CORVALLIS
CITY COUNCIL AGENDA

June 16, 2014
6:30 pm
[Executive Session begins at 6:00 pm]
Downtown Fire Station
400 NW Harrison Boulevard

[Note: The order of business may be revised at the Mayor's discretion. Due to time constraints, items on the agenda not considered will be continued to the next regularly scheduled Council meeting.]

COUNCIL ACTION

6:00 pm – Executive Session under ORS 192.660(2) (a)(d)(status of employment)(status of labor negotiations)

I. CALL TO ORDER

II. PLEDGE OF ALLEGIANCE

III. ROLL CALL

IV. PROCLAMATION / PRESENTATION / RECOGNITION

A. Proclamation of Corvallis Pride Day – June 28, 2014

B. Climate Showcase Communities Grant Green House Gas Inventory Results

C. Proclamation of Oregon State University Black Graduation Day – June 13, 2014

V. VISITORS' PROPOSITIONS – This is an opportunity for visitors to address the City Council on subjects not related to a public hearing before the Council. Each speaker is limited to three minutes unless otherwise granted by the Mayor. Visitors' Propositions will continue following any scheduled public hearings, if necessary.

VI. CONSENT AGENDA – The following items are considered to be routine and will be enacted by one motion. There will be no separate discussion of these items unless a Council member (or a citizen through a Council member) so requests, in which case the item will be removed from the Consent Agenda and considered separately. If any item involves a potential conflict of interest, Council members should so note before adoption of the Consent Agenda.

A. Reading of Minutes
1. City Council Meeting – June 2, 2014
City Council Work Sessions – May 29, 2014 and June 9, 2014

2. For Information and Filing (Draft minutes may return if changes are made by the Board or Commission)
   a. Airport Commission – June 3, 2014
   b. Economic Development Commission – May 27, 2014
   c. Housing and Community Development Commission – May 21, 2014
   d. Parks, Natural Areas, and Recreation Board – May 15, 2014
   e. Public Participation Task Force – June 2, 2014

B. Announcement of Reappointments to Various Advisory Boards, Commissions, and Committees

C. Announcement of Vacancies on Various Advisory Boards, Commissions, and Committees

D. Confirmation of an Executive Session for June 16, 2014 at 6:00 pm under ORS 192.660(2)(a)(d)(status of employment)(status of labor negotiations)

E. Schedule an Executive Session for July 7, 2014 following the regular meeting under ORS 192.660(2)(d)(e)(h)(status of labor negotiations)(status of real property transaction)(status of pending litigation or litigation likely to be filed)

VII. ITEMS REMOVED FROM CONSENT AGENDA

VIII. UNFINISHED BUSINESS

A. A possible motion relating to the municipal judge contract [direction]

B. Residential Parking Districts [direction]

C. Downtown Hotel/Parking Structure
   ACTION: *A resolution authorizing a condominium earnest money* agreement **to be read by the City Attorney** [direction]
   ACTION: *A resolution leasing condominium parking spaces* **to be read by the City Attorney** [direction]

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

A. Human Services Committee – June 3, 2014
   1. Social Services Allocations – Fiscal Year 2014-2015 [direction]
   2. Board and Commission Sunset Review: Committee for Citizen Involvement [direction]
   3. Board and Commission Sunset Review: Arts and Culture Commission [direction]
   4. Board and Commission Sunset Review: Citizens Advisory Commission on Civic Beautification and Urban Forestry [direction]
   5. Council Policy Review and Recommendation: 97-4.09, "Guidelines for Free Use of Parks and Recreation Facilities" [direction]

B. Urban Services Committee – June 3, 2014
   1. Board and Commission Sunset Review: Airport Commission [direction]
   2. Council Policy Review and Recommendation: 95-7.12, "Integrated Vegetation Pest Management (IVPM) Program" [direction]

C. Administrative Services Committee – June 4, 2014
   1. Board and Commission Sunset Review: Economic Development Commission [direction]
   2. 2014 Land Use Fee Review [direction]
      ACTION: *A resolution retaining land use application fees,* **to be read by the City Attorney** [direction]
   3. Neighborhood/Property Maintenance Code Program [information]

D. Other Related Matters
   1. *An ordinance relating to sunset reviews, amending Corvallis Municipal Code Chapter 1.16, "Boards and Commissions," as amended,* **to be read by the City Attorney** [direction]
   2. *A resolution authorizing an interfund loan to the Community Development Revolving Fund* **to be read by the City Attorney** [direction]

X. MAYOR, COUNCIL, AND STAFF REPORTS

A. Mayor's Reports

B. Council Reports

C. Staff Reports
   1. City Manager's Report – May 2014 [information]
   2. Council Request Follow-up Report – June 12, 2014 [information]
   3. Economic Development Monthly Business Activity Report – May 2014 [information]

XI. NEW BUSINESS

XII. PUBLIC HEARINGS – 7:30 pm

A. A public hearing to consider Package #1 Land Development Code Text Amendments (LDT13-00002 and LDT 13-00003) [direction]

XIII. ADJOURNMENT

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

A Community That Honors Diversity

CITY OF CORVALLIS

ACTIVITY CALENDAR

JUNE 16 – JULY 5, 2014

MONDAY – JUNE 16

City Council Executive Session – 6:00 p.m. – Downtown Fire Station, 400 NW Harrison Boulevard

City Council – 6:30 p.m. – Downtown Fire Station, 400 NW Harrison Boulevard

TUESDAY – JUNE 17

Human Services Committee – 2:00 p.m. – Madison Avenue Meeting Room, 500 SW Madison Avenue

Urban Services Committee – Canceled

WEDNESDAY – JUNE 18

Housing and Community Development Commission – 12:00 p.m. – Madison Avenue Meeting Room, 500 SW Madison Avenue

Administrative Services Committee – 3:30 p.m. – Madison Avenue Meeting Room, 500 SW Madison Avenue

Arts and Culture Commission – 5:30 p.m. – Parks and Recreation Conference Room, 1310 SW Avery Park Drive

Planning Commission – 7:00 p.m. – Downtown Fire Station, 400 NW Harrison Boulevard

THURSDAY – JUNE 19

Parks, Natural Areas, and Recreation Board – 6:30 p.m. – Downtown Fire Station, 400 NW Harrison Boulevard

SATURDAY – JUNE 21

Government Comment Corner – Canceled

TUESDAY – JUNE 24

Commission for Martin Luther King, Jr. – 5:15 p.m. – Osborn Aquatic Center, 1940 NW Highland Drive

WEDNESDAY – JUNE 25

Watershed Management Advisory Commission – 5:15 p.m. – Madison Avenue Meeting Room, 500 SW Madison Avenue

SATURDAY – JUNE 28

Government Comment Corner – 10:00 a.m. – Library Lobby, 645 NW Monroe Avenue (Ward 5 Councilor Mike Beilstein)

TUESDAY – JULY 1

Airport Commission – 7:00 a.m. – Madison Avenue Meeting Room, 500 SW Madison Avenue

Downtown Parking Committee – 4:00 p.m. – Downtown Fire Station, 400 NW Harrison Boulevard

WEDNESDAY – JULY 2

Planning Commission – 7:00 p.m. – Downtown Fire Station, 400 NW Harrison Boulevard

FRIDAY – JULY 4

Holiday – all non-emergency government offices closed

SATURDAY – JULY 5

Government Comment Corner – Canceled

CORVALLIS
ENHANCING COMMUNITY LIVABILITY

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e-mail: mayor@council.ci.corvallis.or.us

PROCLAMATION

Enhancing Community Livability
Corvallis Pride Day

June 28, 2014

WHEREAS, Our community's well-being is enhanced by the efforts of citizens, every day, in a variety of ways; and

WHEREAS, The community wishes to celebrate and honor the efforts of our neighbors in Enhancing Community Livability; and

WHEREAS, Many residents have come together to organize and support the fifth annual PRIDE in the Park event celebrating diversity in Corvallis and encouraging community members to 'Get Engaged'; and

WHEREAS, The festival is designed to affirm the City's commitment to be a welcoming place for all people, regardless of sexual orientation or gender identity; and

WHEREAS, A recent ruling at the State level brought our gay, lesbian, bi-sexual, and transgender community members closer to full equality by allowing same-gender marriages; and

WHEREAS, A central tenant of United States law is the principle of non-discrimination and equal protection under the law as human rights, recently affirmed by decisions by the United States Supreme Court.

NOW, THEREFORE, I, Julie Jones Manning, Mayor of the City of Corvallis, do hereby proclaim **June 28, 2014,** as **Corvallis Pride Day** in the City and encourage people throughout Corvallis to join with festival organizers, sponsors, and all residents in celebrating our diversity.

_____
Julie Jones Manning, Mayor

_____
Date

A Community That Honors Diversity

MEMORANDUM

TO: City Council

FROM: Mary Steckel, Public Works Director

DATE: May 28, 2014

SUBJECT: 2012 Community Greenhouse Gas Inventory and Report

ISSUE

In 2011, the City was awarded a three-year grant project by the Environmental Protection Agency's Climate Showcase Communities Grant Program. As part of the grant, City of Corvallis staff were required to complete a Community Greenhouse Gas (GHG) Inventory identifying emissions from Corvallis for a specific time period.

BACKGROUND

This community greenhouse gas inventory was completed as part of Energize Corvallis, a strategic collection of residential energy efficiency programs managed in partnership by the City of Corvallis, the Corvallis Environmental Center, OSU Benton County Extension, and The Resource Innovation Group.

