



## HUMAN SERVICES COMMITTEE

### Agenda

Tuesday, June 3, 2014  
2:00 pm

Madison Avenue Meeting Room  
500 SW Madison Avenue

- |                                    |  |
|------------------------------------|--|
| Discussion/ <b>Possible Action</b> | I. Social Services Allocations – Fiscal Year 2014-2015 (Attachment)  |
| Discussion/ <b>Possible Action</b> | II. Board and Commission Sunset Review: Committee for Citizen Involvement (Attachment)   |
| Discussion/ <b>Possible Action</b> | III. Board and Commission Sunset Review: Arts and Culture Commission (Attachment)  |
| Discussion/ <b>Possible Action</b> | IV. Board and Commission Sunset Review: Citizens Advisory Commission on Civic Beautification and Urban Forestry (Attachment)   |
| Discussion/ <b>Possible Action</b> | V. Council Policy Review and Recommendation: 97-4.09 "Guidelines for Free Use of Parks and Recreation Facilities" (Attachment) |
| Information                        | VI. Other Business   |

### **Next Scheduled Meeting**

Tuesday, June 17, 2014 at 2:00 pm  
Madison Avenue Meeting Room, 500 SW Madison Avenue

### **Agenda**

Council Policy Review and Recommendation:  
92-5.04, "Hate/Bias Violence"

## MEMORANDUM

DATE: May 23, 2014  
TO: Human Services Committee  
FROM: Ken Gibb, Community Development Director   
SUBJECT: Social Service Allocation Recommendations for FY 14-15

### Issue

The City of Corvallis has an agreement with United Way of Benton & Lincoln Counties to administer the allocation process for the City's FY 14-15 social service funding. This work includes review of agency proposals for funding by an allocation Granting Committee, with a recommendation forwarded for HSC review.

### Discussion

United Way has recently completed the granting process to provide funding recommendations for the City of Corvallis social service funding for FY 14-15. Twenty-one organizations submitted requests for thirty-four programs. An allocation granting committee made up of sixteen community volunteers participated in the process by reviewing proposals, conducting site visits/interviews with applicant programs, and making final funding recommendations.

While this review by the Human Services Committee follows the adoption of the City's FY 14-15 Budget, preparation of this report precedes the adoption. The proposed FY 14-15 Budget includes a total of \$350,900 in social service funding comprised of \$237,750 from the General Fund and \$113,150 from the Levy. United Way's Granting Committee's recommended allocations are included as Attachment A. The total recommended funding amount, including the United Way administrative charges, matches the proposed FY 14-15 Budget. Included in the recommendations are program descriptions from the agencies' applications along with the recommended amount from the Granting Committee. United Way will receive \$8,000 for administering the program, from allocation of funding through monitoring agency programs for compliance throughout fiscal year 2014-15. This amount reflects the change suggested by United Way last fall, to be paid a flat fee rather than 5% of the total amount applied in previous years. This change was based on their review of the actual cost for them to administer this program for the City.

### Recommendation

A motion to recommend to City Council approval of the allocations as presented by United Way (Attachment A) or as amended by this committee.

REVIEW AND CONCUR:

  
\_\_\_\_\_  
Nancy Brewer, Finance Director

REVIEW AND CONCUR:

  
\_\_\_\_\_  
James A. Patterson, City Manager



# City of Corvallis

## Social Service Grants

### 14-15 Funding Recommendations

As per our administrative contract, United Way has recently completed the granting process to provide funding recommendations for City of Corvallis Social Service funding for the 14-15 fiscal year. Twenty-one agencies applied for funding for thirty-four programs. Sixteen community volunteers participated in the process by reviewing proposals, conducting site visits/interviews with applicant programs, and making final funding recommendations.

This document contains the following components:

#### **Agency Requests and Committee Recommendations**

- List of applicant agency/programs
- Finalized Granting Committee funding recommendation(s)

#### **Program Descriptions**

The program descriptions and needs statements for each program were taken directly from the application for funding.

## Agency Requests/Recommendations

Agency	Program	Request	Recommend
ABC House	Child Abuse Assessment	\$20,000	\$10,000
Benton Furniture Share	Sustaining Client Services	\$15,000	\$10,000
Benton Habitat for Humanity	Home Repair Initiative	\$5,000	\$3,000
Boys & Girls Club of Corvallis	Clubhouse Subsidized Support	\$74,870	\$50,000
	Young Adult Dental Access	\$19,515	\$0
CARDV	Emergency Shelter Services	\$10,000	\$5,000
CASA	CASA Voices for Children Advocates	\$12,000	\$8,000
	Advocacy Center	\$2,000	\$2,000
Casa Latinos Unidos	Immediate-Need Services	\$14,400	\$14,400
Community Outreach, Inc	Integrated Shelter Services	\$60,000	\$45,000
	Health Services	\$50,000	\$35,000
	Mari's Place	\$50,000	\$15,000
	Homeless Prevention	\$20,000	\$5,000
Community Services Consortium	Linn Benton Food Share	\$37,000	\$32,000
Corvallis Community Children's Centers	Childcare Tuition Scholarship	\$61,600	\$20,000
	Emergency Tuition Scholarship	\$5,000	\$0
Corvallis Daytime Drop-In Center	Counselor	\$10,000	\$0
Corvallis Environmental Center	SAGE Food for Families	\$12,500	\$5,000
Corvallis Homeless Shelter Coalition	Men's Cold Weather Shelter	\$10,400	\$7,400
	Case Manager Men's Shelter	\$15,000	\$3,000
	Men's Shelter Food Insecurity	\$2,000	\$0
	Women & Children's Rental Assistance	\$9,850	\$5,000
	Case Manager WRAP	\$10,400	\$0
Heartland Humane Society	Emergency and Safe Housing	\$3,000	\$3,000
Jackson Street Youth Shelter	Emergency Shelter	\$25,000	\$20,600
	Transitional Living	\$10,000	\$0
Old Mill	Relief Nursery Outreach Services	\$13,000	\$10,000
	Mental/behavioral health BGCC	\$10,000	\$0
Presbyterian Preschool & Child Care Center	Tuition Assistance	\$8,000	\$8,000
RSVP/Linn-Benton Volunteers	Senior Peer Counseling	\$5,000	\$2,500

South Corvallis Food Bank	Emergency Food Boxes	\$13,000	<b>\$13,000</b>
Vina Moses	FISH	\$3,000	<b>\$3,000</b>
	Clothing & Household	\$3,000	<b>\$3,000</b>
We Care	We Care Financial Assistance	\$5,000	<b>\$5,000</b>
<b>Subtotal</b>			<b>\$342,900</b>

United Way (contract fee) Total      **\$8,000**  
**Total distribution**                      **\$350,900**

# Program Descriptions

The following section contains program descriptions from the applications.

## ABC House

### Child Abuse Assessment Program (requested \$20,000):

As the only Child Abuse Intervention Center for Benton County, ABC House provides child abuse assessment services to children, newborns to age 18, who are referred by law enforcement agencies, child welfare and the medical community when there are concerns of child sexual and/or physical abuse and neglect being perpetrated on Benton County children.

The Assessment Program provides three core services at no cost to families: 1) Physical exams and after-hours consultations by physicians who are specially trained to recognize and treat the signs of child abuse and neglect. The comprehensive head-to-toe medical examination includes a complete social and medical history. 2) Forensic Interviews by trained professionals; and 3) Support and Advocacy Services to help families cope with the discovery of abuse and understand steps involved in the assessment and investigation processes. Family Advocates help identify other family needs and issues, including counseling, domestic violence or housing, and connect them with local community service partners.

ABC House also seeks funds to address Corvallis SSF's priority to provide emergency services that help meet basic human needs for a child's safety and freedom from fear and violence, as well as provide acute physical health care in emergency situations. Findings from the medical exam and forensic interview are used by child protective services for safety planning to keep children safe from future harm. The investigation and testimony by forensic interviewers provide key pieces of evidence in criminal proceedings.

Recommendation  
\$10,000

## Benton Furniture Share

### Sustaining Client Services (requested \$15,000):

Sustaining Client Services to Target Populations through Furniture Delivery and Landfill Diversion program will be administered through the following three projects: BED for KIDS, Feeding Our Future and Furniture for Families in Crisis to individuals and families in need to ensure safety, health, comfort and quality of life and maintain current client services and help increase those services to our communities' crisis populations within Benton County. The program anticipated impact on our target population we are requesting support for is to ensure the safety, health, comfort and quality of life within Benton County. BEDS for KIDS, Feeding Our Future and Furniture for Individuals in Crisis projects is part of our on-going effort to provide furniture to 1,725 community members with the greatest need to promote self-sufficiency including homeless, elderly/frail, and any person(s) that suffers the consequences of social or economical detriments. This project will also preserve our environment by diverting 5,175 furniture and household items equating to 129.375 tons of REUSEABLE home furnishings from the landfill.

Recommendation  
\$10,000

## Benton Habitat for Humanity

### Home Repair Initiative (requested \$5,000):

The Home Repair Initiative (HRI) allows Benton Habitat for Humanity to further our mission to make decent homes achievable for everyone in our community by providing essential repairs for a lower-income population. Partnerships for essential home repairs are formed with qualified families who: live in Benton County; earn between 25% and 60% of HUD median income; have a repair need to maintain the safety or health of their home; and are willing to volunteer in some capacity on the home repair if physically able. In the process of the repair, volunteers and homeowners work side-by-side in equal partnership.

Cost is a large barrier to essential home maintenance for many low-income families. Through HRI, families are given a “hand up,” not a hand-out. The homeowner pays back the cost of the repair with a zero-interest loan, which is kept affordable by utilizing volunteers and in-kind donations. The loan payments go back into our HRI fund and help cover the up-front costs of future projects. In some cases of extreme need, we cover all project costs.

Benton Habitat for Humanity partners with other nonprofit and community organizations such as the City of Corvallis, 211-info, and Love, INC to identify families in need. This has helped HRI reach populations who have the greatest need for repair but don't qualify for other services. The HRI program is managed by a committee of volunteers and staff. The committee is responsible for project assessments, construction site logistics, and project evaluation.

