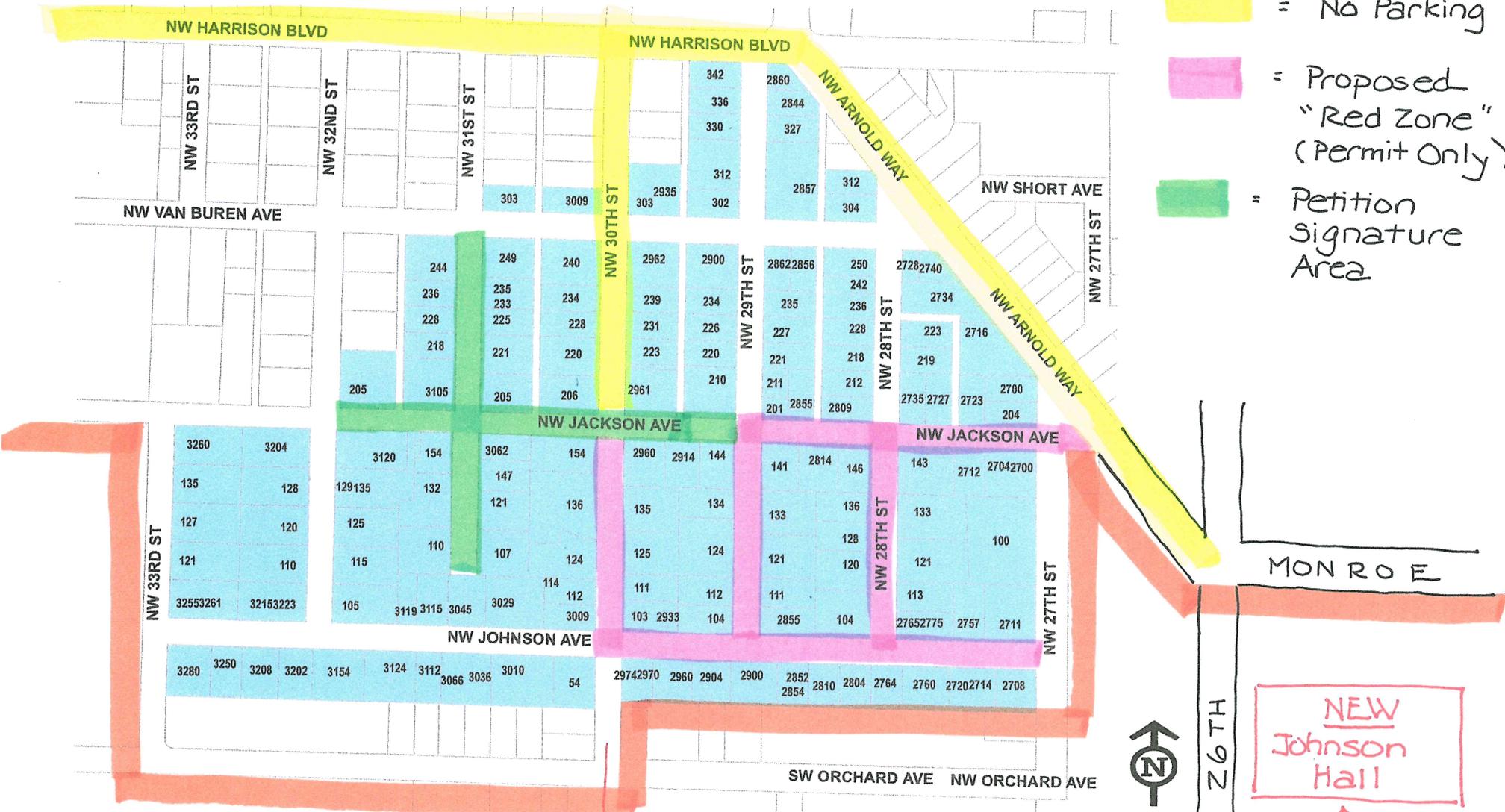
2961 Jackson George & Blou Carman - by email proxy