The community greenhouse gas inventory measures all greenhouse gas emissions associated with activities occurring within the Corvallis city limits during calendar year 2012.

DISCUSSION

The goal of this GHG inventory was to gather and sort greenhouse gas emissions information and present it in a way that is beneficial for future use by the community. The report details data sources, quantifies emissions from the different major categories of emissions-generating activities and sources, and a per capita comparison to other communities.

The inventory and report can serve as a source of information for those wishing to pursue climate preparedness activities. It is expected that this will also serve as a baseline for additional community greenhouse gas inventories that will be conducted in the future in order to measure change and the impact of any activities undertaken.

RECOMMENDATION

No action is necessary; this report is for information only.

Reviewed and Concur:

James A. Patterson, City Manager

Attachment: City of Corvallis 2012 Community Greenhouse Gas Inventory Report

City of Corvallis

2012 Community Greenhouse Gas Inventory Report

Photo by Paul Bausch, 2013

> We envision that in 2020 Corvallis will be a highly livable city which employs local benchmarks to measure its progress in areas such as housing, economic vitality, educational quality, environmental quality, and overall quality of life.
>
> - The Corvallis 2020 Vision Statement

The City of Corvallis Sustainability Program completed this Community Greenhouse Gas Inventory with support from a grant provided by the Environmental Protection Agency's Climate Showcase Communities Program.

The grant was awarded for Energize Corvallis, a strategic collection of residential energy efficiency programs managed in partnership by the City of Corvallis, the Corvallis Environmental Center, OSU Benton County Extension, and The Resource Innovation Group.

Acknowledgements

The City of Corvallis thanks all the individuals and organizations below who assisted with technical questions, data, and other information that was vital to completing the greenhouse gas inventory. A special thanks to Tom Ekstad, an exceptional community volunteer, who provided insight, knowledge, and an investigative sense to the information-gathering phase of the inventory process.

Community Volunteer
Tom Ekstad

City of Corvallis
Dan Hanthorn
Kris De Jong
Adam Steele
Melissa Powel

Community Partners
Corvallis Area Metropolitan Planning Organization, Ali Bonakdar
Oregon Department of Transportation, Sam Ayash and Tara Weidner
Pacific Power
Consumers Power Inc.
NW Natural Gas

Funding Source
Environmental Protection Agency – Climate Showcase Communities Grant Program

ICLEI-Local Governments for Sustainability USA
J.R Killigrew, Program Officer - Climate & Membership Services

Greenhouse gas inventory and report prepared by:
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(541) 766-6331

Photo credit: Corvallis Sunset by Paul Bausch, November 2013, www.flickr.com/photos/pb/10793954744/

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Summary of Key Findings

In order to provide information for the community's efforts to better understand its climate impact, the City of Corvallis conducted a Community Greenhouse Gas Inventory for Corvallis, Oregon for the 2012 calendar year. The city limits serve as the physical boundaries. The inventory was completed under the U.S. Community Protocol for Accounting and Reporting of Greenhouse Gas Emissions, a methodology developed by ICLEI – Local Governments for Sustainability and released in October, 2012. Emissions sources included in the inventory cover the broad categories of stationary emissions, electricity, transportation, solid waste, and the emissions associated with the consumption of food, goods and services. This inventory should serve as a baseline for future inventories and to track the community's impact.

Total emissions

Total emissions in 2012 for the Corvallis community are estimated at 1,257,115 Metric Tons Carbon Dioxide Equivalent (MT CO_2e). The chart below summarizes the findings based on the five Basic Emissions Generating Activities plus Household and Government Consumption.

Corvallis Community Greenhouse Gas Emissions – 2012
1,257,115 Metric Tons Carbon Dioxide Equivalent (MT CO_2e)

Food and Goods
Estimated emissions: 507,270 MT CO2e

Electricity
Estimated emissions: 341,895 MT CO2e

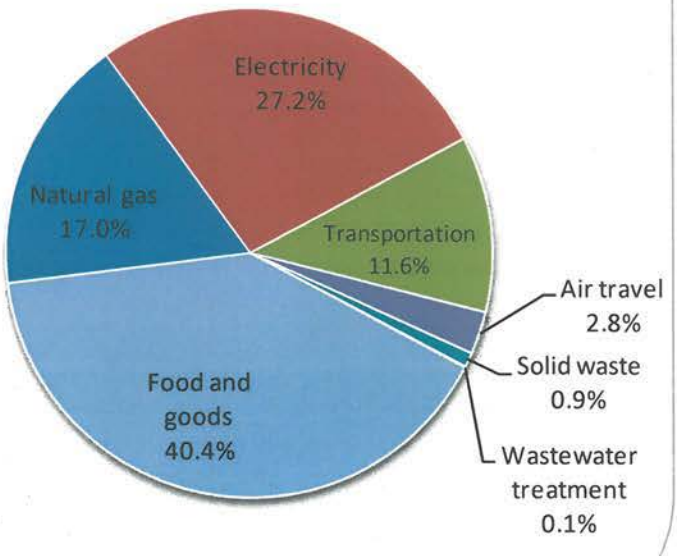
Natural Gas
Estimated emissions: 213,453 MT CO2e

Transportation
Estimated emissions: 146,273 MT CO2e

Air Travel
Estimated emissions: 35,603 MT CO2e

Solid Waste
Estimated emissions: 11,924 MT CO2e

Wastewater Treatment
Estimated emissions: 698 MT CO2e



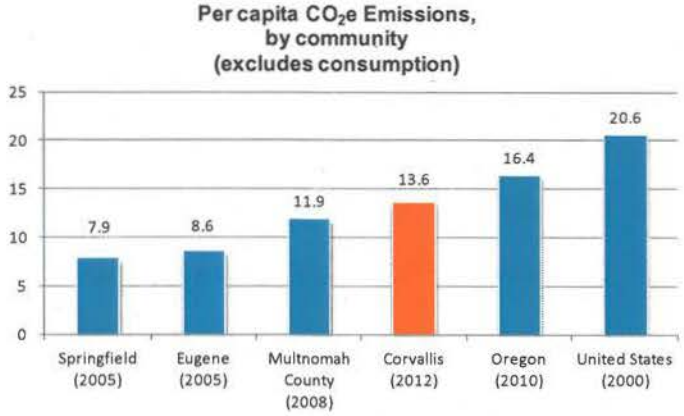
Comparison of emissions

It is useful to compare a community's emissions over time to determine whether emissions are increasing or decreasing and to uncover any changes in where emissions are generated. For this community inventory, only one year's data was analyzed, so comparisons over time are not available.

It can also be insightful to compare the greenhouse gas (GHG) emissions of one community to other communities. But for those comparisons to be effective they must compare similar measures. To ensure better results, greenhouse gas inventory comparisons should:

1. Include similar GHG emission generating activities and sources, such as whether emissions from consumption are included,
2. Compare communities with similar circumstances, such as whether a landfill falls within a community's boundaries, and
3. Use similar methodologies to calculate emissions.

These factors limit the number of possible comparisons. Additionally, few locations have completed greenhouse gas inventories of any kind and of those that have, even fewer compile data regularly. However, when those factors are met, communities of any size can compare results when per capita figures are used.



With those factors in mind, the chart on the right shows per capita GHG emissions, excluding consumption associated emissions, for several locations. It is important to note the different time periods covered and that some broad assumptions had to be made for this comparison (i.e. the inclusion of air travel or whether transportation models have the same assumptions around the types of travel included). For context, U.S. greenhouse gas emissions slowly increased until 2007 then declined to the point where 2012 emissions were roughly equal to 1994 levels.

This report can serve as a starting point for informed decisions to reduce the community's greenhouse gas emissions. An electronic version of this report, data gathered for the inventory, equations, emissions factors, and assumptions can be found on the City of Corvallis website at www.corvallisoregon.gov/communityGHGinventory.

Methodology

In order to quantify GHG emissions in a way that is useful to local government and the community, it is important to use a standardized approach. This inventory uses the approach and methods provided by the U.S. Community Protocol for Accounting and Reporting Greenhouse Gas Emissions[1] (Protocol), released by ICLEI – Local Governments for Sustainability in October, 2012.

The Protocol establishes reporting requirements for all community GHG emissions inventories, provides detailed accounting guidance for quantifying GHG emissions associated with a range of emission sources and community activities, and provides a number of optional reporting frameworks.

This Protocol is the national standard for U.S. local governments to account for and report on greenhouse gas emissions associated with their communities. Use of the Protocol provides an accepted methodology to estimate and report on GHG emissions associated with the community. This allows for more informed decisions about how and where to pursue GHG emissions reduction opportunities.

This Protocol requires inclusion of five Basic Emissions Generating Activities in their GHG emissions inventories:

1. Use of electricity by the community
2. Use of fuel in residential and commercial stationary combustion equipment
3. On-road passenger and freight vehicle travel
4. Use of energy in potable water treatment and distribution and wastewater collection and treatment
5. Generation of solid waste by the community

In addition to these five Basic Emissions Generating Activities, this inventory also measures the emissions associated with the manufacturing and production of food, goods and services consumed in Corvallis. Consumption generates emissions all over the world from activities such as mining, manufacturing, and transportation. This inventory estimates the worldwide emissions associated with consumption by Corvallis households and government.