Recommendation  
\$3,000

## **Boys & Girls Club of Corvallis**

### **Clubhouse Subsidized Support and Transportation (requested \$74,870):**

The Boys & Girls Club of Corvallis (BGCC) provides the only affordable afterschool care in Corvallis for families who cannot afford licensed or in-home childcare. For nearly 300 days of the year, BGCC provides a safe and supervised place for 853 youth from 2:30pm-6:30pm, statistically the most troublesome hours for young people. We provide a safe place for afterschool activities, 600 daily meals, access to dental care, and transportation to transitional/homeless youth, and youth facing poverty. Children we serve do not have the same opportunities as their peers for many reasons: transportation, participation fees, single parent households, poverty, working parents who have less time to spend with children. We serve low income families with 71% of club parents making less than \$45,000 per year. Without this affordable service, they would be unable to maintain their jobs, advance their education, and transition to financial stability and self-sufficiency. The alternative, sending children home to an empty house, is not only worrisome but illegal for children under 10 years old. Though we charge only \$25 for membership, the cost to serve a child is much higher. The Club must raise the remaining balance annually to keep our doors open, and the current economic climate makes this a constant struggle. BGCC's continuity of services provides consistency for youth who experience disruptive transitions.

Recommendation  
\$50,000

### **Adult Dental Services (request \$19,515):**

At the Johnson Dental Clinic, we provide free emergency, maintenance, and preventive dental care to people in need. Since 2008, we have provided more than \$3,000,000 worth of free dental services and completed over 8000 dental screenings. Located in the Boys & Girls Club of Corvallis, we are the only free children's dental clinic in Benton County. Our volunteer dentists and staff provide over 1200 hours of dental service annually. Funding will allow us to provide 12 College Student Days, purchase needed equipment, provide for 1 hygienist, and support our volunteer coordinator. Our partnership with the Benton County Health Department provides scheduling and dental office support.

Our program increases access to dental care for uninsured young adults. Modeled after our successful strategy to reach youth and their parents, we plan to extend more services to uninsured young adults, treat their dental crises, and transition their dental care to a preventive care model. Our dental clinic provides both emergency services and preventative services such as regular cleanings. We also educate our patients to increase long term oral health with practices patients can follow at home. Our program also meets United Way's income priority. Households that face poverty can't absorb dental emergency costs into their limited budgets. By alleviating these unexpected costs, we will prevent young adult debt and resulting income burden.

Recommendation  
\$0

## Center Against Rape & Domestic Violence – CARDV

### Emergency Shelter Services (requested \$10,000):

The Center Against Rape and Domestic Violence (CARDV) provides emergency confidential shelter to survivors of intimate partner violence, sexual violence and stalking in Corvallis. Many of the survivors who are accessing CARDV's shelters are at immediate risk of further violence by their partner if they stay in the relationship and are often unable to leave their home unless they have access to a safe and confidential place to stay.

CARDV's shelter is accessible to survivors 24-hours a day, every day of the year. Transportation to shelter is provided 24-hours a day, ensuring that survivors are able to leave their home any hour of the day. There are 16 beds and two cribs available in CARDV's two shelters located in Corvallis. When CARDV's shelters are full, local motels are used to provide shelter to survivors on a short term basis until space in the shelter opens up or the survivor is able to relocate to another safe place.

While in shelter, survivors work on meeting goals to become self-sufficient. CARDV helps survivors reach their goals by providing referrals to community organizations. These referrals allow the survivor to access resources and support in the community. Survivors are provided with information about the dynamics of intimate partner violence, sexual assault and stalking while in shelter to increase education in order to better understand the violence they experienced and reduce their likelihood of continuing to experience one of the aforementioned forms of violence.

Recommendation  
\$5,000

## CASA-Voices for Children

### CASA Voices for Children (requested \$12,000):

CASA-Voices for Children recruits, trains, assigns, and technically supports community volunteers as Advocates for abused and neglected children. Children who are victims of abuse and neglect suffer long-term effects in emotional, behavioral and social development; impacting their ability to learn and form attachments. They are significantly more likely to drop out of school, depend on public assistance, become homeless, engage in criminal activity and become the abuser.

Volunteers attend extensive trainings to ensure each child has a voice within the legal system and their needs are being met. Judges consider Advocates the "eyes and ears of the Court" and value their thorough and un-bias reports and recommendations.

#### Investigating

- Talking to everyone involved with the child
- Reviewing court, DHS, police, medical, educational and assessment documents

#### Facilitating

- Working with parties to identify, recommend and ensure services for the physical and emotional wellbeing of the child.

#### Monitoring

- Tracking progress to ensure a child receives services and makes progress
- Tracking parents' progress to ensure lifestyle changes are made to ensure the safety and well-being of their child

#### Advocating

- Advocates are often the only constant in the child's life while they are in care; typically two years
- Visiting the child at least monthly
- Focusing on the best interest of the child, ensuring they do not get lost in the system

Funding allows CASA to continue to provide evidence-based, unduplicated and unique services to abuse and neglected children.

Recommendation  
\$8,000

**Advocacy Center (requested \$2,000):**

The Advocacy Center is a space for CASA-Voices for Children, our advocates, and community partners to meet with children and teens in a confidential setting and hold meetings and trainings related to child advocacy. There are two sections of the center; one is specifically themed to provide a secure setting for children who have experienced fear and violence associated with child abuse and the other is to inspire at-risk youth to make the transition to healthier lifestyles.

Increasing collaboration between community partners is a major area of focus for the Advocacy Center. The Center was co-designed, painted and decorated by CASA and Jackson Street Youth Shelter's Youth Advisory Board.

At-risk teens and children who are victims of abuse and neglect suffer long-term effects in emotional, behavioral and social development; impacting their ability to learn and form attachments. They are significantly more likely to drop out of school, depend on public assistance, become homeless, engage in criminal activity, and repeat the cycle of abuse. The Center fills an important gap in services for abused and at-risk youth in Benton County does not have another easily accessible, confidential, no-charge, and child-friendly space available for reaching out and providing support to these children and teens.

The storage area of the Center is also utilized to store clothing, toys, school supplies and more for children and foster families. Increased storage has allowed CASA to keep these supplies on-hand and therefore allowed us to provide these items to children and families on a consistent basis.

Recommendation  
\$2,000

**Casa Latinos Unidos de Benton County**

**Immediate-Need Services (requested \$14,400):**

Casa Latinos Unidos de Benton County (CLUBC) responds to the needs of people with limited English skills who interact with different sectors of society and contribute to the wealth of the community with their work in spite of their language limitations; yet because they lack information, and cultural and linguistic understanding, they have difficulties accessing services and support. CLUBC provides vital functions for this population to access basic-need services.

First-generation, migrant Latinos face many challenges resulting from unfamiliarity with the English language and common procedural practices of living in the USA. Interacting with social service agencies, courts, landlords, employers, doctors, and financial institutions for instance, often leaves them confused, and at worse, marginalized and unable to respond effectively to pressing issues of every day's life. CLUBC mediates in these circumstances, providing information and communication that is vital for individuals in hardship circumstances.

Our clientele trust our organization with their stories, personal matters, and issues of concern. CLUBC facilitates their access to information by: reading the forms to them in a language they understand and helping them fill these forms out. We provide contact information for social service agencies, organizations, and individuals who can further assist them as appropriate, and we make calls on their behalf while assisting them with language and communication needs so that they complete official protocols as required. By facilitating Latinos' access to information, our organization contributes to empowering people and helping them to remain self-sufficient, productive members of our community.

Recommendation  
\$14,400

**Community Outreach, Inc.**

**Integrated Shelter Services (requested \$60,000):**

Integrated Shelter consists of three types of shelter: Emergency, Temporary and Transitional. Drop-in Emergency Shelter is available for families with children from 7 p.m. until 8 a.m. Clients receive bedding,

food, use of shower and kitchen facilities, and hygiene supplies. Clients stay in safety and out of the elements for as long as needed regardless of sobriety as long as their behavior is appropriate.

Temporary Shelter is available to single men, women and families on a first come, first served basis for up to two weeks. These clients are given shelter space upstairs and a place to store their belongings without having to check in each day. In order to assure the safety of other clients, they are asked to remain clean and sober. This period of time allows them the opportunity to consider their options and is the gateway to Transitional Shelter. Approval for Transitional Shelter is based on the client's desire to participate in the program. In Transitional Shelter, a client is assigned a case manager, who will serve as a mentor, and help the client establish goals and create action plans based on the individual's needs. Clients may receive behavioral health treatment (drug and alcohol treatment and/or mental health treatment services); medical or dental care; and life skills classes. If the client has children he/she may receive preschool childcare and parenting classes.

The goal of the Transitional Housing Program is to assist homeless clients to become self-sufficient and productive community members.

Recommendation  
\$45,000

**Health Services (requested \$50,000):**

We provide behavioral, dental and physical health care services to homeless and low-income community members who do not qualify for the Oregon Health Plan or who cannot afford private health insurance. Medical services include clinics for physical exams and treatment; clinics for diabetes education, physical therapy, gynecological and psychiatric services. Clients are also referred to specialists, as needed, and receive lab and radiology tests and formulary prescriptions at little to no cost. Through the Linn-Benton Community College Dental Assistant program and Advantage Dental, we also provide basic dental care services one or two times per month, based on need and availability of services. These clinics are vital to community members who otherwise might not receive dental or medical care due to lack of insurance.

COI's Behavioral Health services include onsite Alcohol and Drug (A&D) Treatment Programs offering state-certified outpatient and intensive outpatient services to adult men and women who are suffering from alcohol and drug addiction. We also offer Domestic Abuse Intervention and Prevention which teaches victims to develop safety plans and to create boundaries in their lives. Abusers are taught other means to express frustration and anger. Mental Health services are provided to clients who are able to manage their mental illness with outpatient care if they are in need of psychiatric medication and have historically been medication compliant.

Recommendation  
\$35,000

**Mari's Place (requested \$50,000):**

Mari's Place is a state-licensed day care program that gives priority to children of working families residing in our shelter and to very low income families who cannot otherwise afford child care. Mari's Place can accommodate up to 18 children from 6 weeks to 5 years of age. The nature-based program is focused on natural and eco-friendly materials. Children are encouraged to participate in a variety of activities designed to establish positive feelings about themselves and the world around them. Preschool children are encouraged to set goals, to talk about their feelings as they learn how to recognize them, and to learn how to interact with other children. The setting is physically and emotionally safe and nurturing and provides age-appropriate physical and mental stimulation which sets the stage for school success.