3062 Jackson BART ANDERSON (see attached)

Residential Parking District A - EXISTING

Properties eligible for permits

- = No Parking
- = Proposed "Red Zone" (Permit Only)
- = Petition Signature Area



= OSU Boundary

To NEW OSU Classroom buildings

NEW Johnson Hall
 ↑
 102 OSU Parking spaces to be removed

107 NW 31st



Deb Kadas <debkadas@[REDACTED]>

Fwd: Parking District Meeting

1 message

Deb Kadas <debkadas@[REDACTED]>
To: Deb Kadas <debkadas@[REDACTED]>

Sun, May 18, 2014 at 9:25 PM

On Wed, May 14, 2014 at 8:30 PM, Susan Brown <susan.j.brown@[REDACTED]> wrote:

Deb,

Thank you, both for your invitation and willingness to address the latest on this issue. Todd and I are currently in St. Louis visiting my mother, so unfortunately, we will not be able to join you Friday eve. However, i too was concerned about what I read just before we left, so we trust your judgement and will be glad to support whatever the neighborhood decides. We return home on the 22 nd.

Thanks again. Susan

107 NW 31st



Deb Kadas <debkadas@[REDACTED]>

Fwd: Draft Letter attached

1 message

Deb Kadas <debkadas@[REDACTED]>
To: Deb Kadas <debkadas@[REDACTED]>

Sun, May 18, 2014 at 9:42 PM

On Sun, May 18, 2014 at 7:47 PM, Todd Brown <todd.g.brown@[REDACTED]> wrote:

Great work Deb. We fully support your efforts. Good luck tomorrow night.

Todd

Sent from my iPad

154 NW 31st Street



Deb Kadas <debkadas@ [REDACTED]>

Parking district testimony

1 message

Marilyn Henderson <marilyn.henderson@[REDACTED]>
To: "debkadas@[REDACTED]" <debkadas@[REDACTED]>

Sun, May 18, 2014 at 1:37 PM

Hi Deb,

Though I am here having fun in Paris, Mike has been keeping me apprised of the outcome of the meeting on Friday. I have read your letter and would like to add my support.

Thanks for taking this on.

Marilyn

Sent from my iPad

296 1 Jackson



Deb Kadas <debkadas@ [REDACTED]>

Proposed addition to Red Zone in Parking District A

1 message

Deb Kadas <debkadas@[REDACTED]>
To: Deb Kadas <debkadas@[REDACTED]>

Mon, May 19, 2014 at 1:56 PM

On Mon, May 19, 2014 at 11:59 AM, George Carman <georgec@[REDACTED]> wrote:

Deb,

BLou and I agree with the neighborhood position you're presenting to the City Council tonight. Because we are out of town today, please add our names to your neighborhood list. We are in full support of your position.

Best Regards,

George and BLou Carman



Deb Kadas <debkadas@ [REDACTED]>

3120 Jackson St, N.W. Parking

1 message

TwoHips2 <twohips2@ [REDACTED]>
To: Kadas Deb <debkadas@ [REDACTED]>

Mon, May 19, 2014 at 12:20 PM

Deb:

Recently I received a notice from the City of Corvallis concerning proposed parking restrictions in the area of our property at 3120 Jackson Street, NW in Corvallis.

Your call to me this morning indicating the neighborhood support and description of the plan is appreciated.

I would like to support the neighborhood request to have my property (3120 Jackson St, NW) included in the new permit-only Red Zone of Parking District "A".

I do not know what fee will be imposed for the proposed permit, however I would assume that permits would only be issued to homeowners or tenants living in that area.

I support the plan and let me know when details are available.

Thanks,

Dave Schnebly

541- [REDACTED]

541- [REDACTED]

[REDACTED]
Albany, Oregon 97321



Senior and Disability Services

1400 Queen Ave SE • Suite 206 • Albany, OR 97322
(541) 967-8630 TTY/Voice • 1-800-638-0510 TTY/Voice

203 N Main St • Toledo, OR 97391
(541) 336-2289 • (541) 336-8103 TTY/Voice • (800) 282-6194



Area Agency on Aging

MEMORANDUM

DATE: May 19th, 2014

TO: City of Corvallis, City Council Members

FROM: Scott Bond, Director, Senior and Disability Services for Linn, Benton and Lincoln County

RE: Older American's Month

Thank you for helping us celebrate Older American's Month.

Attached you will find information regarding our Aging and Disability Resource Connection (ADRC) as well as local information about Senior Meals and client statistics.

If you have any questions, please feel free to contact me.