[1] http://www.icleiusa.org/tools/ghg-protocol/community-protocol

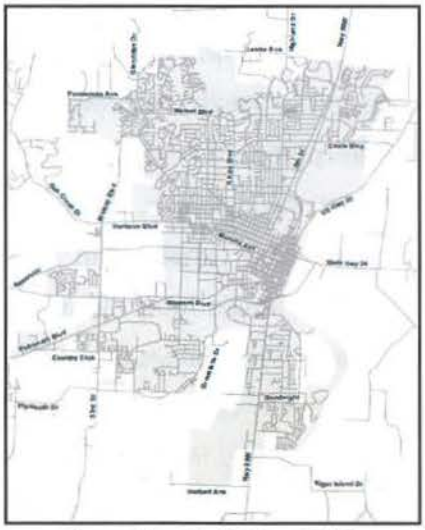
Community Emissions Inventory Results

This section provides technical details used in developing this greenhouse gas inventory. The intent is to provide information that advances consistent, comparable, and relevant quantifications of community GHG emissions. Greater detail is available in the appendix and on the City's website.

Community Profile

The first step in any greenhouse gas inventory is to determine its parameters – the timeframe, the physical boundaries, the emission sources to be included, and the methodology used to gather and translate data into emissions. Corvallis' city limits serve as the boundary for this inventory and calendar year 2012 is the timeframe for which emissions were calculated. Information on Corvallis' population and housing units comes from Portland State University and the U.S. Census Bureau.

Estimated 2012 Corvallis Population[2]	55,055
Estimated 2010 Corvallis Housing Units[3]	23,423



Corvallis city limits, 2012

Emissions Data and Sources

This section provides details about the various sources and activities that generate emissions. Data sources and emissions factors and calculations are described with some detail here and with greater detail in the Protocol and on the website.

Emissions from Electricity Use

This category estimates emissions associated with the production of electricity used in the community. Estimating emissions from electricity use is fairly straightforward. Electricity in Corvallis is purchased from two utilities, Pacific Power and Consumers Power, Inc. Both utilities provided community usage data for the inventory year. A breakdown of electricity usage by residential, commercial, and industrial users was not available.

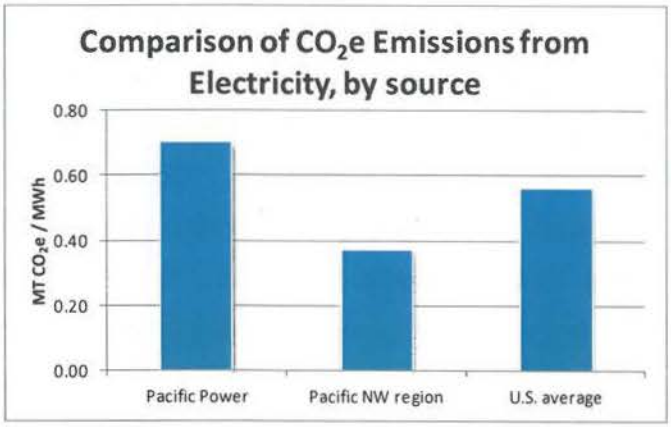
[2] Portland State University population estimate 2012 http://www.pdx.edu/prc/population-estimates-0
[3] U.S. Census data 2010 http://www.census.gov/2010census/popmap/ipmtext.php?fl=41:4115800

Emissions from Electricity Use						
341,265 MT CO_2e	Usage data		Emissions factors			Method
	Value	Unit	Value	Unit	Source	
Pacific Power	482,488	MWh*	0.7040	MT CO_2e/MWh	PacifiCorp	BE 2.1
Consumers Power Inc.	45,487		0.3842		eGRID	

Method and data source notes: Usage data for 2012 from Pacific Power and Consumers Power. Emissions factors for Pacific Power from PacifiCorp for 2012 and for Consumers Power from eGRID's NWPP WECC emissions factors for 2010[4].

*MWh = Megawatt hour = 1,000 Kilowatt hours (kWh)

Overall, emissions related to electricity account for a little over 27% of the community's emissions. This high percentage may surprise some due to the Pacific Northwest's reputation for having a large portion of the region's electricity generated through hydropower. While this may be true for the region as a whole, the generation mix of some providers relies more heavily on fossil fuels. Pacific Power, which provided over 91% of the electricity used in the community in 2012, generates 67% of their electricity from coal and 13% from natural gas[5]. The chart at right shows a comparison of CO_2e emissions from electricity by source.



Electric Power Transmission and Distribution Losses

When electricity is transmitted through power lines, a certain amount is lost as heat. Of the community's electricity consumption, roughly 6.8% is lost during transmission and distribution.

Electric Power Transmission and Distribution Losses						
629 MT CO_2e	Activity data		Emissions factors			Method
	Value	Unit	Value	Unit	Source	
Community electricity use	527,976	MWh	6.84	Grid Gross Loss (%)	eGRID	BE 4.1

Method and data source notes: From EPA's Year 2010 eGRID 9th edition Grid Gross Loss (%) at http://www.epa.gov/cleanenergy/energy-resources/egrid/index.html

[4] EPA's eGRID Summary Tables http://www.epa.gov/cleanenergy/documents/egridzips/eGRID_9th_edition_V1-0_year_2010_Summary_Tables.pdf

[5] Oregon Department of Energy's "Where does Oregon's Electricity come from?" website http://www.oregon.gov/energy/pages/oregons_electric_power_mix.aspx

Emissions from Stationary Fuel Combustion

This broad category covers activities which directly combust fuels for the production of heat for space heating, process heating, and cooking. While there are multiple types of fuels used for these applications, in Corvallis, as in most communities, natural gas is by far the most widely used. NW Natural Gas is the sole supplier to the community, so usage data was relatively easy to obtain. Usage data for other fuel types, from biomass fuels such as wood to petroleum products like distillate fuel oils, are much more difficult to determine and were not included in this inventory.

Emissions from Stationary Fuel Combustion						
172,526 MT CO_2e	Usage data		Emissions factors			Method
	Value	Unit	Value	Unit	Source	
Natural gas	3,248,565	MMBtu*	.05302 CO2	MT/MMBtu	Protocol	BE 1.1
			5×10^{-6} CH_4			
			1×10^{-7} N_2O			

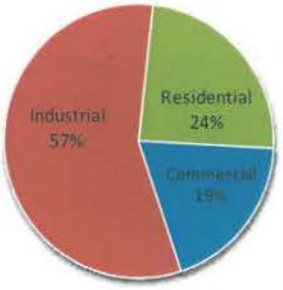
Method and data source notes: Therms provided by NW Natural Gas for usage in 2012 multiplied by Pipeline (US Weighted Average) emission factor found in the Community Wide Protocol Appendix C Table B.1

*MMBtu = one million British Thermal Units (BTU)

Data for residential, commercial, and industrial uses was available from NW Natural Gas. Usage and emissions data by sector is shown here.

2012 Natural Gas Usage by Sector			
	Industrial	Residential	Commercial
Usage (MMBtu)	1,845,843	781,378	621,344
Emissions (MT CO_2e)	97,963	41,535	33,028

Percentage of Total Natural Gas Emissions, by sector



Upstream Emissions from Stationary Fuel Combustion

This category considers the energy used to extract, process and deliver fuels (in this case, natural gas) to the combustion point. These emissions refer only to the process of producing fuels, not the emissions associated with infrastructure, such as mines or refineries, or disposal of spent fuels.

Upstream Emissions from Stationary Fuel Combustion						
40,927 MT CO_2e	Activity data		Emissions factors			Method
	Value	Unit	Value	Unit	Source	
Natural Gas	3,248,565	MMBtu	445	Kg CO_2e / Thousand Cubic Meters	Protocol	BE 5.1
Method and data source notes: 2012 natural gas usage provided by NW Natural. Upstream emissions factors used in Protocol obtained from National Renewable Energy Laboratory (2007) and Oregon Department of Environmental Quality (2012).						

Passenger Vehicles

Passenger vehicle emissions consist of direct emissions from the combustion of petroleum-based fuels by internal combustion engine passenger cars and light duty trucks. Most inventory protocols seek to calculate emissions from trips that begin or end within the boundary. Those trips can be internal-internal (all travel is within the boundary), internal-external (travel begins within the boundary and ends outside the boundary), or external-internal (travel begins outside the boundary and ends within the boundary).

For this inventory, ICLEI's Protocol was not used to estimate emissions due to the lack of necessary data. Instead, Oregon's Department of Transportation (ODOT) recently prepared transportation demand modeling for the Corvallis Area Metropolitan Planning Organization (CAMPO) using their widely accepted GreenSTEP modeling tool. Outputs from that model were used to determine emissions for Corvallis.

Passenger Vehicles					
116,622 MT CO_2e	Activity data				Method
	Value	Unit	Value	Unit	
All Household Vehicles in CAMPO	843,268	VMT*	81.7%	MPO population in Corvallis city limits	ODOT's GreenSTEP
Method and data source notes: Emissions were estimated using ODOT's GreenSTEP Model, which was evaluated at the county and Metro Area (or CAMPO) levels using 2010 data. Corvallis-only data was then disaggregated from the Metro Area data and includes only internal-internal, internal-external, and external-internal travel as ICLEI does not recommend including external-external (or pass-through) travel. *VMT = Vehicle Miles Traveled					

Freight and Service Trucks

This category includes direct emissions from freight and service on-road transportation, including medium and heavy-duty trucks. Outputs from ODOT's GreenSTEP modeling tool were again used to determine emissions for the Corvallis community. Only internal-internal, internal-external, and external-internal trips were included.