Parents, with children enrolled in Mari's Place, take parenting classes and are asked to volunteer for at least an hour per week, where they have an opportunity to observe healthy communication between adults and children and to learn about normal developmental stages of children. Many parents with children at Mari's Place have low income jobs and external life stressors. The general chaos of life greatly impairs these parents' ability to understand or fulfill their parenting duties.

Parents learn "best practice" parenting techniques and gain ideas of how to interact more positively with their children. Both parents and children are able to show emotional growth through the program offered by Mari's Place.

Recommendation  
\$15,000

**Homeless Prevention (requested \$20,000):**

Both city and county governments are united in the desire to prevent homelessness. This program would offer several integrated supportive services aimed at keeping vulnerable people in their homes.

The first level of support would be the Crisis Intervention, Information, and Referral Line that is manned by phone 24 hours a day, seven days a week and with walk-in services Monday-Saturday from 8 am-9 pm. This service has been providing assistance to individuals in crisis for forty-three years and the social service assistants who take these calls are very skillful at talking callers through crisis and providing them with resources that will help alleviate their situation.

Another resource that the program will provide is the distribution of food from our Community Food Pantry. For individuals or families experiencing food insecurity the ability to receive food boxes to help bridge the gap is a life saver.

We will offer direct client assistance by providing transportation, and limited monetary assistance for needed services such as the cost of obtaining identification cards, Furniture Share delivery fees, rental application fees or other minor financial barriers to self-sufficiency.

The Community Services Coordinator will provide Case Management Services to clients in need of supportive assistance. The Community Services Coordinator will provide administrative oversight for the Benton County Adult Services Team and provide administrative oversight for the Homeless Oversight Committee, thus assuring coordination of efforts among agencies that can provide assistance to susceptible community members.

Recommendation  
\$5,000

**Community Services Consortium**

**Linn Benton Food Share (requested \$37,000):**

Linn Benton Food Share is the Regional Food Bank serving 74 non-profit agencies in Linn and Benton counties. City of Corvallis funds will pay a portion of the salaries need to distribute 905,000 pounds of food to 20 non-profit agencies in Corvallis. The funds will make it possible for Food Share to solicit, transport, store, allocate, distribute, and deliver this food to our member agencies in order to ensure that food is available for any Corvallis resident seeking help. These agencies include emergency food pantries, soup kitchen, shelters, congregate meal sites and gleaning groups.

Recommendation  
\$32,000

**Corvallis Community Children’s Center**

**Childcare Tuition Scholarship (requested \$61,600):**

“Child care is an increasingly difficult financial burden for working families to bear,” said Lynette M. Fraga, Ph.D., Executive Director of Child Care Aware® of America. “Unlike all other areas of education investment, including higher education, families pay the majority of costs for early education. Families are finding it impossible to access and afford quality child care that does not jeopardize children’s safety and healthy development.” Oregon ranks dead last in affordable childcare and Benton County ranks highest cost in Oregon. Research has shown that childcare expenses have increased over the last couple of years 13% while wages have decreased by 9%. Directors of child care centers have experienced a 20% increase in costs because of payroll, food, and utility costs. Enrollment at Corvallis Community Children’s Centers (CCCC) plummeted from 2008-2010 because of unemployment in the Corvallis area. In 2011 enrollment began increasing but the families enrolling were also enrolling at Oregon State University (OSU) and Linn Benton Community College (LBCC) to transition from unemployment to a new career. These new students have young children and recognize the need for quality early child hood education which increases their monthly expenses without increasing their income. The student families are working toward being independent and the ability to financially support their families but without the CCCC/City of

Corvallis- Social fund grant - they resort to taking out larger student loans to help them pay for care. The social services assist these student families in paying for the increasing cost of child care.

Recommendation  
\$20,000

**Emergency Tuition Scholarship (requested \$5,000):**

"Child care is an increasingly difficult financial burden for working families to bear," said Lynette M. Fraga, Ph.D., Executive Director of Child Care Aware® of America. "Unlike all other areas of education investment, including higher education, families pay the majority of costs for early education. Families are finding it impossible to access and afford quality child care that does not jeopardize children's safety and healthy development." Oregon ranks dead last in affordable childcare and Benton County ranks highest in Oregon. Research has shown that childcare expenses have increased over the last couple of years 13% while wages have decreased by 9%. Directors of child care centers have experienced a 20% increase in costs because of payroll, food, and utility costs. CCCC has families who request assistance with the high expense of tuition who are employed in Corvallis by businesses that pay minimum wage or under \$11.00/hour, have lost their job or experience some type of financial emergency. These parents recognize the need for quality childcare but cannot afford it because their copay increases, they lose their job or a financial emergency comes up. The additional expenses can add up and often make it impossible for the parent to continue with care. Corvallis Community Children's Centers, Inc. is requesting a \$5000 Emergency Tuition Grant through the City of Corvallis social service/transitional fund for childcare expenses.

Recommendation  
\$0

**Corvallis Daytime Drop-In Center**

**Counselor (requested \$10,000):**

Our counseling program provides skilled responses to issues that can impact a person's safety and freedom from fear and violence. The therapeutic relationship at the CDDC begins with presence, the presence of our counselor. The second step is knowing/using the visitor's name. Knowing a person's name expands relationship. This beginning leads to trust, vital for the therapeutic process of change. Learning bits and pieces of people's lives through stories is the next step. Listening and asking questions about what led them here today is vital. Listening for both their needs and skills is part of the joining process. Our counseling model begins with professional, therapeutic presence, inviting people to interact informally and to develop trust over time. The current counselor is a licensed clinical social worker (LCSW) and certified alcohol and drug counselor (CADC III). The hours will depend upon funding. Some people want to know where to find a meal, a new pair of socks, how to find work or where to shower. Some people ask questions about the legal system or where to receive medical help. Some people ask where they can volunteer. Some want help with Drug Court Assignments. Can you help me work AA Second Step? What is the Pastoral Counseling Center? I've been sober three days, what happens on day four? Do you think going back to school will be helpful? At the CDDC our counselor asks and answers many questions, points the way for some and invites others to sit and talk.

Recommendation  
\$0

**Corvallis Environmental Center**

**SAFE Food for Families (requested \$15,000):**

The SAGE Food for Families program partners with emergency food distribution and social service agencies in Corvallis to provide fresh vegetables to the low-income individuals and families they serve. The Food for Families program is centered around the SAGE garden, the Corvallis Environmental Center's 1-acre production garden located in Starker Arts Park. The SAGE garden produces 3-4 tons of vegetables that are distributed year-round to local food pantries, feeding sites, and other agencies serving vulnerable populations in Corvallis. Three or more times per week during the majority of the year, and weekly in the winter, vegetables from SAGE are delivered to partner agencies.

For the agencies we work with, these donations are crucial to supplying families facing food insecurity with nutrient-rich, healthy food. The South Corvallis Food Bank estimates that SAGE provides 50% of the

produce they give away, and as a result of donations from SAGE, Food Bank clients are allowed to pick up produce weekly in addition to their monthly food box. Stone Soup, Corvallis' free meal program serving primarily the homeless, calculates that SAGE provides approximately 90% of the fresh vegetables used in the meals they serve at their downtown Corvallis feeding site. Our growing number of partner agencies includes Parent Enhancement Program, Old Mill Center for Children & Families, and Jackson Street Youth Shelter.

The SAGE Food for Families program gets nutrient-rich foods to our community's neediest, helps families to close their food gap, and augments and strengthens the services available for families and children.

Recommendation  
\$5,000

## **Corvallis Homeless Shelter Coalition**

### **Men's Cold Weather Shelter (requested \$10,400):**

Need: The City of Corvallis and the Oversight Committee of the Ten -Year Plan to End Homelessness have identified the need for a permanent Men's Shelter as a goal for the coming year. This urgency is due to the community awareness of the pressing need for services to the homeless. The Corvallis Homeless Shelter Coalition completed its third homeless shelter count in December 2010. The first in 2008 was to set the baseline for the Ten-Year Plan. The second in 2009 was to check the reliability of the process and reporting information. The third count in 2010 was done at request of the County Commissioners and was to measure changes since 2008. The total numbers have remained similar (around 150),

The Program and Population The Cold Weather Men's Shelter benefits chronically homeless men. Guests must be over 18 years old. Some characteristics of the men served may include the following: unaccompanied individuals, homeless for a year or more or multiple times over a several year period, disabled by addiction, mental illness, chronic physical or disability or developmental disability, frequent, histories of hospitalization, unstable employment, and incarceration.

The program, the Men's Cold Weather Shelter is a five-month service to 42 chronically homeless men starting on November 1st and ending on March 31st. The shelter is open every night at 7PM. The men leave the shelter at 7AM. 42 homeless men have access to basic human needs as emergency services.

This year we have served 135 unduplicated individuals, with one month more.

Recommendation  
\$7,400

### **Men's Cold Weather Shelter Case Manager (requested \$15,000):**

Recently the City of Corvallis has initiated a tactical action team to address concerns of downtown merchants. The homeless individuals we know and care for can be best approached and helped by our outreach worker. We are cognizant of the needs of the homeless and have resources we can immediately provide while we redirect behavior. The Corvallis Homeless Shelter Coalition Outreach Worker interacts directly with people who are chronically homeless or near homelessness in the Corvallis community. The Outreach Worker has formed strong partnerships with this population and works intensively to solve high priority issues. The outreach worker has connected individuals to medical and/or mental health services, substance abuse help, available vocational programs, housing resources, counseling and/or other appropriate resources. The outreach worker assists homeless in applying for SSI/SSDI disability benefits. Last year over one thousand unduplicated homeless or near homeless utilized the Men's Cold Weather Shelter Daytime Drop-In Center and Stone Soup Meal Sites. These sites along with Partners Place a Corvallis Homeless Shelter Coalition Housing 'First Facility' and homeless camps in Corvallis and Benton County are the places our Outreach Worker begins to engage our clients. Corvallis Homeless Shelter Coalition's mission is to create a sustainable solution for homeless in Corvallis and Benton County. Corvallis Homeless Shelter Coalition is the 'first responder' to the homeless in our community. Our goal is to do outreach as a way to save lives and resources by reducing the burden and cost of homelessness on our jails, hospital, and community spaces.