I&R agency: All
I&R agent: All
Location type: Consumer
Caller Location: All

Caller: All
Call Type: All

Unduplicated Consumers	Total Number Of Calls	Incomplete	Complete	% Complete
613	807	28	779	97

Caller			Referral Source		
	Total	Percent		Total	Percent
Agency	212	26	1-855-OREADRC	1	0
Caregiver	7	1	AARP	0	0
Comunity gatekeeper	48	6	ADRC	29	4
Consumer with disability	129	16	Alternative Residential	3	0
Family Member	167	21	APD	5	1
Friend/Neighbor	30	4	Attorney/Legal Service	3	0
Senior consumer	128	16	Brochure	1	0
Other	15	2	Faith Based Organization	2	0
Unspecified	71	9	Family member	78	10
			Friend/Neighbor	22	3
			Gatekeeper	2	0
			HCBS/Social Service agency	88	11
			Hospital	48	6
			Independent Living Center	1	0
			Internet website	12	1
			Law Enforcement	4	0
			Library	0	0
			MD/Health Professional	45	6
			MDS Section Q	0	0
			Newspaper	1	0
			Nursing Facility/ICF_MR	22	3
			Radio	0	0
			Rapid Needs Assessment	4	0
			Self	295	37
			Senior Center	1	0
			Social Worker	17	2
			Senior Farmers Market	0	0
			Television	1	0
			Other	35	4
			Unspecified	87	11

Method of Contact		
	Total	Percent
E-Mail	79	10
Fax	13	2
Mail	3	0
Phone	601	74
TTY	0	0
In person	39	5
Other	1	0
Unspecified	71	9

Type of Call		
	Total	Percent
Assistance	23	3
Information	221	27
Referral	298	37
Information & Assistance	115	14
Information & Referral	118	15
Information, Referral & Assistance	7	1
Referral & Assistance	4	0
Unspecified	21	3

Following are the actual numbers for FY 2012-2013 (excluding the shelf stable meal boxes) and the projected numbers of meals and clients to be served in FY 2013-2014. In addition to these meals, we provided 685 meal boxes (Blizzard Boxes) each containing 5 complete shelf stable meals to our homebound clients.

Fiscal Year July-June	MOW Served		MOW Clients Unduplicated		Dining Room Meals Served		Dining Room Clients Unduplicated		Total Meals Served	
	FY 12-13	FY 13-14	FY 12-13	FY 13-14	FY 12-13	FY 13-14	FY 12-13	FY 13-14	FY 12-13	FY 13-14
Linn Cty (Total)	97,552	108,666	635	708	16,326	17,268	476	431	113,878	125,934
Albany	39,369	45,462	275	323	3,431	3,582	115	77	42,800	49,044
Lebanon	32,780	34,617	186	208	6,622	7,140	221	221	39,402	41,757
Mill City	3,609	2,814	26	13	2,159	2,385	42	42	5,768	5,199
South Linn	5,817	7,401	49	54	2,390	2,196	62	55	8,207	9,597
Sweet Home	15,977	18,372	99	110	1,724	1,965	36	36	17,701	20,337
Benton Cty (Total)	21,056	21,312	187	174	3,599	3,390	80	54	24,655	24,702
Corvallis	21,056	21,312	187	174	3,599	3,390	80	54	24,655	24,702
Lincoln Cty (Total)	36,681	43,554	238	317	13,521	14,166	205	237	50,202	57,720
Lincoln City	15,142	16,569	81	128	3,612	3,753	59	78	18,754	20,322
Newport	9,694	14,184	68	91	3,376	2,883	50	47	13,070	17,067
Siletz- Toledo	4,789	5,634	37	47	3,390	4,431	52	56	8,179	10,065
Waldport	7,056	7,167	52	51	3,143	3,099	44	56	10,199	10,266

Lebanon also serves Crabtree, Lacombe, and Scio.

Mill City serves Gates and Lyons. *South Linn* serves Brownsville, Halsey, Harrisburg, Peoria and Shedd. *Corvallis* also serves Philomath and Adair Village. *Sweet Home* also serves Foster and Crawfordville.

Lincoln City also serves Depoe Bay, Gleneden Beach, Otis and Rose Lodge. *Newport* also serves South Beach.

Siletz/Toledo also serves Logsdon. *Waldport* also serves Yachats.