Freight and Service Trucks					
28,513 MT CO_2e	**Activity data**				**Method**
	Value	**Unit**	**Value**	**Unit**	
All Commercial Service Trucks in CAMPO	109,625	VMT	91.4%	MPO employment in Corvallis city limits	ODOT's GreenSTEP
All Heavy Duty Trucks in CAMPO	33,725	VMT	57%	CAMPO highway miles within Corvallis city limits	
Method and data source notes: Emissions were estimated using ODOT's GreenSTEP Model, which was evaluated at the county and Metro Area (or CAMPO) levels using 2010 data. Corvallis-only data was then disaggregated from the Metro Area data and includes only internal-internal, internal-external, and external-internal travel as ICLEI does not recommend including external-external (or pass-through) travel.					

Transit

This category includes direct emissions from the combustion of petroleum-based fuel by internal combustion engine transit vehicles in the Corvallis Transit System. Actual fuel usage data was used to calculate related emissions. Emissions from fuel use for Benton County's special and regional transportation systems, such as Dial-A-Bus or the Linn-Benton Loop, were not estimated.

Transit			
1,138 MT CO_2e	**Activity data**		**Method**
	Value	**Unit**	
Transit	88,982	gallons biodiesel (B5)	EDF / NAFA Fleet Emissions Calculator
Method and data source notes: 2012 City of Corvallis transit fuel usage data used in Environmental Defense Fund (EDF) / NAFA Fleet Management Association Fleet Greenhouse Gas Emissions Calculator.			

Air Travel

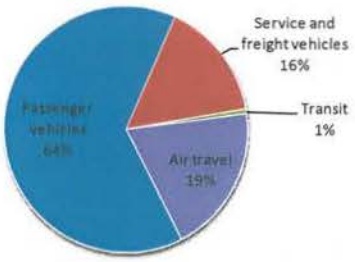
This category is a component of the consumption-based emissions accounting, which estimate the global emissions associated with household purchase and use of products and services. Estimates were produced using the CoolClimate Calculator and multiplying by the number of households in the community. The Calculator's results estimated the average Corvallis household contributes 1.52 MT CO_2e each year through air travel. This is roughly equivalent to one round-trip flight from Portland to New York City with one stopover per household per year.

Air Travel 35,603 MT CO_2e	Activity data		Method
	Value	**Unit**	
Air Travel	1.52	MT CO_2e / household	CoolClimate Carbon Footprint Calculator by University of California, Berkeley
Method and data source notes: Emissions estimates obtained from the CoolClimate Carbon Footprint Calculator, then Air Travel emissions itemized separately. Household unit data from U.S. Census Bureau.			

Transportation Summary

Overall, transportation emissions, including air travel, account for over 14% of the community's GHG emissions. The chart on the right shows the various sources of transportation emissions and their contribution to the total. By far the biggest contributor is passenger vehicles. The second largest source of transportation emissions is from air travel, followed by service and freight vehicles. Transit contributes a very small amount to overall transportation emissions.

Emissions from Transportation



Wastewater

Wastewater treatment processes create emissions when microorganisms degrade the soluble organic material in wastewater under anaerobic conditions, creating methane (CH_4) and nitrous oxide (N_2O) and carbon dioxide (CO_2). During collection and treatment, wastewater may be unintentionally or deliberately managed under anaerobic conditions, potentially releasing some uncaptured or uncombusted CH_4 into the environment.

Wastewater				
698 MT CO_2e	**Activity data**			
	Value	**Unit**	**Source**	**Method**
CH_4 Emissions from Combustion of Anaerobic Digester Gas	0.93	MT CO_2e	Protocol	WW.1.b
N_2O Emissions from Combustion of Anaerobic Digester Gas	27			WW.2.b
Process N_2O Emissions from Treatment Plants with Nitrification or Denitrification	149			WW.7
Fugitive N_2O Emissions from Effluent Discharge	521			WW.12(alt)
Method and data source notes: Wastewater treatment data from City of Corvallis Wastewater Recovery Plant report to the Department of Environmental Quality. 61,100 ft^3 of digester gas produced per day with BTU content of 619 BTU / ft^3.				

Community-generated Waste Sent to Landfills

This category determines emissions that occur as a result of waste disposed of by a community's population. This method estimates emissions resulting from solid waste generated in Corvallis and deposited in 2012 at the Coffin Butte Landfill. Because of the lack of widely accepted and standardized data and guidance, the Protocol does not include methodologies to estimate emissions from composting.

Community-generated Waste Sent to Landfills						
11,272 MT CO_2e	**Activity data**		**Emissions factors**			**Method**
	Value	**Unit**	**Value**	**Unit**	**Source**	
Community Waste to Landfills	39,760	Wet short tons	0.06	MT CH_4 / wet short ton	Protocol	SW.4
			0.75	Landfill Gas collection efficiency		
			0.1	Oxidation rate		
Method and data source notes: Corvallis community waste tonnage reported in Republic Services 2012 Annual Report.						

Process Emissions Associated with Landfilling

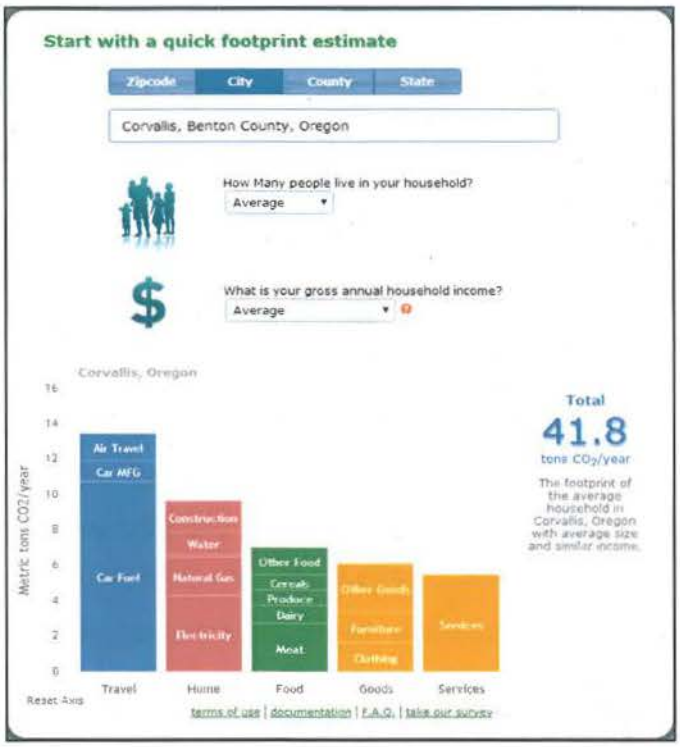
To get a complete picture of the emissions associated with landfilling, it is important to include transport emissions and process emissions, which come from powering the equipment needed to manage the landfill.

Process Emissions Associated with Landfilling						
652 MT CO_2e	Activity data		Emissions factors			Method
	Value	Unit	Value	Unit	Source	
Process Emissions Associated with Landfilling	39,760	Wet short tons	0.0164	MT CO_2e / wet short ton	Protocol	SW.5
Method and data source notes: Corvallis community waste tonnage reported in Republic Services 2012 Annual Report.						

The emissions related to solid waste collection and transportation are another source of GHG emissions. Those are already accounted for in the Freight and Service Trucks emissions and were not itemized separately.

Household and Government Supply Chain Emissions

The methodology used to estimate supply chain emissions is based on average emissions factors for various sectors of the U.S. economy. Consumption emissions for an average Corvallis household, at right, were obtained from the *CoolClimate Carbon Footprint Calculator*[6].



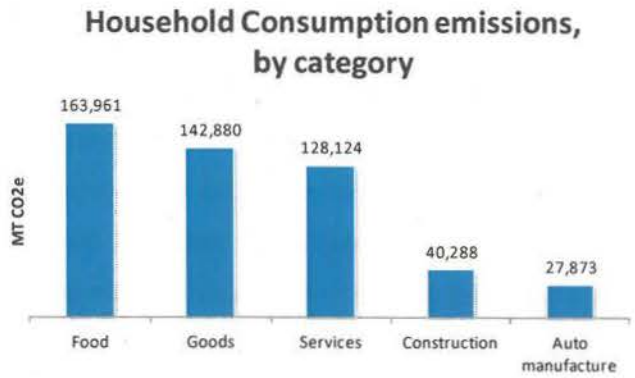
A household carbon footprint can be understood as the greenhouse gas emissions resulting from the production, use and disposal of everything the household consumes in a year, including household energy, transportation, food, goods and services. A household consumption inventory for the entire community is simply the sum of all of the carbon footprints for all households in the community.

Some categories in the calculator were omitted in order to eliminate double counting of emissions. For example, natural gas emissions are already included in Stationary Fuel Combustion. The table below shows which categories were and were not included as Household Consumption emissions sources.

Included in Household Consumption	Not included in Household Consumption
Car manufacturing	Car fuel
Construction	Water
Food	Natural gas
Goods	Electricity
Services	Other fuels
Note: Air travel is included as its own separate category rather than as a part of Household Consumption.	