Recommendation  
\$3,000

**Men’s Cold Weather Shelter Food Insecurity (requested \$2,000):**

3.9-million emergency meals were served at soup kitchens and shelters in Oregon last year Corvallis Homeless Shelter Coalition serves 12,600 of those meals at the Men’s Cold Weather Shelter. Nightly we have 42 homeless men who enter our shelter. Some have not eaten in 48 hours. The City of Corvallis and the Oversight Committee of the Ten -Year Plan to End Homelessness have identified the need for a permanent Men’s Shelter as a goal for the coming year. This urgency is due to the community awareness of the pressing need for services to the homeless. The Corvallis Homeless Shelter Coalition is committed to harm reduction and because of that we recognize that without nutritious meals some of our clients’ health is at peril. Much of the food comes from Linn Benton Food Share. The population we serve is impoverished with income below 30 % of the medium income in Corvallis. The population the Cold Weather Men’s Shelter benefits are chronically homeless men. Guests must be over 18 years old. Some characteristics of the men served may include the following: unaccompanied individuals, homeless for a year or more or multiple times over a several year period, disabled by addiction, mental illness, chronic physical or disability or developmental disability, frequent, histories of hospitalization, unstable employment, and incarceration. The program is a five-month serving 42 chronically homeless men starting on November 1st and ending on March 31st. Basic human needs including food are provided as an emergency need.

Recommendation  
\$0

**Women and Children’s Housing Program (requested \$9,850):**

The Women’s and Children’s Housing Program provides permanent housing to homeless and near homeless women and children. The program provides support, advocacy and case management services to homeless women and families, with a special emphasis on helping chronically homeless individuals’ access and stay in affordable housing.

The need is large and unaddressed. Carolyn Hinds the Corvallis 509J Homeless Student Coordinator reports that her program has identified 180 individual students who have inadequate housing, defined as homeless or doubled-up families. The number of families in Corvallis who are on TANF at the present time is 238. These families include 600 children. The Oregon KIDS COUNT reports that 15.2% of the children in Benton County live in Poverty.

The need is exacerbated by the lack of low-income housing. Jim Moorefield Executive Director of Willamette Neighborhood Housing in a talk to the City Club of Corvallis and the Oversight Committee for the Benton County Ten -Year Plan to End Homelessness said that the affordable rental vacancy rate in Corvallis is 3%. The concurrence of a shortage of affordable housing and 15.2% of children in poverty is families that cannot pay the increased rents demanded in our community.

Our solution to the problem is to offer a small rent stipend, \$200, and a program which includes case management, and advocacy for a short period of time – up to a year. Our goal is to prevent families with children from falling into homelessness, to keep children in their local home school, make families self-sufficient.

Recommendation  
\$5,000

**WRAP Case Manager (requested \$10,400):**

The Women’s and Children’s Housing Program provides permanent housing to homeless women and children. The program provides support, advocacy and a .5 FTE case managers services to homeless women and families, with a special emphasis on helping chronically homeless individuals’ access and stay in affordable housing. The need is large and unaddressed. Carolyn Hinds, Corvallis 509J Homeless Student Coordinator reports that her program has identified 180 individual students who have inadequate housing, defined as homeless or doubledup families. The number of families in Corvallis who are on TANF at the present time is 238. These families include 600 children. The Oregon KIDS COUNT reports that 15.2% of the children in Benton County live in Poverty. The need is exacerbated by the lack of low-income housing. Jim Moorefield Executive Director of Willamette Neighborhood Housing in a talk to the City Club of Corvallis and the Oversight Committee for the Benton County Ten -Year Plan to End Homelessness said that the affordable rental vacancy rate in Corvallis is 1%. The concurrence of a shortage of affordable housing and 15.2% of children in poverty is families that cannot pay the increased rents demanded in our community.

Our solution to the problem is to offer a small rent stipend, \$200, and a program which includes case management, and advocacy for a short period of time – up to a year. Our goal is to prevent families with children from falling into homelessness, to keep the children in their local home school, make families self-sufficient.

Recommendation  
\$0

## **Heartland Humane Society**

### **Emergency and Safe Housing Program (requested \$3,000):**

It is an unfortunate fact that domestic violence and animal abuse often coincide. Sometimes, these occur simultaneously and in some instances the animal abuse is the method of spousal control and violence. As difficult as it is for a person to leave a violent relationship and enter a shelter, the decision can be made more painful when a beloved pet is left behind. Some people will choose to stay with the abuser and the pet rather than seek necessary shelter.

Similarly, people who have lost their homes may choose to stay in a car or on the streets because they are unable to keep their pets. At the Mario Pastega House, some people have declined their services and delayed medical treatment because they did not have care for their pets. Others drove hours each day to continue caring for their pets.

The Emergency and Safe Housing Program serves clients of the Center Against Rape & Domestic Violence (CARDV), Mario Pastega House/Samaritan Regional Health Center, Community Outreach, Inc. (COI), and inclement weather shelters, and the American Red Cross.

Owners sign a contract with Heartland so their pets can be cared for and receive necessary vaccinations and veterinary care while the owner receives services from partner programs. Owners can visit their pets daily and when they are back on their feet the pet is returned to them.

Recommendation  
\$3,000

## **Jackson Street Youth Shelter, Inc.**

### **Emergency Shelter Ages 10-17 (requested \$25,000):**

Our Emergency Shelter program provides safe, stable housing and services for runaway and homeless youth ages 10-up to 18. Shelter stays can range from a few hours to up to 21 days. Most youth who are served by this program need a safe place to be and services while they resolve a family crisis or turmoil with their caregivers. While we are able to help youth reunite with their caregivers, some youth enter emergency shelter but move on to our transitional living program if there is no hope of their situation being resolved. We provide an environment based on federal guidelines for a Basic Center Program which includes the following:

- A safe, stable environment, with 24-hour structured supervision by qualified, caring adults.
- Healthy meals and snacks; personal hygiene products; clothing and shoes, if needed.
- Access to medical care and other essential services
- Individual case management
- A plan to reunite the youth with the family (if appropriate), along with support services such as family mediation.

In all of our programming, we use best practices in our field to care for youth who often face significant challenges because of past experiences. Our staff utilize Trauma-Informed Care and Life Space Crisis Intervention to help youth feel safe and learn problem-solving skills. Staff are also trained in suicide prevention, Positive Youth Development, and other approaches in order to achieve our goal of meeting each youth's individual needs, which is key to the success of our programs.

Recommendation  
\$20,600

**Transitional Housing for At-Risk Youth (requested \$10,000):**

The Transitional Living Program serves runaway and homeless youth ages 15-20 who do not have a suitable home to go back to. Transitional youth are most often homeless because their caregivers have refused to allow them to come home or abandoned them, they may have chosen to leave home because of abuse or neglect or economic reasons, or they may have “aged out” of the foster care system with few resources or skills for living life on their own. They have limited access to education and jobs and are at much higher risk for engaging in risky behaviors such as drug abuse and survival sex.

The Transitional Living Program includes long-term shelter (up to 18 months) at our house near Corvallis High School (for youth ages 18-20) and at our emergency shelter (for youth under 18). We also offer basic needs such as toiletries and food supplies, case management services, life skills classes, educational support and more to help youth achieve their goals toward establishing a successful independent life.

Recommendation  
\$0

**Old Mill Center for Children and Families**

**Relief Nursery Outreach Services (requested \$13,000):**

Relief Nursery is a child abuse prevention and intervention program whose mission is to help build strong and resilient families while keeping children safe. This program works with some of the most at-risk families in Benton County with children birth through age six. Core services include therapeutic classrooms focusing on socialemotional well-being and development of children; home visiting, designed to meet parents where they are; parenting education, helping break generational patterns of abuse and neglect; resource closet for emergency food, clothing and such items as diapers and wipes; transportation assistance, increasing accessibility of services; and resource and referral, recognizing that families may need services outside the scope of what Relief Nursery can provide.

Families not served through the therapeutic classrooms are served through Outreach Services. Outreach provides the intervention services necessary through home visits to assure that children are meeting developmental milestones that meet the goal of kindergarten readiness; parents are accessing the services needed to maintain safe housing and have adequate food and child supplies; access needed child care or preschool; and access the additional services needed to remain a stable and attached family.

Recommendation  
\$10,000

**Preventative mental/behavioral health services for children/families at BGCC (requested \$10,000):**

The preventative mental and behavioral health services for children and families at Boys and Girls Club of Corvallis will provide a range of services, including

- In depth and situational training for club staff in supporting children and teens who have experienced trauma, children and teens who have behavioral challenges, children and teens experiencing mental illness and children and teens with potential suicide risks
- Immediate assistance to children and adolescents who are members of the club and who experience mental health challenges at the club
- One on one assistance for children and adolescents who have behavioral or mental challenges when needed
- Therapeutic groups for children to build social skills that will enhance children’s ability to be safe and thrive
- Training for parents both individually and as part of group training and parent events that involve children and their parents

Services will be delivered by trained mental health professionals who are experienced working with children and teens. They will work alongside staff at Boys and Girls Club.

Outreach to parents and parent engagement will be an important part of the work as parents play a significant role in a child’s success when working with mental and behavioral challenges.

Recommendation  
\$0

## **Presbyterian Preschool & Child Care Center**

### **Tuition Assistance Program (requested \$8,000):**

The Presbyterian Preschool and Child Care Center (Center) is a 72-space state licensed facility, open Monday - Friday, from 7:00 a.m. - 5:30 p.m. year round. Through the Tuition Assistance Program, the Center's mission is to reduce the financial barrier by providing subsidized childcare service hours for families with at-risk infants and children through prekindergarten residing in Benton County. Parents or guardians receiving the funds are eligible when they are participating with social services if homeless, in job training, in seeking employment or are entering the workforce with limited resources (i.e., housing and/or transportation). At-risk infants of teenage parents without family support are accepted when referred by a collaborating agency for assistance and enrolled in school. The families are typically referred to the center by multiple service agencies including, Parent Enhancement Program, 509J Corvallis School District Family Outreach Advocate, CARDV or OSU Family Services. The subsidized tuition is paid in sliding-scale percentage increments using the current federal poverty guidelines from 100% up to 275% of monthly income based on family size. The grant will provide funding for new, nonduplicated children entering the program during the 2014-2015 funding cycle. The average funding support would subsidize tuition fees for the first six months.