Client numbers by County BENTON

Fiscal Year July-June	Medicaid LTC Clients		Financial and Medical Program Clients		Total Clients Served	
	<i>12-13</i>	<i>13-14</i>	<i>12-13</i>	<i>13-14</i>	<i>12-13</i>	<i>13-14</i>
BENTON COUNTY						
TOTAL	277	361	1493	1524	1770	1885
Alpine	0	0	0	0	0	0
Alea	4	4	27	28	31	32
Blodgett	3	1	12	11	15	12
Corvallis	232	316	1189	1201	1421	1517
Kings Valley	0	0	0	0	0	0
Monroe	6	11	78	88	84	99
Philomath	32	29	187	196	219	225

Corvallis City Council
501 SW Madison Ave
Corvallis, OR 97333

May 19, 2014

Dear Council Members,

On the afternoon of April 28, 2014, a man openly carrying a handgun came to the playground at Cloverland Park with two children. Police were called and the man left before they arrived. The event raised our awareness of our law enforcement's current inability to monitor the lawful or unlawful use of handguns within our city limits, as well as the unregulated nature of open carry. This letter is a request for the council to enact a citywide ban on open carry.

No Background Check for Open Carry:

Currently, there is no license or background check required to openly carry a handgun in Oregon. Because guns can be purchased through private sales without background checks, the public and the police have no way of knowing if a person openly carrying a gun is doing so lawfully. This is a frightening loophole. An open carry ban in Corvallis would eliminate this problem.

Our Police Need to Enforce the Law:

Recently, in response to a different open carry situation in Corvallis, our police department attempted to speak with a man about the gun he was carrying in a public area. Based on our current rules and regulations, the individual was able to sue the department for an illegal stop.

Our police department's current inability to even question someone about the gun they carry is a serious roadblock for law enforcement. Banning open carry would enable our police officers to do their job.

The 1000 Feet Rule:

Openly carried firearms are already prohibited within 1,000 feet of any public school. Given this, the open carry incident at Cloverland Park on April 28th may have been illegal given the park's proximity to Jefferson Elementary School.

Corvallis is a small town. There are many areas that are within 1,000 feet of a school. The simple solution to ambiguous boundaries would be to enact a citywide ban on open carry. Other Oregon municipalities have enacted similar regulations, for example, Astoria, Beaverton, Multnomah County, Newport, Oregon City, Portland, Salem, and Tigard ban open loaded carry, and Bend bans open carry in parks.

Gun Related Deaths:

We, a group of concerned citizens of Corvallis, in no way want to limit the reasonable rights of citizens of Corvallis. We do, however, want to prevent people from bringing lethal weapons & poor judgment into places where these weapons are completely unnecessary, posing a risk for escalating conflict, causing fear among our children, and most seriously, causing an accident.

There are more than 30,000 firearm-related deaths in the US each year (CDC report), and it is only a matter of time until there is a serious incident here in Corvallis. Corvallis is a proactive community with forward-thinking laws that make our community a safe and wonderful place to live. But if a major firearms-related incident occurs here in our town, none of us will want to look back to today and say “why didn’t we do something to give our law enforcement the power to prevent this unnecessary tragedy from happening?”

Thank you for your time and consideration of these issues.

Sincerely,

Kathy Alexander	Melissa Cheyney
Nancy Allen	Susan Chung (Ward 8)
Carolina Amador (Ward 7)	Kyle Cole
Christy Anderson Brekken (Ward 6)	Christine Dashiell (Ward 5)
Courtney Armentrout (Ward 7)	Ilana Dickson
Meghna Babbar-Sebens (Ward 2)	Emily Dixon
Benjamin Barnett	Stephen Drake (Ward 4)
Shawnde Bausch (Ward 8)	Jason Duckles (Ward 2)
Kara Becerra	Nina Erlich-Williams
Deborah Bella (Ward 7)	Steven Esbensen (Ward 8)
Patricia Berman (Ward 9)	Tim Felling (Ward 4)
Lorie Blackman	Brigid Gearen (Ward 7)
Bryan Bliss (Ward 8)	Liv Gifford (Ward 7)
Michelle Bliss (Ward 8)	Erin Gilbert (Ward 7)
Carolyn Breece	Dee Gillen
Jessica Broadley	Leanne Giordono (Ward 4)
Rita Brown (Ward 5)	Kathryn Goldberg (Ward 6)
Judy Butler (Ward 1)	Laura Pagano Gouy (Ward 3)
Maileen Celis	Betty and Robert Griffiths (Ward 8)
Francis Celis	Dana Guenther
Dudley Chelton (Ward 8)	Merrick Haller (Ward 4)
Susan Chelton (Ward 8)	Kimberly Hannigan-Downs (Ward 6)