[6] http://coolclimate.berkeley.edu

When the duplicate categories were eliminated, consumption emissions per household adds up to 21.5 MT CO_2e per year, rather than the 41.8 MT CO_2e generated by the CoolClimate Calculator. This 21.5 MT CO_2e per household was used to calculate the community's total Household Consumption emissions. The chart on the right shows each category's contribution to total Household Consumption.



Emissions estimates for the Government Supply Chain were obtained from the 2008 City of Corvallis Greenhouse Gas Inventory for Municipal Government Operations that used the Local Government Operations Protocol. The City used its purchasing records and the Economic Input-Output Life-Cycle Analysis (EIO-LCA), a public-domain tool developed by Carnegie Mellon University, to estimate the emissions associated with producing the goods and services purchased by the community.

Household and Government Supply Chain Emissions			
507,270 MT CO_2e	**Activity data**		**Method**
	Value	**Unit**	
Household Supply Chain Emissions	21.5	MT CO_2e per household	CoolClimate Carbon Footprint Calculator
Government Supply Chain Emissions	4,144	MT CO_2e	EIO-LCA
Method and data source notes: Household Supply Chain emissions obtained through the CoolClimate Carbon Footprint Calculator. Household unit data from U.S. Census Bureau. Government Supply Chain Emissions calculated for 2008 using EIO-LCA methodology, as reported in the 2008 City of Corvallis Greenhouse Gas Inventory for Municipal Government Operations.			

Conclusion

The goal of this community GHG inventory was to gather and sort greenhouse gas emissions information and present it in a way that is beneficial for future use by the community. The major sources and activities of greenhouse gas emissions have been identified.

This inventory can serve as a source of information for those wishing to pursue climate preparedness activities. It is expected that this will serve as a baseline for additional community greenhouse gas inventories that will be conducted in the future in order to measure change and the impact of any activities undertaken.

Appendix: Community Greenhouse Gas Inventory Details

This table provides a summary of the emissions sources and activities that are included in the community inventory, as well as those potential sources that are excluded.

Emissions Type		Source or Activity?	Included, Required Activities	Included, under reporting frameworks: SI	CA	HC	Other	Excluded (IE, NA, NO, or NE)	Explanatory Notes	Emissions ($MTCO_2e$)
Built Environment										
Use of fuel in residential and commercial stationary combustion equipment		Source AND Activity	X	X					Includes only emissions from natural gas. No data available for other fuels.	172,526
Industrial stationary combustion sources		Source						NO		
Electricity	Power generation in the community	Source						NO		
	Use of electricity by the community	Activity	X	X						341,265
District Heating/ Cooling	District heating/cooling facilities in the community	Source						NO		
	Use of district heating/cooling by the community	Activity						NO		
Industrial process emissions in the community		Source						NO		
Refrigerant leakage in the community		Source						NE		
Transportation and Other Mobile Sources										
On-road Passenger Vehicles	On-road passenger vehicles operating within the community boundary	Source	X	X					Used Oregon DOT's GreenSTEP methodology to calculate VMT.	116,622
	On-road passenger vehicle travel associated with community land uses	Activity						IE		
On-road Freight Vehicles	On-road freight and service vehicles operating within the community boundary	Source		X					Used Oregon DOT's GreenSTEP methodology to calculate VMT.	28,513
	On-road freight and service vehicle travel associated with community land uses	Activity						IE		
On-road transit vehicles operating within the community boundary		Source		X					Calculated emissions using actual transit fuel use.	1,138
Transit Rail	Transit rail vehicles operating within the community boundary	Source						NO		
	Use of transit rail travel by the community	Activity						NE		

Inter-city passenger rail vehicles operating within the community boundary		Source						NO		
Freight rail vehicles operating within the community boundary		Source						NE		
Marine	Marine vessels operating within the community boundary	Source						NO		
	Use of ferries by the community	Activity						NO		
Off-road surface vehicles and other mobile equipment operating within the community boundary		Source						NE		
Use of air travel by the community		Activity				X			CoolClimate calculator	35,603
Solid Waste										
Solid Waste	Operation of solid waste disposal facilities in the community	Source						NO		
	Generation and disposal of solid waste by the community	Activity	X	X						11,924
Water and Wastewater										
Potable Water - Energy Use	Operation of water delivery facilities in the community	Source						IE	Included in Community Electricity use.	
	Use of energy associated with use of potable water by the community	Activity	X					IE	Included in Community Electricity use.	
Use of energy associated with generation of wastewater by the community		Activity	X					IE	Included in Community Electricity use.	
Centralized Wastewater Systems - Process Emissions	Process emissions from operation of wastewater treatment facilities located in the community	Source		X						698
	Process emisisons associated with generation of wastewater by the community	Activity						IE	Wastewater treatment facility located within City limits.	
Use of septic systems in the community		Source AND Activity						NE		
Agriculture										
Domesticated animal production		Source						NO		
Manure decomposition and treatment		Source						NO		
Upstream Impacts of Community-Wide Activities										
Upstream impacts of fuels used in stationary applications by the community		Activity								40,927
Upstream and transmission and distribution (T&D) impacts of purchased electricity used by the community		Activity								629
Upstream impacts of fuels used for transportation in trips associated with the community		Activity								
Upstream impacts of fuels used by water and wastewater facilities for water used and wastewater generated within the community boundary		Activity								
Upstream impacts of select materials (concrete, food, paper, carpets, etc.) used by the whole community		Activity								

Independent Consumption-Based Accounting									
Household Consumption (e.g., gas & electricity, transportation, and the purchase of all other food, goods and services by all households in the community)	Activity				X			CoolClimate calculator	503,126
Government Consumption (e.g., gas & electricity, transportation, and the purchase of all other food, goods and services by all governments in the community)	Activity					GC		Emissions data from 2008 organizational greenhouse gas inventory.	4,144
Life cycle emissions of community businesses (e.g., gas & electricity, transportation, and the purchase of all other food, goods and services by all businesses in the community)	Activity						NE		

Find details on calculation methods and data sources for each included activity and source at the City of Corvallis website www.corvallisoregon.gov/communityGHGinventory.

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PROCLAMATION

OREGON STATE UNIVERSITY BLACK GRADUATION DAY

JUNE 13, 2014

WHEREAS, The City of Corvallis is a vibrant community with a commitment to honor diversity; and

WHEREAS, Corvallis residents value the presence of Oregon State University and its growing cadre of faculty, staff and students who come from all corners of the world, speak dozens of different languages and represent many cultures and ethnicities; and

WHEREAS, The Black student community of Oregon State University serves as a vital element of the economic and social success of Corvallis, engaging in philanthropic and civic activities, helping to preserve neighborhoods and improving the quality of life of our citizens and;

WHEREAS, Graduates, friends, family, university administrators, and community leaders gather today to honor graduates of the Black community of Oregon State University and;

WHEREAS, The Oregon State University Office of the Registrar has approved students eligible for 2014 graduation; and

WHEREAS, Under the leadership President Ed Ray and other university leaders, Oregon State University continues to demonstrate a strong commitment to diversity and inclusion of all students both inside and outside of the classroom.

NOW, THEREFORE I, Julie Jones Manning, Mayor of the City of Corvallis, do hereby proclaim **June 13, 2014** as **OSU Black Graduation Day** in the City and call upon all community members to share in today's celebration and to reaffirm our commitment to being a welcoming, inclusive city.

Julie Jones Manning

Julie Jones Manning, Mayor

6-13-14

Date

A Community That Honors Diversity

BENTON COUNTY
HISTORICAL SOCIETY

1101 Main Street
P.O. Box 35
Philomath, OR 97370

t 541.929.6230

www.bentoncountymusem.org

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Discover what's inside.

RECEIVED
JUN 12 2014
CITY MANAGERS OFFICE
CITY OF CORVALLIS

June 10, 2014

Mayor Julie Manning &
Corvallis City Council
501 SW Madison Ave.
P. O. Box 1083
Corvallis, Oregon 97339

Re: Riverfront Hotel Public Parking

Dear Mayor Manning and City Council,

There has been a lot of discussion about the proposed public parking element of the new Corvallis Riverfront Hotel. The location of the proposed parking helps address a long standing debate about there being inadequate public parking in downtown Corvallis. There have been recommendations that the additional public parking needs to be located further from this site to better serve the developed area north of Monroe Avenue. Additional parking in this area of downtown Corvallis is needed; however, this area is largely developed to its potential and lacks available land to accommodate additional public parking.

The proposed shared public/private parking in the new hotel allows public parking to serve the area on the south end of the downtown core which has vacant property available to accommodate future development to the south. This parking will be of a significant benefit to the new Corvallis Museum to be built adjacent to the hotel site which will attract visitors to the downtown core area and the Riverfront Park. Building public parking as part of the new hotel allows the city to get additional public parking in place prior to more development of the downtown core in addition to the new museum which will happen as the City of Corvallis grows to accommodate future growth.

The Benton County Historical Society supports including the proposed public parking element that is to be built as part of the new Riverfront Hotel.

Respectfully Submitted,

Neal Peterson
President
Benton County Historical Society

TO: Corvallis City Council
DT: June 2nd 2014
RE: Corvallis Riverfront Hotel
FM: Steven S. Weiler

Dear City Council Members,

I am writing in support of the Corvallis Riverfront Hotel (CRH), project and the proposal for the City of Corvallis to invest in the parking garage component.