The experienced teaching staff concentrate on integrating struggling families into a supportive yet structured educational environment. When attending, a child's basic needs of shelter, nutritious food, and safety are met. The children enjoy a diverse community of cultures with a philosophy of inclusion for every child's ability to learn.

**Recommendation**  
**\$8,000**

## **RSVP/Linn-Benton Volunteers**

### **Senior Peer Counseling (requested \$5,000):**

Benton County Mental Health Department recognized that few senior citizens actively seek help for 'rough spots' in their lives. To seek a remedy for this problem, the Senior Peer Counseling (SPC) started in 1999 as collaboration between RSVP and Benton County Mental Health. RSVP's role in the partnership is administrative – volunteer recruitment, setting up the 36 hours of training for the volunteers, promoting the program (brochures, presentations), receiving the calls for service referrals, supporting the volunteers and mental health professionals, and recognizing the good works of the volunteers.

The goal of the SPC project is to improve the mental and emotional well being of persons 55 and older. An aging population typically encounters more losses in life, resulting in potential for isolation, depression, and despondency. SPC can help clients "re-engage" in life through listening skills and resource sharing. The client's referral is received at RSVP offices; next a mental health professional interviews the referred person to determine the suitability for a paraprofessional volunteer. At the weekly meetings, the clients are matched with the volunteer deemed most appropriate, according to a number of factors such as personality, life experience, etc. Confidentiality is essential, as is trust between peers and clients.

**Recommendation**  
**\$2,500**

## **South Corvallis Food Bank**

### **Emergency Food Boxes (requested \$13,000):**

The South Corvallis Food Bank provides emergency food boxes to low-income households in south Corvallis. As a member agency of Linn Benton Food Share (LBFS), we acquire food through them and distribute it from our site in south Corvallis. We provide at least a five-day supply of food once each month to anyone who meets the low-income requirements as designated by the USDA. We supplement the USDA and LBFS provisions with food donated by individuals, organizations, businesses and with produce from the SAGE Garden Project. We provide recipes and advice on how to prepare the food to help clients move towards better nutrition and better food stability. We expect to provide emergency food

boxes for 13424 individuals in FY2014-15, with the average client visiting 3.8 times during the year. We expect to serve 3511 nonduplicated individuals.

Recommendation  
\$13,000

## **Vina Moses Center**

### **FISH (requested \$3,000):**

FISH Emergency Services mission is to improve the quality of life of families and individuals by providing financial assistance when all other resources have been depleted. The program assists with rent, utilities, medical needs and transportation to low-income families and individuals in Benton County. Our clients include families with children, individuals, people with disabilities, seniors, single parents, homeless and working poor.

Recommendation  
\$3,000

### **Clothing & Household (requested \$3,000):**

The Vina Moses Center provides clothing and household items to low income families and individuals in Benton County. Clothing and household items are donated by members of our community and distributed by volunteers and staff at the Center. Once a year we purchase new shoes, socks, underwear and school supplies for children returning to school from summer break. In December we provide food and gifts to help with the Holidays and extra food when the children are home from school. Our clients include infants, school age children, people with disabilities, seniors, single parents, homeless and the working poor. We serve more than 3,500 families each year. There is no cost to our clients.

Recommendation  
\$3,000

## **We Care**

### **We Care financial assistance (requested \$5,000):**

"We Care Financial Assistance" is the only project our organization has. It provides funding for Benton County families who have a short-term financial emergency that is not covered by other programs. A staff member of the Community Services Consortium (CSC) screens applicants for We Care grants. She receives their applications, checks their information and summarizes it, without client's name, for the We Care board for its weekly meeting. Priority for funding increases when the following are present: children, an eviction notice or utility shut-off notice, a chance to house a homeless family or return the utility to a household, a loss of income that is not self-caused, a first-time recipient, and ability to become financially sustainable. We write checks to the vendor (for example, landlord). We receive funding from our 20 member faith communities; an annual fund-raising letter; other donations from individuals, businesses, foundations, and other community organizations; and our endowment with the Benton County Foundation (4.7% of 2013 income, 3.2% in 2012). A 3-year gift of \$1000/month ended during 2013. During 2013, our CSC screener took 894 calls inquiring about We Care, up 20% from 2012; of those, 172 were referred elsewhere. We approved 280 of the 344 applications the Board considered (half with children). Our grants supported primarily housing (76%) and utilities (17%). We occasionally pay for storage unit rent, medical bills, and, when necessary to find or keep employment, car repairs and insurance, telephone bills, training and identity cards.

Recommendation  
\$5,000

Memorandum

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**Date:** May 27, 2014  
**To:** Human Services Committee  
**From:** Ken Gibb, Director, Community Development Department   
**Re:** Committee for Citizen Involvement Sunset Review

**I. Issue:**  
Corvallis Municipal Code 1.16.400 requires a sunset review of each commission once every four years.

**II. BACKGROUND**  
Municipal Code 1.16.400 requires that the Committee for Citizen Involvement be automatically repealed in the event that City Council does not expressly authorize the continuance of the Commission. In accordance with Municipal Code 1.16.425, the Committee for Citizen Involvement is scheduled by ordinance to be repealed on June 30, 2014. The City Council shall determine whether there is a continuing public need for the Committee for Citizen Involvement. If the City Council finds there is a public need, the Committee for Citizen Involvement may be re-established for a period of four years.

**III. DISCUSSION**

The Committee for Citizen Involvement (CCI) was established as an entity separate from the Planning Commission by Ordinance in 1998 (Ord. 98-45) and by Municipal Code Section 1.16.310 **Committee for Citizen Involvement**. This section of the Code states that the Committee is comprised of nine members and is charged to:

- a) Provide information to citizens regarding opportunities to become involved in land use process and decisions;
- b) Develop educational materials to promote greater understanding of land use issues;
- c) Evaluate programs and procedures used to promote citizen involvement in land use planning;
- d) Advise on processes by which land use decisions are made; and
- e) Act as a resource for staff and other Advisory Boards and Commission regarding citizen involvement activities.

The CCI has been on hiatus in 2013 and early 2014. The Committee has been down several members due to resignations and in some cases there has been a lack of response from CCI members who remain on the CCI roster. Considering that situation and in light of the 2013-14 City Council goal focusing on citizen engagement including a review of the roles of citizen volunteers, it was determined advisable that new CCI appointments not be made by the Mayor until the Public Participation Task Force (PPTF) makes recommendations related to the Council's public participation goal. Therefore, CCI meetings have not been scheduled pending the PPTF review and recommendations.

The PPTF final report that will be presented to the City Council on June 2, 2014, includes a recommendation that current CCI be sunset and that the CCI charge be incorporated into the proposed new Community Involvement and Diversity Advisory Board.

Staff recommends that the sunset review of the Committee for Citizen Involvement be put on hold until the City Council acts on the PPTF recommendations, specifically the formation of the new citizen advisory body and the corresponding sunset of the CCI.

#### **IV. REQUEST**

Staff requests that HSC review the above information and make a recommendation to the City Council.

#### **Review and Concur**



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Jim Patterson, City Manager

# MEMORANDUM



**To:** Human Services Committee  
**From:** Karen Emery, Director Parks and Recreation Department  
**Date:** May 20, 2014  
**Subject:** Sunset Review – Arts and Culture Commission

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**Issue:**

The Arts and Culture Commission is scheduled to sunset June 30, 2014. Review by the Human Service Committee and City Council is needed for re-authorization.

**Discussion:**

Municipal Code Section 1.16.336 Arts and Culture Commission, states that the Commission shall consist of nine (9) voting members appointed by the Mayor, comprised to represent the diverse community. One member shall serve on the Public Arts Selection Commission.

The Commission shall advise the Council in all matters pertaining to Arts and Culture, ensuring that Arts and Culture are a civic priority. See the attached Municipal Code for further detail.

The Commission was created in December, 2010. Since that time it has:

- Developed materials for *Where It's At* and distributed to the arts and culture community, describing how to use the Tourism website;
- Created a publication with current venue contact information;
- Held a grant writing workshop for artists;
- Created and hosted an annual networking event for the arts and culture community for three years;
- Created Corvallis Arts For All (CAFA) program that links low income residents to performing arts;
- Solicited a contractor to determine the economic value of arts and culture in Corvallis;
- Listened and responded to a variety of residents who attended visitor propositions;
- Invited community arts and culture representatives to Arts and Culture meetings to hear agency updates.

Their current goals are:

1. Promote increased communication and collaboration in the arts and culture community and increased awareness and access in the entire community.
2. Demonstrate and communicate the economic impact of arts and culture to City Council and recommend a strategic plan for the City.

Their future activities include:

- Complete a strategic plan;
- Implement recommendations that come from the strategic plan;
- Continue to promote the CAFA program;
- Continue the annual networking event;
- Explore strengthening ties with other city's Arts and Culture organizations;
- Investigate the value of integrating the Arts organizations the City supports in some way with the Arts and Culture Commission;
- Explore ways to collaborate with OSU;
- Investigate implementing a percentage of the cost of municipal building for public art and cultural enrichment;

The Commission discussed potential overlap with the Public Arts Selection Committee (PASC) at their April 16, 2014 meeting. The Commission currently has a liaison on PASC. The Commission discussed that public arts selection could be performed by a subcommittee of the Commission comprised of people with art expertise and with the charge to evaluate, review, and select public art. With that said, during PASC sunset review in 2012, PASC recommended continuing.

There were no other responsibilities identified to add to the Commission other than the possibility of public art selection.

**Recommendation:**

The Commission recommended continuance of the Arts and Culture Commission to implement the items listed above. Staff concurs and recommends further discussion of combining PASC with the Arts and Culture Commission as a subcommittee.

**Review and Concur:**



James A. Patterson, City Manager

Attachments: 2012 PASC Sunset Review  
Municipal Code 1.16.336



# MEMORANDUM

**To:** Human Services Committee  
**From:** Karen Emery, Director  
Stephen DeGhetto, Assistant Director  
**Date:** May 1, 2012  
**Subject:** Sunset Review – Public Art Selection Commission

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**Issue:** The Public Art Selection Commission (PASC) is scheduled to sunset in June 2012.

**Background:** The Commission was established in 1998. The Commission is charged with executing the selection and placement of public art consistent with Council Policy 98-4.12 Public Art Selection Guidelines.