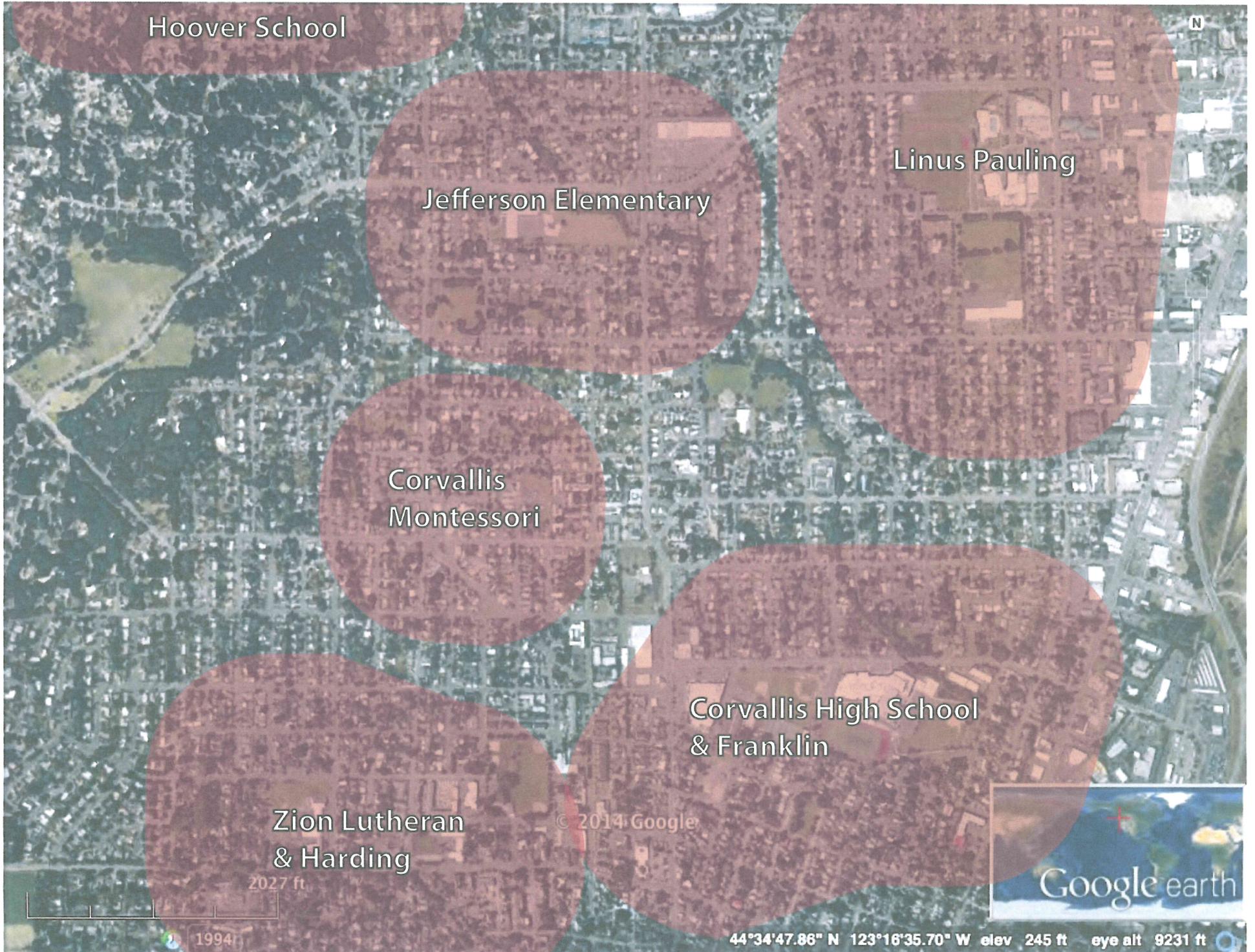
Kristi Hart
Sabrina Haswell
Mary Elizabeth Heaney
Emily Helpenstell
Alison Hendler
Angela Hibbard
David Hill (Ward 7)
Paul Hochfeld (Ward 7)
Patricia Lorraine Ispas (Ward 8)
Judy Johns
Peggy Kavanagh (Ward 6)
Anthea Kreston (Ward 2)
Jacquelyn Kwon
Chinh Le
Jim Lerczak (Ward 7)
Heidi Lewis
Jan Liebeskind
Kathleen Lin
Sarah Lipow (Ward 3)
Jenny Lorang (Ward 5)
Laura Lundeen
Sussanne Maleki (Ward 3)
Flor Marquina (Ward 7)
Ilene McClelland
Megan McClelland (Ward 8)
Sarah Finger McDonald (Ward 6)
David Mellinger (Ward 7)
Heather Merfeld (Ward 6)
Annie Mildrexler (Ward 8)
Juliette Mulholland (Ward 1)
Maria Murphy
Jonathan Nash (Ward 7)
Heidi Nevin
Tara Nierenberg (Ward 7)
Anne Nolin (Ward 4)