As a downtown business and property owner, I have been involved in several development projects in downtown Corvallis over the last 10 years. From the perspective of the apartment project I am involved in developing on 1st and Jackson I would like to offer some reasons why I believe the City Council should support the idea for the City to participate in the parking garage component of the CRH project. Absence of some form of support I fear could result in this site remaining undeveloped for an extended period of time.

1) Representatives at OSU Conference Services have clearly indicated that more hotel rooms are needed to enable OSU to host national & international profile conferences, not to mention sporting events, graduations, etc. The notion that the CRH will take away from other hotels in the area I believe is false, in fact larger profile events might generate gains in occupancy rates across the board. The OSU CS department I'm sure would be able to elaborate on this.

2) The CRH site is unique with serious development impediments and the City of Corvallis should; a) recognize this, and b) do something to remedy it. As wonderful as the Riverfront Park is the reality is that from Madison street south there really isn't any park, just the sidewalk along the river bank. In addition, there isn't any on street parking from mid-way past Madison street south either. All property owners on 1st street were required to pay a Riverfront Improvement Tax (RIT), when the park was completed the logic being that these property owners would benefit more then other downtown property owners. While this may be true, the disparity between 1st street properties to the north vs 1st street properties to the south with respect to park improvements is significant. This I believe needs to be recognized and in some fashion addressed.

3) Building code restrictions on 1st street are extremely cumbersome and further impede development, the CRH site included. Any new development on 1st involves four primary requirements; 1) it must be mixed use, 2) it must be at least three stories high, 3) all parking must not be visible from 1st street, and 4) gross square footage of the

structure must exceed 250% of the land square footage, eg., the Floor Area Ratio (FAR). While requirements 1), 2), and 3), do not pose much of a problem, 4), does, the FAR. What a developer quickly finds out crunching the numbers is that surface level parking is impossible to achieve while at the same time fulfilling the 250% FAR requirement. There simply aren't enough parking spaces so it pushes plans toward structured parking to cover the deficit. However, the ramifications of this are larger structures to cover the cost of the structure parking. I would argue that the City has set established impediments to development unique to 1st street and that some form of remedy is needed.

4) The CRH project is unique in it's strategic importance to the City of Corvallis a whole, OSU and Benton County. There is no doubt that the CRH would boost business in the downtown but with that comes many other broad based benefits. I believe that the analysis should go beyond hotel room taxes, property taxes and lease fees. There are other direct positives such as job creation in the community, the ability for OSU to host larger profile events and support for the operations of the Benton County Museum, (in terms of both visitors and parking), for example. There would also be indirect / moral responsibility positives too I believe. Certainly the ability to walk to OSU from the CRH location would be convenient and reduce carbon emissions. Further, entertainment venues such as the Majestic Theater and Whiteside Theatre would benefit, especially the Whiteside which has brought some 800 seats back into operation. The ability to walk to these venues would also be much safer.

These are some of the reasons I think the City of Corvallis being involved in the CRH project makes sense. Lastly, I would also like to say that I believe it is fine to have had discussions prior to public meetings on this project. We have "preliminary meetings" with City Staff all the time on development projects, and its very useful. To me it is much efficient and respectful of the public's time, if they are presented with a plan to evaluate rather then being involved in trying to come up with a plan. As long as the public is brought it, which we have, then the plan can be critiqued and adjusted, which is happening.

Thank you for your service to our community.

Steven S. Weiler

CITY OF CORVALLIS
COUNCIL ACTION MINUTES
June 2, 2014

SUMMARY OF DISCUSSION

Agenda Item	Information Only	Held for Further Review	Decisions/Recommendations
Executive Session 1. AFSCME update 2. Municipal Judge Evaluations 3. City Attorney employment agreement Page 202	 Yes Yes Yes		
New Business 1. Washington Park Page 202-203			• Make information about Washington Park discussed in 5/19/14 executive session public and ask PNARB to review and recommend to Council possible uses of capital funds dedicated for P&R capital projects that may be available from possible sale of part of WP to LBCC. passed U
Unfinished Business 1. Downtown Hotel/Parking Structure Page 203		Yes	
Proclamation/Presentation/Recognition 1. PPTF Recommendations Pages 203-204		Yes	
Visitors' Propositions 1. Open carry of guns in parks (Finger McDonald, Sharrow) 2. HPS (Lahm Evenson) Page 204	Yes Yes		
Public Hearing 1. State Revenue Sharing Funds 2. FY 2014-15 Budget Pages 205-207			• RESOLUTION 2014-16 passed U • RESOLUTION 2014-17, as amended, passed 8 to 1
Visitors' Propositions, cont'd 1. PPTF (French) 2. RPDs (Hortsch, Angelo, Wydronek) 3. HPG (Griffiths, Hess, Eckert, Upton, Higgins) Pages 207-209	 Yes Yes Yes		
Consent Agenda Page 209			
Unfinished Business 1. HRC/PC Selections 2. Utility Rate Structure Pages 209-210			• HRC – Robinson and Wells • PC – Ridlington, Sessions, and Woods • ORDINANCE 2014-04 passed U

Agenda Item	Information Only	Held for Further Review	Decisions/Recommendations
USC Meeting of May 20, 2014 1. Cleveland Avenue Traffic Analysis 2. Council Policy Review and Recommendation: 91-7.08, "Sidewalk Policy" 3. Residential Parking Districts Pages 210-213	Yes		• Amended Policy passed U • ORDINANCE 2014-05 passed U
Council Reports 1. Housing Study Survey (Brown) Page 213	Yes		
Staff Reports 1. CRFR – May 29, 2014 Page 213	Yes		
New Business 1. Employment of Public Official: City Attorney Contract 2. Enterprise Zone E-Commerce Pages 213-214			• Contract addendum passed U • RESOLUTION 2014-18 passed 8 to 1

Glossary of Terms

AFSCME	American Federation of State, County, and Municipal Employees
CRFR	Council Request Follow-up Report
FY	Fiscal Year
HRC	Historic Resources Commission
HPS	Hotel/Parking Structure
LBCC	Linn-Benton Community College
PC	Planning Commission
PNARB	Parks, Natural Areas, and Recreation Board
P&R	Parks and Recreation
PPTF	Public Participation Task Force
RPDs	Residential Parking Districts
U	Unanimous
USC	Urban Services Committee
WP	Washington Park

CITY OF CORVALLIS
COUNCIL ACTION MINUTES
June 2, 2014

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

Council entered executive session at 5:30 pm. Human Resources Director Altmann Hughes briefed the Council on the status of labor negotiations for the American Federation of State, County, and Municipal Employees.

Council President Hervey provided a summary of evaluations for the Municipal Court Judge and Council discussed a proposed addendum to the City Attorney employment agreement.

Mayor Manning recessed the meeting at 6:18 pm.

I. CALL TO ORDER

The regular meeting of the City Council of the City of Corvallis, Oregon was called to order at 6:30 pm on June 2, 2014, in the Downtown Fire Station, 400 NW Harrison Boulevard, Corvallis, Oregon with Mayor Manning presiding.

II. PLEDGE OF ALLEGIANCE

III. ROLL CALL

PRESENT: Mayor Manning; Councilors Beilstein, Brauner, Brown, Hervey, Hirsch, Hogg, Sorte, Traber, York

Mayor Manning directed Councilors' attention to items at their places, including a memo from the Public Participation Task Force's April 28 forum (Attachment A) and State statute language concerning possession of loaded firearms (Attachment B).

XI. NEW BUSINESS

C. A possible motion relating to a real property transaction

Councilors York and Hirsch, respectively, moved and seconded to direct the City Manager to make the information about Washington Park, which was discussed in executive session on May 19, 2014, available to the public and to ask the Parks, Natural Areas, and Recreation Board to review and make recommendations to City Council regarding possible uses of capital funds dedicated for Parks and Recreation capital projects that may be available from a possible sale of part of Washington Park to Linn-Benton Community College.

The motion passed unanimously.

VIII. UNFINISHED BUSINESS

C. Downtown Parking Structure

Dan Whitaker, a local developer and investor in the proposed hotel/parking structure project, requested Council delay discussion and deliberations on the topic until the June 16, 2014, City Council meeting. On May 29, 2014, Mr. Whitaker and other investors involved in the project held an informational meeting for the public. To respond to the many questions that were raised, Mr. Whitaker scheduled another informational meeting for June 11, 2014, at 5:30 pm at Vue, 517 SW Second Street.

Councilor Sorte wondered whether the new hotel would pull customers from other local hotels, asked what the lease would look like, and opined the occupancy rates are optimistic. Mr. Whitaker agreed to include the questions in the information presented June 11.

In response to Councilor Hirsch's inquiry, Mr. Whitaker said a Facebook page concerning the project is available and information is also available on the City's website.

Councilor Traber said at the June 16 Council meeting, he would like to hear from citizens and have staff to present information, including a risk assessment.

Councilor York thanked staff for arranging videotaping of the May 29 informational meeting. She noted the need to request what information is necessary to make a decision and whether outside information should be sought.

Councilor Hervey supported discussing the matter at the June 16 Council meeting. He suggested staff and the developers present information and respond to questions, and a public comment opportunity be included. Councilor Hervey requested that information from the June 11 informational meeting be included in the Council meeting packet and Council provide additional questions to staff and the developers in advance of the June 16 meeting. By consensus, Council agreed with the approach.

Councilor Beilstein commented on the editorial that appeared in the May 29, 2014, edition of the *Corvallis Gazette-Times*, as well as letters to the editor and other comments made about the proposal. He said the Council would always seek public input, the matter was never a secret, and there was no misuse of executive sessions.