Since its last review, the Commission's activities have included the following accomplishments:

- Reviewed public art proposals including
  - Hanging glass mobile for the Library
  - Mosaic on the Arts Center Wall
  - Water color Mandala in Fire Station 1
  - Leaf impression pavers for The Arts Center Plaza
  - Hand crafted quilt for the Library
  - Bicycle art proposal
- Currently working on inventory of public art and location criteria.

**Discussion:** The Municipal Code Section 1.16.315 Public Art Selection Commission, which is attached, applies to the membership, term and specific charge of the Commission.

The Commission met on April 19, 2012 and discussed its future role and possible work plan activities of the Commission. The Commission sees its role as assisting the City Council and ultimately the community to oversee the selection and placement of public art. Its approach is to advise City Council, as proposals are presented to the City. In addition, they see the Commission as the only recognized group who have the specific expertise to advise the City Council regarding public art selection and placement. They anticipate that the Council's need for the Commission's expertise to fulfill this service will continue into the future.

The Commission also discussed its role and relationship with other Boards and Commissions. The members feel there is a significant difference between their role and that of newly-formed Arts and Culture Commission. Members feel they bring unique expertise to the community through PASC. PASC's role of coordinating the review, selection and placement of public art is very different from promoting arts and culture in the community. The permanence of public art requires a commission with diverse backgrounds and skills for public art selection. The PASC

believes it will continue to fulfill a function that no other Board or Commission has expertise to provide to the Council.

The members would also like to continue to be engaged in all matters related to permanent public art selection and placement, located either in or around the exterior or interior of public buildings and city-owned land as well as public art financed through public and /or private funding.

**Recommendation:** Staff recommends continuance of the Public Art Selection Commission to meet the objectives of the Municipal Code Section 1.16.315.

Review and Concur:

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James A. Patterson, City Manager

Attachment:

MC Section 1.16.315 Public Art Selection Commission

**Section 1.16.336 Arts and Culture Commission.**

- 1) An Arts and Culture Commission is hereby created for the City.
- 2) The Commission shall consist of nine (9) voting members appointed by the Mayor.

Appointments to the Commission should be selected to represent the diverse nature of the community. One member shall serve on the Public Arts Selection Committee. Membership will be selected from the following fourteen categories, recognizing that members may represent multiple categories:

- a) Literary arts
- b) Visual arts
- c) Performing arts
- d) Patrons of the arts
- e) Venues
- f) Cultural heritage
- g) Art education
- h) General cultural interests
- i) General citizens-at-large
- j) Fairs and festivals
- k) Emerging artists
- l) Oregon State University
- m) Cultural expression of diversity
- n) Business/economic vitality

3) The Commission shall advise the Council in all matters pertaining to Arts and Culture, ensuring that Arts and Culture are a civic priority. Such matters shall include, but not be limited to, the following:

- a) Recommend policies and advise and propose strategies regarding Arts and Culture for approval by the City Council.
- b) Promote outreach to and solicit involvement of the community to advocate, to inform and engage citizenry, and to demonstrate the economic impact of Arts and Culture.
- c) Collaborate with other governmental agencies, volunteer organizations, non-profit, for-profit and City-related organizations in the advancement of Arts and Culture planning and programming to build capacity, enhance educational opportunities and ensure comprehensive communications.
- d) Advise on development of Art and Culture facilities, programs and improved City services.
- e) Develop a comprehensive Arts and Culture vision and strategic plan for the City.
- f) Recommend and support financing alternatives and resources for Arts and Culture.

4) The functions of the Commission may be accomplished using subcommittees, task forces, or stakeholder committees.

5) Initial appointment. Commissioners shall serve the following terms: one year for 3 members, two years for 3 members, and three years for 3 members.

(Ord. 2010-02 §1, 02/01/2010)



# MEMORANDUM

**To:** Human Services Committee  
**From:** Karen Emery, Director Parks and Recreation *KE*  
Jude Geist, Parks Operations Supervisor *JG*  
**Date:** May 20, 2014  
**Subject:** Sunset Review – Civic Beautification and Urban Forestry Commission

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**Issue:**

The Civic Beautification and Urban Forestry Commission (CBUF) is scheduled for sunset review in June 2014.

**Discussion:**

The Municipal Code Section 1.16.320, Citizens Advisory Commission on Civic Beautification and Urban Forestry, which is attached, applied to the membership, term and specific charge of the Commission. The Commission was reevaluated by City Council in 2010. Per Administrative Policy, Boards and Commissions are to be reviewed every 4 years.

CBUF's Mission is "Making Our City Beautiful and Growing Our Urban Forest"

Staff sought the Commission's feedback and observations regarding this review at its May 8, 2014 meeting. The following are the findings of this review.

**1. Accomplishments and activities since 2010**

CBUF is an active commission that has developed a multiyear goals and objective work plan. The following are examples of what they accomplished the past four years. See Attachment 2 for a more complete listing.

- The Heritage Tree Program was adopted by the City of Corvallis, Oregon State University and Benton County in 2013. Nine trees have been dedicated as heritage trees.
- Developed the Neighborhood Stewards Manual and supported the implementation of the first tree planting project following the Neighborhood Tree Steward model.
- Provided educational outreach on urban forestry and civic beautification topics at the Farmers Market, Spring Garden Fair, Fall Festival, and various other events
- Supported staff in achieving Tree City USA awards each year.
- Advised staff on tree removal requests.
- Community engagement through the spring "Beauty Grows Here" yard sign recognition.
- Supported downtown tree well and beautification area cleanups.

**2. The Commission members have identified goals to achieve through a number of action items over the next four years. See Attachment 3 for more details.**

- Develop educational materials and provide continuing educational outreach at community events and functions.
- Assist with the implementation of the Neighborhood Tree Steward Program.
- Support staff in activities to maintain Tree City USA status.
- Update the list of CBUF projects and accomplishments.
- Develop City policies that promote CBUF's mission including a "Tree for a Fee" and an "Assessed Value" policy.
- Develop a funding plan; implement Fall Festival Bulb Sales to supplement the Civic Beautification Grants program.

**3. Shared responsibilities with other Boards and Commissions**

- Coordinate activities with Historic Preservation Advisory Board or related groups for tree designations & preservation efforts.
- Continue supporting the Capital Improvement Projects subcommittee with Parks, Natural Areas & Recreation Board (PNARB).
- Coordinate with the Bicycle Pedestrian Advisory Commission on interrelated projects and policies.

**4. Responsibilities that may be added to the 'charge' of the Commission.**

None noted.

**Recommendation:**

With the concurrence of the Commission, staff recommends that the Commission continue its work as an Advisory Commission to the City Council.

**Review and Concur:**



James A. Patterson, City Manager

**Attachments:**

1. Section 1.16.320 Citizens Advisory Commission on Civic Beautification and Urban Forestry charter
2. Commission Accomplishments 2010-2014
3. Goals and Objectives 2010-2014

**Section 1.16.320 Citizens Advisory Commission on Civic Beautification and Urban Forestry.**

- 1) An advisory Commission on Civic Beautification and Urban Forestry is hereby created. The Commission shall advise Council on matters relating to the planting, maintenance, preservation, and removal of community trees and landscape beautification.
- 2) The Commission shall consist of 9 community members appointed by the Mayor with at least the following number of members from the profession or interests listed below:
  - a) One (1) Certified Arborist.
  - b) One (1) Landscape Architect, Landscape Contractor, Nursery Industry.
  - c) One (1) Garden Club or Plant Societies.
  - d) One (1) Member of the Downtown Landscape Review Board, Downtown Corvallis Association or Madison Avenue Task Force.
  - e) One (1) Property/business owner, development/building contractor.
  - f) Four (4) Citizens-at-large, who have expressed an interest in Civic Beautification, Urban Forestry, or who have a connection to the educational system.
- 3) Initial appointment. Commissioners shall serve the following terms: one year for 3 members, two years for 3 members and three years for 3 members.
- 4) The Mayor may appoint a representative from Oregon State University to serve as a non-voting liaison to the commission to assist in enhancing communication between the University and the City related to Civic Beautification and Urban Forestry matters.
- 5) The Commission shall advise Council on matters concerning Urban Forestry, landscape beautification and related resources on City-owned lands and in the community-at-large including, but not limited to the following:
  - a) Review policies, Municipal Ordinance, and Land Development Code pertaining to landscapes and trees. Make recommendations to Council concerning amendments necessary to promote current standards for preservation, planting, removal and maintenance of trees and vegetation.
  - b) Assist in the investigation, development and implementation of a long range plan for the selection, care, conservation, and enhancement of trees and landscapes on public property and the community-at-large. This Commission shall participate in the monitoring, evaluation, review and update of the plan as needed.
  - c) Assist in the development of criteria for a voluntary Heritage/Landmark tree designation on public and private lands within the City.
  - d) Coordinate and recommend projects that serve as community demonstration areas and further the mission of Civic Beautification and Urban Forestry.
  - e) Review proposed expenditures from the Civic Beautification Trust established by the City.

Recommend to the City Manager which projects and programs should be funded by the trust in each fiscal year.