Kari O'Connell (Ward 7)
Tuba Ozkan-Haller (Ward 4)
Clayton Paulson (Ward 8)
Laura Peterson (Ward 8)
Jamie Petts
Dave Petts
Nancy Pliskin (Ward 8)
Barbara Popoff (Ward 8)
Jill Marie Popowski (Ward 1)
Laura Power (Ward 7)
Angela Purviance (Ward 5)
Jeanean Rauch
Kristen Reeve
Todd Reeve
Kevin Riley (Ward 3)
Elizabeth Riley (Ward 3)
Michael Rodriguez (Ward 7)
Roger Samelson (Ward 8)
Erin Scheessele (Ward 7)
Katherine Seeburger (Ward 7)
Robert Shearman (Ward 7)
Chris Singer
Bill Smyth (Ward 5)
Julie Stenson
Cosimo Storniolo
John Sulzmann (Ward 9)
Rachel Teadora Barnett
Janet M. Throop (Ward 6)
Sarah Tuttle (Ward 2)
Lynn Ward
Meredith Weir
Lisa Wells (Ward 7)
Dorthe Wildenschild (Ward 7)
Scott Williams (Ward 7)
Sara Zeman (Ward 8)

Additional Signees to Open Carry Ban Letter to Corvallis City Council - May 19, 2014

Massimo Bionaz
Winnie Catbagan
Jiyao Chen
Lorenzo Ciannelli
Carrie Colmenares
Jose Colmenares
Alison Feldmann-Iles (Ward 4)
Anna Greschner
Dimitri Greschner
Leslie Hammond (Ward 3)
Zhangqiog Jian
Brett Johnson
Lisa Langeliers
Xianyong Liu
Clint Mattox
Joe Michel
Elisa Monaco
Rachael Mueller (Ward 4)
Amélie Ollivier
Eleana Price
Trevor Rogers (Ward 3)
Catalina Segura
Helen Tennican
Elif Tural

Zoom-in on gun-free school zones in Corvallis



Hoover School

Jefferson Elementary

Linus Pauling

Corvallis
Montessori

Corvallis High School
& Franklin

Zion Lutheran
& Harding

© 2014 Google

Google earth

44°34'47.86" N 123°16'35.70" W elev 245 ft eye alt 9231 ft



OREGON CASCADES WEST COUNCIL OF GOVERNMENTS

REVIEW OF SERVICES AND PROJECTS



OCWCOG helps communities collaborate to solve problems and connects member governments, businesses and individuals with a wide array of resources.



OCWCOG was created by local governments and port districts within Linn, Benton and Lincoln Counties, and the Confederated Tribes of Siletz Indians. It is governed by a Board of Directors representing 25 member jurisdictions.



By pooling resources through OCWCOG, services to the public can be provided more cost effectively and efficiently. OCWCOG also serves as a forum for cross-jurisdictional cooperation.

Oregon law (ORS 190.010) authorizes OCWCOG to carry out, on behalf of our member governments, programs and services those governments might otherwise provide. Over the years, OCWCOG has assisted our members in a variety of areas from public safety, public health, and emergency preparedness to the suite of services that are described in the following pages.

SENIOR AND DISABILITY SERVICES

Long-Term Care Coordination

The Long-Term Care Program helps seniors and people with disabilities access financial, medical, and care resources emphasizing client choice, maximum independence, and cost effectiveness.



Case managers work with clients and families to develop a care plan and living arrangements appropriate for each individual.

OCWCOG provides a variety of related services including licensing adult foster homes, managing in-home care services, and offering support to family caregivers.