Councilor Hirsch agreed with Councilor Beilstein's remarks, adding that Councilors are volunteers who serve because they love Corvallis and want the best for the community.

IV. PROCLAMATION/PRESENTATION/RECOGNITION

A. Public Participation Task Force (PPTF) Recommendations

Mayor Manning thanked PPTF members Chair Kent Daniels, Vice Chair Annette Mills, Emily Bowling, George Brown, Becki Goslow, Lee Eckroth, Brenda VanDevelder, Rocio Munoz, Ward 9 Councilor Richard Hervey, Ward 1 Councilor Penny York, and Human Resources Director Mary Beth Altmann Hughes.

Mr. Daniels said all of the PPTF's agendas, minutes, and supporting documents are on the City's website. PPTF members gave a PowerPoint presentation (Attachment C).

Councilor Sorte said he saw many promising recommendations, but having criteria to measure effectiveness will be important to determine whether the ultimate result was greater public participation.

Mayor Manning noted Council will discuss the recommendations at its June 9 work session.

V. VISITORS' PROPOSITIONS

Sarah Finger McDonald addressed the Council in support of a ban on carrying of loaded firearms by people without concealed handgun licenses. She referenced Police Chief Sassaman's staff report in the meeting packet, noting she understood the ability of municipalities to limit carrying firearms in public is controlled by State law. She also referred to the State statute (Attachment B) that permits cities to ban carrying loaded firearms by those without a concealed handgun license. Ms. Finger McDonald believes such a ban in Corvallis is important so the Police can question someone carrying a gun without the fear of having to settle a law suit. She said such ordinances exist in Astoria, Beaverton, Gladstone, Multnomah County, Newport, Oregon City, Portland, Salem, and Tigard. Councilor Traber thanked Ms. Finger McDonald for bringing the issue to Council and he suggested assigning the matter for review by a Standing Committee; by consensus, Council agreed. The Mayor announced the matter would be assigned to Human Services Committee.

Dr. Steven H. Sharrow said he has an Oregon concealed hand gun license and commented on the petition presented to Council on May 19, 2014 concerning a ban on openly carrying firearms in the Corvallis city limits. He said the petition contained inaccuracies and false assumptions. It asks the City, via ordinance, to overrule gun carry rights granted by the State of Oregon, and the City lacked such authority. He said the petition's statement about no background checks for open carry is misleading because Oregon Revised Statute 166.250 excludes a wide range of citizens from possessing a gun. Dr. Sharrow said the Corvallis Police Department is a professional and competent organization, and they have not requested additional authority be granted to them via municipal ordinance. He said the "1,000 feet within a school" law is a Federal, not State law, adding that city police and county law enforcement do not enforce Federal law. Dr. Sharrow said restricting open carry rights will not increase public safety and Corvallis has not experienced wide-spread problems with open carry.

Laura Lahm Evenson Co-President of the League of Women Voters of Corvallis (LWV) read the LWV statement concerning the proposed parking garage, which was included in the meeting packet. In response to Councilor Beilstein's inquiry, Ms. Lahm Evenson said it is important to have advertised opportunities for public comment on the proposal and public input should be at a time other than Visitors' Propositions. In response to Councilor Sorte's suggestion, Ms. Lahm Evenson said the LWV could research examples from other communities; however she was not sure they would have enough time to collect the information before the next Council meeting.

Mayor Manning recessed the meeting at 7:26 pm.

XII. PUBLIC HEARINGS

Mayor Manning opened the public hearing at 7:30 pm.

A. A public hearing to consider State Revenue Sharing Funds for Fiscal Year 2014-15

Finance Director Brewer said the Budget Commission also held a public hearing on the matter. She reviewed the staff report, noting the three options for Council consideration:

* Use the State Revenue Sharing monies as an undesignated revenue source, or
* Return the State Revenue Sharing monies to the State, or
* Use the State Revenue Sharing monies as an offset to property tax levies.

There was no public testimony on the matter.

Mr. Fewel read a resolution authorizing receipt of State Revenue Sharing Funds as general revenue in the General Fund.

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

RESOLUTION 2014-16 passed unanimously.

B. A public hearing to consider a Fiscal Year 2014-15 budget

Finance Director Brewer said the Budget Commission received the City Manager's proposed budget on April 10 and conducted a public hearing. She reviewed the staff report, highlighting the carry-over and walk-in requests. The Budget Commission ultimately recommended a total expenditure budget of $137,706,450.

In response to Councilor Sorte's comments about the approximate $766,000 Senior Center Chandler Trust, Ms. Brewer agreed it is a great opportunity for the Parks and Recreation Department; however City staff do not anticipate spending the full amount in FY 2014-15.

Betty Griffiths read from a prepared statement (Attachment D). In response to Mayor Manning's inquiry, Ms. Griffiths suggested the requested $100,000 for replacement of the Franklin Park play structure come from the fund balance.

Steve Whitener spoke on behalf of his union, American Federation of State, County and Municipal Employees (AFSCME) Local 2975. Mr. Whitener distributed an exempt wage comparison worksheet (Attachment E) and said he was addressing the Council to communicate why members rejected the proposed tentative agreement between AFSCME and the City. He outlined instances over the past few years where, as part of their labor agreement, AFSCME members took furlow days, did not receive cost-of-living adjustments (COLA), and accepted increases in their contributions to medical expenses. Speaking for the Local, Mr. Whitener said the members' only request to Council is to urge the City to settle a deal the members can live with. One that is fair, and one that helps employees and their families continue to serve the community.

Kevin Loso, AFSCME Local 2975 President, said the tentative agreement was presented as fair, given the current economy, and as a shared sacrifice by maintaining additional

years without a COLA. Mr. Loso said that was with the understanding the same sacrifice would apply to exempt staff. He opined that exempt staff will receive a minimum of 3% COLA, with some getting 15%, and others upwards of 20%. If Council approved the budget as proposed, there would be no additional funding; therefore, any amount used to adjust for inflation would have to come from what exempt employees are giving themselves. He said that is viewed as a conflict of interest and members are asking Council to authorize the City bargaining team to come back to the table with the necessary funding to reach an agreement.

Mark Taratoot, AFSCME Local 2975 Vice President, Chief Steward, and member of the negotiating team said the key issue surrounding a no vote on the tentative agreement was no COLA in the second contract year. Mr. Taratoot said his union has sacrificed much over the last four years. Once members learned a COLA had been built into the budget for exempt staff, trust in management was lost.

Jeff Hess spoke about the Economic Development Office's budget, questioning whether it is appropriate to investment in the program. He opined the pursuit of focused growth has destroyed much of Corvallis' environment. He considered funding inappropriately skewed toward economic development and away from community livability. Mr. Hess would prefer funding for Parks and Recreation, and other livability initiatives that make Corvallis attractive for businesses. Councilor Beilstein said while he does support economic development, he agreed it is not the same as growth. He believes the City should be concerned about developing the local economy toward greater equity and more sustainable use of resources.

Russell Goff, speaking on behalf of the homeless community, encouraged the City to operate a year-round shelter, or at least setting aside money to keep shelters open longer during the year, and to help the homeless. Mayor Manning noted the effort underway to raise funds for the new homeless shelter to be located downtown.

Mayor Manning closed the public hearing at 7:55 pm.

Mr. Fewel read a resolution levying taxes and appropriating the Fiscal Year 2014-15 budget.

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

Councilors Traber and Brauner, respectively, moved and seconded to amend the resolution to include the carry over and walk-in projects outlined in the staff report.

The amendment passed unanimously.

Councilors Beilstein and Sorte, respectively, moved and seconded to amend the resolution to add $100,000 to the Parks and Recreation budget from reserves for replacement of the Franklin Square play structure, conditioned upon $25,000 in non-City funds being raised, as proposed by Ms. Griffiths.

The amendment failed two to seven, with Councilors Beilstein and Sorte supporting.

Councilors Hervey and Beilstein, respectively, moved and seconded to amend the resolution to add $30,000 for one-time expenditures to support follow-through on the

Council goal related to public participation, with specific expenditures to be determined by the Council in subsequent meetings and a corresponding $30,000 reduction in recurring revenue excess.

Councilor Hervey said examples could include assisting with drafting instructional materials for annual trainings and orientation for community members such as Public Participation 101, Land Development Code 101, and Community Leadership 101. He noted those items are explained in the PPTF recommendations report. The funds could also be used to establish a Community Involvement and Diversity Advisory Board charged with follow-through on public participation recommendations as approved and directed by Council. Another possibility is a pilot program for neighborhood empowerment grants to test whether they can be a useful tool for empowering neighborhood groups and for ongoing activities, rather than issue-oriented fluctuations. Councilor Hervey said the intent is that any funds not used to further the public participation goal would be returned to reserves.

Councilor Traber expressed concern about the vagueness of how the money could be spent. He would be more comfortable if there were motions that were specific to each item so the entire $30,000 would not end up being spent on just one item if the others did not reach fruition.

Councilor Brauner noted the City does not have excess funds. A Council goal specifies how much to build in reserves to improve the City's bond rating and maintain fiscal stability. He noted Council is ahead of that goal a little, but there is no "excess" money. Councilor Brauner said there is an opportunity to use some funds for one-time costs. He noted the PPTF recommendations and the proposed budget present a chicken-and-egg dilemma - Council is deliberating on the budget now, but they will not determine how to spend the PPTF money until later. On the other hand, Council needs some funds to implement recommendations. Councilor Brauner said the requested amount is reasonable.