(Ord. 2004-01 § 1, 01/05/2004; Ord. 2002-05 §2, 03/04/02)

CBUF ACCOMPLISHMENTS  
2010-2014

**Arbor Month Activities (2001 – present)**

- Tree City USA designation and Growth Awards (2002 – on going)  
Tree City USA 13 years
- Proclamation & Awards with Mayor and City Council
- “Tour of Trees” – Guided tree walks through Central Park and OSU campus
- Display at Footwise window

**Planting Projects and Beautification Projects**

- Hayes Avenue Tree Planting – First Neighborhood Tree Steward planting project (2012-2013)
- Support Downtown tree well and beautification area spring cleanup (2012-2014)
- Initiated Central Park volunteer outreach for landscape maintenance (2013 – Present)
- Weed and clean-up beautification areas around town

**Community Events**

- Corvallis Fall Festival (2002-2011) (Booth is returning in 2014)
- Madison Avenue Task Force’s Spring Garden Festival (2002 – Present)
- Farmers Market (2010, 2011, 2014)
- Benton County Master Gardener Association’s “Insights into Gardening” (2003-2011)

**Planning**

- Support the implementation of the Urban Forestry Management Plan
- Review of IVPM Program (2012, 2014)
- Initiated discussion to develop a “Tree for a Fee” policy and an “Replacement Value” Policy
- Advised staff on a Public Works proposed Rain Garden Project on Country Club Drive
- Parks and Recreation Staff & CBUF work with Public Works, Community Development, PW Engineering, and Neighborhoods regularly
- Advised staff on ROW tree removal requests

**Education and Outreach**

- Initiated a brief 5-10 minute educational presentation to the beginning of CBUF meetings
- Awards for excellence in landscaping “Beauty Grows Here” (2007-2014)
- Developed the Neighborhood Tree Stewards Manual

- Heritage Tree Program adopted by City of Corvallis, Benton County, and OSU (2013)
- Designated inaugural class of Heritage Trees (2013)  
(Avery Park Walnut - Located in Avery Park, J.C. Avery Walnut – Located on ODOT ROW, Magruder Hall Oak - Located on OSU Campus, Bezell Memorial Forest Oak - Located on County Property.
- Designated second class of Heritage Trees (2014)  
(Included 3 trees and two groves)

### **Partnerships**

- Pacific Corp & Consumer Power
- Oregon State University
- Madison Avenue Task Force
- Master Gardeners
- School District
- Benton County
- Corvallis Garden Club
- Businesses
- Neighborhood Groups and Associations
- Public Works Department
- City Boards and Commissions
- Non-profit groups

## **CIVIC BEAUTIFICATION URBAN FORESTRY COMMISSION GOALS / OBJECTIVES 2014**

### **Mission Statement:**

Protect, enhance and expand the City's Public Landscapes and Urban Forest.

### **Vision Statement:**

CBUF is recognized in Oregon as an innovative and dynamic organization that has been successful, through volunteer and staff efforts, in creating one of the most beautiful communities in Oregon and in growing and maintaining one of the healthiest and most complete urban forests in the Northwest.

The CBUF program is viewed by the City Council and by citizens as a very important part of city government, and it is adequately funded to maintain a vibrant, robust program. The Parks and Recreation Department and the CBUF Commission are very successful in obtaining grants, donations, and in-kind support from private organizations, foundations, and nonprofit organizations.

Corvallis has a long-standing, accurate, and frequently updated urban forestry master plan and inventory of street trees, public landscaped areas, and significant natural features which is used by staff, the commission and citizens to maintain, improve and enhance our natural and man-made environment. The City has detailed policies and ordinances that support and enhance the CBUF vision and mission.

The City, OSU, and other organizations have created an integrated beautification and urban forestry education and outreach program that includes walking tours, educational brochures, and classroom education programs.

CBUF has an active and very successful volunteer recruitment and retention program that provides support and resources to related programs and efforts. There is an active, involved corps of urban landscape and forestry volunteers who keep track of the urban forest and landscaped areas in their neighborhoods, and who work with City staff to maintain and enhance their quality.

The City, the County, OSU, and other organizations have developed collaborative programs that enhance the urban forest and landscaped areas in the city on the OSU campus and in the ex-urban Corvallis area. The City (CBUF Commission), the County, the Greenbelt Land Trust, state programs, and other organizations coordinate and work together in planning, developing, and implementing programs that enhance natural features, forest resources and landscapes in the urban fringe and in open spaces outside the city.

*(words to think about when tweaking the vision statement - sustainability, visual diversity, growing urban forest, visibility and public involvement, beautification, health, environment, ecology, involve all ages to invest in future generations, appropriate plantings, influencing people's perspectives and awareness, carbon offset, water-wise)*

### Recommended Projects to Focus on 2014-2015

- SIF (Sustainability Initiative Fees) – work with staff to continue implementing program
- TCUSA (Tree city USA) –
- Heritage Trees Program – Promote

### Goals:

- Plantings and projects
  - Protect and nourish the growth of the urban forest.
  - Offer opportunities for appropriate plantings.
  - Invite the public to participate in tree and landscape plantings.
- Education and Outreach
  - Increase volunteer and citizen involvement in and support of CBUF activities and programs.
  - Develop and implement programs, projects and materials that improve public awareness and demonstrate the relationships between plant communities, landscapes and trees.
  - Encourage healthy and diverse landscape and tree plantings.
  - Increase awareness of the contribution that trees and landscapes make to the welfare of our city and its residents.
- Planning and funding
  - Advocate and look for funding sources for CBUF activities.
  - Develop and promote policies and ordinances for consideration by the City Council and other City Departments.
  - Maintain the health of the endowment.
  - Organize long-term big picture projects.

### Major task list:

- 1) Cultivate, maintain and develop partnerships (Ongoing)
  - a. Pacific-Corp (list of infrastructure friendly trees)
  - b. Master Gardener's
  - c. City/County
  - d. Non-profits
  - e. OSU
  - f. Service groups
- 2) Continue working with ongoing programs / projects / program development
  - a. Programs and plantings
    - i. Tree planting
    - ii. Neighbor Woods
    - iii. Concrete to Trees
    - iv. Neighborhood Urban Forester
    - v. Waterwise Pesticide-Free maintenance program
    - vi. Heritage Tree Program
    - vii. Invasive species removal (Ivy Broom League)
  - b. Education and outreach (Active community efforts – **in bold**)
    - i. CBUF booth and displays

1. **Farmer's Market (04-19-2014, 09-06-2014)**
2. **Fall Festival (Bulb Sales)**
3. **Birkenstock window (March 18-30, 2014)**
4. **Fall Garden Tour (Tree Tags)**
5. Insights into gardening
6. Earth Fair
7. Spring Garden festival
- ii. Brochures
  1. Specific to tree care (Updated XXXX)
  2. Know your trees / tour (Updated XXXX)
  3. CBUF brochure (Updated XXXX)
  4. Neighborhood Tree Stewards Manual (Updated 2013)
- iii. Archives and documentation
  1. PowerPoint presentation (David Sandrock's)
  2. Accomplished tasks
- iv. Build a strong, interactive website
- 3) Organize long-term, big-picture projects
  - a. Urban Forestry master plan
  - b. Landscape / beautification master plan
  - c. Maintain and update our strategic plan (mission, vision, and goals)
  - d. End-of-year evaluation of tasks.
- 4) Develop policies in city government that promote CBUF's mission
  - a. Develop standards regarding city responsibility for planting, care and replacement of street trees
  - b. Develop partnerships and policies to enhance water quality
  - c. Review and revisit existing ordinances
    - i. Trees in historic districts
    - ii. Street tree ordinance
    - iii. Urban forestry master plan
    - iv. Invasive species
- 5) Establish Long-term, Sustainable Funding
  - a. Budget (1 year / 10 year)
  - b. Check with other cities and districts to get ideas
  - c. Develop funding partnerships (see Task 1)

# MEMORANDUM



To: Human Services Committee  
From: Karen Emery, Director *KE*  
Stephen DeGhetto, Assistant Director *SD*  
Date: May 20, 2014  
Subject: Guidelines for Free Use Policy Review-Council Policy/CP 97-4.09

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**Issue:** This policy establishes guidelines regarding exemptions from paying fees for the use of City Parks and Recreation Facilities. It is the purpose of this memo to inform the City Council of the completion of the triennial review of the Guidelines for Free Use, as required by Council Policy CP 97-4.09.

**Background:** This policy provides guidelines for staff to evaluate requests from the public for free use of its facilities; i.e., picnic shelters, community rooms, sports fields. Based on the established City Council financial policies, identified park facilities have an established use fee and all user requests are charged in accordance with the cost recovery methodology. Any fee waiver granted to a user must follow the Policy Exemption guidelines, as stated in Council Policy 97-4.09.023.

**Discussion:** The City is often asked to provide free use of its facilities for social gatherings, networking or citizen training activities. Staff regularly references Council Policy 97-4.09 for processing free use requests. Three criteria are applied, per the policy, to determine if the group is exempted from paying fees:

- a. City of Corvallis sponsored or co-sponsored events, meetings, or activities. Co-sponsored activities must be verifiable through a signed agreement or Memorandum of Understanding.
- b. Arrangements executed through a separate agreement involving the use of City Parks and Recreation facilities.
- c. Benton County, a tax-supported agency, as long as they reciprocate with free use of County facilities to the City.

Staff has revised the policy language to reflect suggested changes originating from the HSC meetings held on February 4 and April 8, 2014.

**Recommendation:** Human Services recommend to City Council revisions to Council Policy #97-4.09 be approved as revised.

## Review and Concur

  
\_\_\_\_\_  
Nancy Brewer, Finance Director

  
\_\_\_\_\_  
James A. Patterson, City Manager

## Attachments:

1. Council Policy #97-4.09-Revised
2. Free Use Request Form

CITY OF CORVALLIS

COUNCIL POLICY MANUAL

POLICY AREA 4 - LEISURE AND CULTURAL ACTIVITIES

CP 97- 4.09      Guidelines for Free Use of Parks and Recreation Facilities

**Adopted May 27, 1997**

Affirmed December 21, 1998

Affirmed June 19, 2000

Amended January 22, 2002

Amended December 2, 2002

Amended December 20, 2004

Amended March 19, 2007

Amended April 6, 2009

Amended February 22, 2011

**Amended June xx, 2014**

4.09.010      Purpose

To establish guidelines in the review, approval, and exemption from paying fees for use of City Parks and Recreation facilities. This policy provides a methodology to permit free **or reduced-cost** use, where appropriate, while optimizing the generation of **fee-based revenue in addition to non-property tax revenue** to financially support the ongoing facility operation **as described in the Cost Recovery Methodology, adopted in 2012.**

4.09.020      Policy

The Parks and Recreation Department operates recreation facilities which are available to the public. These facilities are used for a variety of recreation programs, community events, meetings, classes, and social gatherings.

Fees are charged for the use of these facilities to help defray the cost of operations and maintenance of the facilities. The following are guidelines for reviewing requests for exemptions from payment of fees.