- **OCWCOG assists more than 10,000 seniors and younger people with physical disabilities with long-term care coordination per year.**
- **OCWCOG continues to participate in the development of the regional Coordinated Care Organization (CCO). The CCO seeks to improve medical care, reduce growth in medical costs, improve coordination between medical providers and improve patient health.**
- **The Hospital to Home (H2H) Care Transition Program was expanded to include both Lebanon and Albany hospitals. Recently discharged patients receive support to avoid unnecessary re-hospitalizations.**

Aging & Disability Resources Connections (ADRC)

The ADRC is a call center that connects seniors, people with disabilities, and their families to resources.

The ADRC has Options Counselors that assist community members with long-term care planning for themselves or a family member.

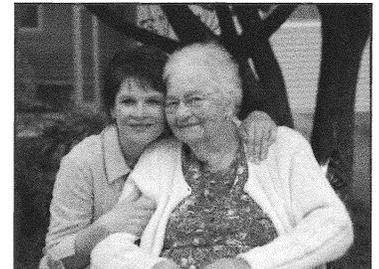


ADRC assists more than 11,000 area residents per year.

Adult Protective Services (APS)

OCWCOG provides support to vulnerable elders and persons with disabilities who are neglected or abused. Staff investigate alleged abuse, neglect, or exploitation and work with law enforcement and human service partners to ensure safety and ongoing well-being for seniors and people with disabilities.

OCWCOG staff investigates over 500 cases of abuse, neglect or exploitation per year.



Veterans Services

OCWCOG assists the 7,000 Benton County Veterans and their families with health care and other benefit applications.



The Benton Veterans office files new claims resulting in over \$12 million in benefits for veterans in our region.

SENIOR AND DISABILITY SERVICES

Healthy Aging Programs

OCWCOG is an active partner in a variety of initiatives to help older adults manage chronic conditions such as high blood pressure, arthritis, diabetes, and depression.



- **OCWCOG** participates in a University of Washington research project that explores how exercise stabilizes or improves cognitive function for people with Alzheimer's or other dementias.
- **OCWCOG** manages the **STEPS** program that offers training and support to people who employ a home care worker.

RSVP of Lincoln County

OCWCOG sponsors the Retired and Senior Volunteer Program (RSVP) of Lincoln County. Working with community agencies, the program provides services that include Medicare Benefits Counseling, Prescription Assistance, help with obtaining durable equipment and providing older adults in the community with a one-on-one Friendly Visitor Program.

- **Volunteers** give more than **70,000** hours to help **2000** seniors and **50** agencies.
- **Nearly 400** volunteers provide services valued at over **\$1.5 million**.



Meals on Wheels Programs

The Senior Meals Dining Room Program serves hot, nutritious noon meals to seniors in Albany, Brownsville, Mill City, Sweet Home, Lebanon, Corvallis, Lincoln City, Newport, Toledo, Waldport and Siletz.



The Meals on Wheels Program delivers meals to homebound seniors and disabled persons anywhere in the three-county area who are unable to get to a community dining room. OCWCOG is proud to be one of the few programs nationwide that offers two entrée options each day.

- The programs serves more than **180,000** meals per year.
- **Benton County** was added to the pet food delivery program which provides donated pet food for animal companions to those receiving home delivered meals.
- **OCWCOG** Provides nutritional education at meal sites.
- **OCWCOG** distributes community garden produce at dining sites.



TRANSPORTATION SERVICES

OCWCOG works to improve the region's transportation system through tracking emerging issues, service planning, and advocacy. OCWCOG also assists members and transportation service providers with transportation planning, grant writing, and management of funds. OCWCOG staffs several transportation entities and programs.

Regional Transportation Planning and Priority Setting

Cascades West Area Commission on Transportation (CWACTION) provides a regional forum for transportation dialogue and coordination for transportation investments.

Corvallis Area Metropolitan Planning Organization (CAMPO) is responsible for coordinated transportation planning and programming in Corvallis, Philomath, Adair Village and surrounding Benton County area.

- The CWACTION agenda includes changes to the State Transportation Improvement Program, prioritization of Connect Oregon IV projects, and the update of the Oregon Freight Plan.



Cascades West RideLine

RideLine coordinates non-emergency medical transportation for low income seniors, people with disabilities, and others receiving Medicaid services.



- RideLine coordinates over 75,000 rides per year.
- OCWCOG works with the new Coordinated Care Organization to plan for better integration of RideLine services with the new health care system.