## Council Policy 97-4.09

### 4.09.021     Definitions

Permit	An application form issued or authorized by the Parks and Recreation Department for use of a Parks and Recreation facility.
Parks and Recreation Facilities	All buildings, parks, <b>natural areas</b> , structures, roads, playing fields, swimming pools, and picnic areas which are operated and maintained by the Parks and Recreation Department.
Fee	A payment for the use of parks and recreation facilities, used to defray costs of maintaining the facility.
<b>Benefit</b>	<b>The degree to which programs and services positively impact the public (may be individual or community-wide) or, in other words, the results of the programs and services. The National Recreation and Park Association defines the benefits of Parks and Recreation as:</b> <b>Socialization</b> <b>Healthy Lifestyle - life-long wellness</b> <b>Economic Development and Vitality</b> <b>Environmental Stewardship</b>

### 4.09.022     Guidelines

All users ~~must~~ pay to use Parks and Recreation facilities, according to the Council adopted ~~fee schedule~~ **cost recovery methodology**. The only exemption to paying a fee is outlined in Section 4.09.023 Exemptions. Any user wishing to be exempt from paying a fee for the use of Parks and Recreation facilities must complete the Request for Free Use form and receive approval from the Parks and Recreation Director. An exemption to paying a fee for each facility use may be authorized for a period of up to ~~one year~~ **three months**. A user ~~must~~ is required to reapply for exemption for each use ~~year~~. **The intended use must be providing a program or service that has considerable benefit to the community as defined in the Cost Recovery methodology.** Any violation of any of these requirements by the exempted user may jeopardize any future consideration of fee waivers.

## Council Policy 97-4.09

### 4.09.023 Exemptions

With a current approved Free Use Agreement, the following are exempt from paying a fee. All reservation permits must still be completed for each reservation.

- a. City of Corvallis sponsored or co-sponsored events, meetings, or activities. Co-sponsored activities must be verifiable through a signed agreement or memorandum of understanding.
- b. Arrangements executed through a separate agreement involving the use of City Parks and Recreation facilities.
- c. Benton County, a tax-supported government agency, as long as Benton County also provides free use of its facilities to the City.
  1. Each department within the County must complete a separate Free Use Agreement.
  2. Only official, tax-supported departments or divisions of Benton County will qualify; it is not sufficient to have "Benton County" in the name of the group to qualify for free use.
- d. ~~Users granted free use may not extend those privileges to any other person or agency, including clients, customers, partners, or vendors without specific written approval from the City.~~

### ~~4.09.024 Time Frame~~

~~Exempted users granted free use can only reserve a facility three months in advance, unless negotiated otherwise in mutual agreements.~~

### 4.09.025 Other

- a. The Parks and Recreation Department reserves the right to remove any or all rooms, buildings, or park areas from free use, if the use will result in a loss of revenue to the City because there is public demand to rent the facility.
- b. Free **or reduced-cost** use is intended for **programs or events business purposes only that are directly related to the applicant's mission and City Council core values of diversity, citizen involvement, sustainability, and cost efficiency.** Therefore, only activities similar to the daily operations of the user

## Council Policy 97-4.09

are appropriate (i.e., business meetings, conferences, business retreats). Luncheons, dinners and picnics (excluding scheduled meal breaks during business meetings), dances and parties, even for the benefit of employees or clients, **that** contain a social element ~~which is~~ are not appropriate for free use. Such events do not qualify for free use even when scheduled in combination with a business event.

- c. The Parks and Recreation Department and other City departments have priority use of facilities.
- d. At the Senior Center, senior activities have priority use, per Council Policy 91-4.03.
- e. Users are responsible for setup and cleanup, damage to the facility, and, when required, liability insurance.
- f. A user requesting free use must sign an anti-discrimination agreement included on the Request for Free Use form.
- g. An approved Free Use Agreement will not exempt the user from fees for services that are normally associated with use, or that have a financial impact on the City's ability to honor the free use request. Examples include building attendants for after-hour use, or unusual or additional staff, supplies, etc. needed to accommodate or support the request.
- h. Users are required to give ~~one week~~ **two weeks** prior notice in the event of a cancellation **to facilitate rebooking** of the facility ~~use~~ reservation.
- i. Free use is a courtesy that may be revoked at any time.
- j. **Users granted free use may not extend those privileges to any other person or agency, including clients, customers, partners, or vendors, without specific written approval from the City.**
- k. **Exempted users granted free use can only reserve a facility three months in advance, unless negotiated otherwise in mutual agreements.**

## **Council Policy 97-4.09**

### 4.09.026     Appeals

The decision of the Parks and Recreation Director can be appealed to the City Manager or designated representative. The decision of the City Manager or designated representative is final.

### 4.09.030     Responsibility for Review

The Parks and Recreation Director will prepare the Council Policy review **every three years for Council approval.** ~~at a minimum triennially, beginning in October 1998, or when needed, and will make recommendations to the City~~ **Council Manager.**



**Request must be received 10 business days prior to your event**

**City of Corvallis Parks and Recreation Department  
Free Use Request for Parks and Recreation Facilities**

Requesting Organization: \_\_\_\_\_ Today's Date: \_\_\_\_\_

Organization Description (check one):

- Non-profit, tax exempt status designation (**attach copy of IRS Form W-9**)
- Benton County/City of Corvallis (**attach proof of co-sponsorship**)
- School District 509J
- Business
- Individual

Organization Representative (print name): \_\_\_\_\_  
*First* *Last*

Mailing Address (print): \_\_\_\_\_  
*Street or P.O. Box*

\_\_\_\_\_ *City* \_\_\_\_\_ *State* \_\_\_\_\_ *Zip*

Daytime Contact Number: (\_\_\_\_\_) \_\_\_\_\_

Briefly describe the activity for which you are requesting free use of a facility:

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Date(s) & time(s) requested: \_\_\_\_\_

Expected attendance: \_\_\_\_\_ Will an admission fee be charged?  Yes  No

Attach the appropriate completed permits:

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> Parks         | <input type="checkbox"/> Corl House    | <input type="checkbox"/> Sound                          |
| <input type="checkbox"/> Field         | <input type="checkbox"/> Tunison       | <input type="checkbox"/> Alcohol                        |
| <input type="checkbox"/> Pool Facility | <input type="checkbox"/> Senior Center | <input type="checkbox"/> Non-designated Area<br>Alcohol |

Do you have a pre-existing facility use agreement with City of Corvallis/Parks and Recreation (attach copy)?  Yes  No

**Anti-Discrimination Agreement:** The organization agrees not to discriminate on the basis of race, religion, sex, color, national origin, family status, marital status, sexual orientation, age, source of income, or mental or physical disability during the course of this agreement.

**Damage:** The organization agrees to be responsible for any and all damage to any facility used under this agreement, and to be responsible for set up and clean up of any facility related to the agreed upon use.

**Liability Waiver:** The organization agrees to hold harmless and indemnify the City of Corvallis, Oregon from any and all liability for injury to persons or property occurring as a result of this activity.

**Signed:** \_\_\_\_\_

**Date:** \_\_\_\_\_

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### For Office Use Only

1. Organization meets the basic eligibility requirements for a fee exemption?

Yes  No

How? \_\_\_\_\_

2. Are permits approved for the dates and times requested?  Yes  No

3. Will the City incur extra costs (i.e., additional staff time) if this fee exemption is granted?  Yes  No

If "yes", approximately how much additional cost and for what? \$ \_\_\_\_\_ for

\_\_\_\_\_

4. What is the projected rental value of the facility use (at the non-profit rate, if available)? \$ \_\_\_\_\_

5. The recommendation regarding this rental fee exemption is:

Approved. Reason: \_\_\_\_\_

Denied. Reason: \_\_\_\_\_

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**Facility Administrator's Signature**

**Date**

Department Director Review:

1. This application for an exemption of rental fees is:

Approved. Reason: \_\_\_\_\_

Denied. Reason: \_\_\_\_\_

2. Additional direction to staff: \_\_\_\_\_

\_\_\_\_\_

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**Department Director's Signature**

**Date**

**HUMAN SERVICES COMMITTEE  
SCHEDULED ITEMS**

ATTACHMENT 1  
Rec'd from  
Councilor York  
6/3/14

**May 29, 2014**

MEETING DATE	AGENDA ITEM
June 3	<ul style="list-style-type: none"> <li>• Social Services Allocations - Fiscal Year 2014-2015</li> <li>• Boards and Commissions Sunset Reviews:               <ul style="list-style-type: none"> <li>• Committee for Citizen Involvement</li> <li>• Arts and Culture Commission</li> <li>• Citizens Advisory Commission on Civic Beautification and Urban Forestry</li> </ul> </li> <li>• Council Policy Review and Recommendation:               <ul style="list-style-type: none"> <li>• 97-4.09, "Guidelines for Free Use of Parks and Recreation Facilities"</li> </ul> </li> </ul>
June 17	<ul style="list-style-type: none"> <li>• Council Policy Review and Recommendation:               <ul style="list-style-type: none"> <li>• 92-5.04, "Hate/Bias Violence"</li> </ul> </li> </ul>
July 8	<ul style="list-style-type: none"> <li>• Corvallis Farmers' Market Annual Report</li> <li>• Parks and Recreation Draft Master Plan Recommendation to Re-locate Senior Center</li> </ul>
July 22	•
August 5	•
August 19	• Social Services Semi-Annual Report
September 2	•
September 16	• Rental Housing Program Annual Report
October 7	<ul style="list-style-type: none"> <li>• Council Policy Reviews and Recommendations:               <ul style="list-style-type: none"> <li>• 93-4.11, "Public Library Policy for Selecting and Discarding Materials"</li> </ul> </li> </ul>
October 21	•
November 4	<ul style="list-style-type: none"> <li>• Council Policy Review and Recommendation:               <ul style="list-style-type: none"> <li>• 95-4.08, "Code of Conduct on Library Premises"</li> </ul> </li> </ul>
November 18	•
December 2	<ul style="list-style-type: none"> <li>• 2015-2016 Social Services Priorities and Calendar</li> <li>• Council Policy Reviews and Recommendations:               <ul style="list-style-type: none"> <li>• 91-1.03, "Naming of Public Facilities and Lands"</li> <li>• 91-4.01, "Guidelines for Selling in Parks"</li> </ul> </li> </ul>
December 16	•

**HSC PENDING ITEMS**

- Council Policy Review and Recommendation:
  - 99-4.14, "Use of City Hall Plaza and Kiosk"
- Municipal Code Review: Chapter 5.01, "City Park Regulations" (Alcoholic Beverages in Parks)
- Municipal Code Review: Chapter 9.02, "Rental Housing Code"
- OSU/City Collaboration Project Recommendations (Action Items 4-1, 4-3, 4-4, 5-1)

CMO  
Parks & Recreation  
  
Community Development  
Community Development

**Regular Meeting Date and Location:**

Tuesday of Council week, 2:00 pm – Madison Avenue Meeting Room