Transportation Demand Management (TDM Program)

TDM supports carpooling, vanpooling and advocates for travel options. More than one million vehicle miles are saved annually through the vanpools serving the communities in our region. OCWCOG is the regional administrator for the State's online ride matching service, Drive Less Connect (DLC).

- Connecting Communities
- 15 routes / 51 vanpools
- Coordinating carpools
- Drive Less Connect
- Safe routes to School



Linn County Special Transportation

OCWCOG coordinates the Linn County Special Transportation Program that provides funding for and seeks to improve transportation for seniors and people with disabilities. OCWCOG works to implement the Coordinated Public Transit - Human Services Transportation Plan for Linn County.

- The program provides more than 180,000 rides per year.
- The program improved service by allocating \$800,000 in State grant funds to a dozen transportation providers.



COMMUNITY & ECONOMIC DEVELOPMENT

Economic Development

OCWCOG provides the region's economic development strategy, works on priority efforts under a regional action plan, and promotes coordinated economic development efforts.

OCWCOG supports local economic development initiatives through research, grant writing, project development and management, and technical assistance.

As the Cascades West Economic Development District, OCWCOG hosted 100 partners at a regional forum to consider how to accelerate innovation.



- 20 prime industrial sites were brought into the State's Site Certification Program.



- Our six-city industrial wetlands permit proposal was submitted for regulatory consideration.
- The Industrial Lands Preparedness/Wetlands Mitigation project was recognized by the Governor's Regulatory Streamlining and Simplification Program.

Business Lending

As part of our mission to stimulate investment and job growth, OCWCOG makes loans to new and expanding businesses that cannot obtain adequate bank financing.

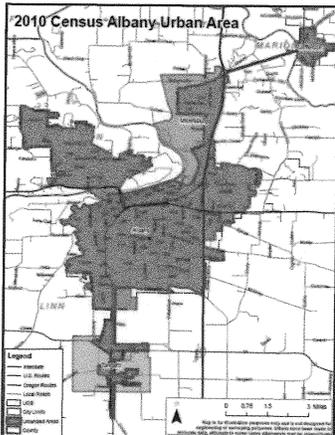


Current portfolio:
112 loans
\$32 million

- 6 loan funds for small businesses
- 775 businesses assisted
- \$100 million plus lent
- 4250 jobs created/retained

Planning Services and Facilities Development

OCWCOG provides goal setting, strategic and land use planning, and GIS services to our members.



OCWCOG helps the communities in our region plan for and develop water, wastewater and other public facilities. Our expertise includes grant writing, grant management, and labor standards monitoring.

For example:

- OCWCOG assisted Benton County with the CDGB-funded construction of the new Monroe Library.
- OCWCOG supported a multi-jurisdictional planning effort that became a new Metropolitan Planning Organization (MPO). The new Albany Area MPO includes Albany, Tangent, Millersburg, Jefferson, and portions of Linn, Benton, and Marion Counties.

TECHNOLOGY & ADMIN SERVICES

OCWCOG provides comprehensive technology services to local governments, districts and non-profit organizations throughout the region. Services range from assistance with network and telecom operations to full support and management of IT services including network design, web sites, computer purchasing, installation, and software. Specialized services such as custom police computers, library systems, and technology grant writing are also provided.

Technology Services hosts regional information technology forums for IT managers and staff throughout the region to share best practices and explore opportunities for cross-jurisdictional collaboration.

In addition to supporting programs within the Council of Governments, the OCWCOG administration team is available to assist our members and partners with human resources, finance, organizational management, and related services.

- **Technology Services completed an analysis of broadband services within the three-county region. The analysis will serve as the foundation for evaluating strategies to enhance regional broadband capacity and collaboration between member governments.**
- **OCWCOG provides technology support to ten member governments, a fire district and one non-profit supported by the Tech Services Team.**



MEMBER JURISDICTIONS

Cities of:

Adair Village, Albany, Brownsville, Corvallis, Depoe Bay, Halsey, Harrisburg, Lebanon, Lincoln City, Millersburg, Monroe, Newport, Philomath, Scio, Siletz, Sweet Home, Tangent, Toledo, Waldport, Yachats

Counties of:

Benton, Linn, and Lincoln

**The Confederated Tribes of Siletz Indians
and
The Port of Newport**

OCWCOG OFFICES

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