In response to Councilor Brown's inquiry, Councilor Brauner clarified the funding source identified in Councilor Hervey's motion would be what was left after Council funded its targeted reserve amount.

Councilor Hirsch said he supports the PPTF's work, but the work session to discuss the recommendations had not yet occurred, so he believed adding funding was not warranted at this time.

The amendment passed eight to one, with Councilor Hirsch opposing.

RESOLUTION 2014-17, as amended, passed unanimously.

V. VISITORS' PROPOSITIONS (Continued)

Elizabeth French said City board and commission participants want to be heard and feel their contributions and perspectives matter. She said PPTF initiatives need objective criteria and she encouraged the Council to be clear about the criteria for making changes. She said best practices are welcome and sometimes it is beneficial for a board or commission to have a narrow focus.

Jerry Hortsch read from a prepared statement concerning residential parking districts (Attachment F).

Betty Griffiths read from a prepared statement regarding the proposed Downtown hotel/parking garage (Attachment G).

Jeff Hess thanked the *Corvallis Gazette-Times* for reporting on the proposed hotel/parking garage. He said residents are concerned that not enough time is being provided for public input, given that the agenda indicated an opportunity for action on the matter. Councilor Hervey said even though the item was on the agenda for possible action, he would have advocated for additional public process. Councilor Brauner agreed, adding the Council made the matter public and discussing it previously in executive session was appropriate and legal.

Dave Eckert thanked the Council for delaying consideration of the hotel/parking garage proposal. He said the memo in the meeting packet made it seem like the matter had been decided. He requested a public review of the process for executive sessions and staff's role in providing recommendations for real property transfers to ensure risks are included. Councilor Hervey said he regretted not indicating on the agenda that Council could choose not to act at the June 2 meeting. Councilor Sorte said he came prepared with a list of questions about the proposal, as he believed it was not likely the matter would be settled at the June 2 meeting.

Brad Upton, Chair of the Downtown Commission Parking Committee (DPC), said he was relieved to hear more public input would be sought on the hotel/parking garage proposal. He encouraged the Council to seek input from the Downtown Commission and the DPC. He noted the DPC heard presentations about the hotel and thought it was good idea; however, they have not had a chance to vet the additional parking structure component. He expressed concern about paid versus free parking, and the parking structure's location. Councilor Beilstein said he was interested in hearing from advisory bodies on the matter and it is hoped the project will bring additional economic activity and revitalize the south end of the riverfront.

Leonard Higgins said he was interested in solutions and learning what caused the hotel/parking garage proposal to be discussed in executive session, rather than who should be blamed. He believed the Council should have determined the public process necessary to review the proposal and he did not believe enough time was being provided to address such a significant issue. Mr. Higgins asked Council to follow the public process recommended by the PPTF.

Gary Angelo, College Neighborhood Association, commended Councilors efforts on the residential parking districts. He supported what was proposed and he urged the Council to support it as well. Mr. Angelo said the recommendations are a good compromise and nothing will work for everyone.

John Wydronek supported the recommended residential parking district program starting periods of September 1, 2014 and July 1, 2015 for renewals. He also supported the "per kitchen" methodology and temporary permits for contractors.

A gentleman, whose name was not audible and did not sign the testimony roster, said he would prefer that funds go toward the bus system rather than the hotel/parking garage project. He suggested using miles traveled and number of trips taken as possible metrics to compare against the cost of the proposed project.

Richard Bryant was not able to stay to offer verbal testimony; however, he left a copy of a letter for the Mayor and the Council concerning the hotel/parking garage proposal (Attachment H).

VI. CONSENT AGENDA

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

A. Reading of Minutes
   1. City Council Meeting – May 19, 2014
   2. For Information and Filing (Draft minutes may return if changes are made by the Board or Commission)
      a. Airport Commission – May 6, 2014
      b. Bicycle and Pedestrian Advisory Commission – May 2, 2014
      c. Citizens Advisory Commission on Civic Beautification and Urban Forestry – May 8, 2014
      d. Corvallis-Benton County Public Library Board – May 7, 2014
      e. Downtown Parking Committee – May 6, 2014
      f. Economic Development Commission – April 21, 2014
      g. Historic Resources Commission – May 13, 2014
      h. Public Participation Task Force – May 15 and May 22, 2014

B. Confirmation of Appointment to Arts and Culture Commission (Robinson)

C. Announcement of vacancies on advisory boards, commissions, and committees (Budget Commission - French; Economic Development Commission - Spinrad)

D. Confirmation of an Executive Session on June 2, 2014, at 5:30 pm under ORS 192.660(2)(a)(d)(i)(status of employment)(status of labor negotiations)(status of employment-related performance)

E. Schedule an Executive Session at 5:45 pm on June 16, 2014, under ORS 192.660(2)(a)(e) (status of employment) (status of real property transaction)

The motion passed unanimously.

VII. ITEMS REMOVED FROM CONSENT AGENDA – None.

VIII. UNFINISHED BUSINESS, CONTINUED

A. Selection of Historic Resources Commissioners and Planning Commissioners

Mayor Manning asked Council to use the ballots previously distributed to fill three full-term Historic Resources Commission (HRC) vacancies and three full-term Planning Commission (PC) vacancies. Councilor Hogg was absent from candidate interviews and did not listen to the meeting recording, so he did not vote.

Mayor Manning said a majority of five votes was needed for each HRC position.

Councilor Hervey	Robinson, Wells
Councilor Sorte	Robinson (only one vote cast)

Councilor Brown	Robinson, Wells
Councilor Beilstein	Robinson, Wells
Councilor Hirsch	Robinson (only one vote cast)
Councilor Brauner	Robinson, Wells
Councilor York	Robinson, Wells
Councilor Traber	Robinson, Wells

Following tabulation of the votes, Mayor Manning announced that Mr. Robinson and Mr. Wells each received majority votes and both were elected to the HRC.

Mayor Manning said a majority of five votes were needed for each PC position.

Councilor Hervey	Ridlington, Sessions, Woods
Councilor Sorte	Ridlington, Woods (only two votes cast)
Councilor Brown	Ridlington, Sessions, Woods
Councilor Beilstein	Faulconer, Ridlington, Sessions
Councilor Hirsch	Ridlington, Sessions, Woods
Councilor Brauner	Faulconer, Ridlington, Sessions
Councilor York	Ridlington, Sessions, Woods
Councilor Traber	Faulconer, Ridlington, Sessions

Following tabulation of the ballots, Mayor Manning announced that Mr. Ridlington, Mr. Sessions, and Mr. Woods all received majority votes and they were elected to the Planning Commission.

B. Utility Rate Structure

City Attorney Fewel read an ordinance implementing a new utility rate structure and stating an effective date.

ORDINANCE 2014-04 passed unanimously.

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

A. Human Services Committee – None

B. Urban Services Committee (USC) – May 20, 2014

1. Cleveland Avenue Traffic Analysis

Councilor Hervey reported the traffic analysis requested by residents revealed vehicle speeds averaged 12 miles per hour and traffic volume was as predicted. Stewart Wershow attended the USC meeting on behalf of the neighborhood to thank the City for conducting the study. He said the neighbors did not see the need for a repeat study, but they may request one in the future after the CCC Plaza is fully occupied. The item was presented for information only.

2. Council Policy Review and Recommendation: 91-7.08, "Sidewalk Policy"

Councilor Hervey said the Bicycle and Pedestrian Advisory Commission reviewed the proposed Policy amendments and did not have further input. Councilors Hervey and Hogg, respectively, moved and seconded to amend Council Policy 91-7.08, "Sidewalk Policy" as recommended by staff and the Urban Services Committee.

Councilor York referred to Policy section 7.08.032 regarding sidewalk hazards and surmised that a large crack in a sidewalk panel without an offset between the two sections would be consistent with the Policy's definition of hazard. Ms. Steckel agreed.

In response to Councilor Sorte's comment, Ms. Steckel said use of asphalt on sidewalks is only intended as a temporary repair.

The motion passed unanimously.

3. Residential Parking Districts

Councilor Hervey thanked staff for its work and highlighted the information provided on pages 405 and 406 of the meeting packet.

Mr. Fewel read an ordinance amending Corvallis Municipal Code Chapter 6.15, “Residential Parking Permit Districts," as amended, and stating an effective date.

Councilor Hervey noted staff and USC have been on a long and difficult path over the last six months trying to find a method to deal with the inherent imbalance between the available parking spaces around the Oregon State University (OSU) campus and the number of people wanting to park in them. Early on, USC set livability as its overarching goal. His observation was that often, that goal was interpreted to mean livability for resident owners; however renters, rental property owners, residents of Greek houses, contractors, service providers and parents of students living in the neighborhoods did not initially receive the same consideration. In the past two months, USC heard from those groups and the likely impact on their livability. Councilor Hervey said USC did not hear from students in general, who probably do not yet understand the pending changes.

Councilor Hervey reviewed a list of items he expects Council will hear about in the fall:

- There are many properties for which the available permits will not match up with the number of non-related residents of a property. This will create a situation in which the first residents to apply for permits get them and the remainder do not.
- Remote long-term parking was discussed as a relief valve for some of these residents. However, such parking lots are part of the longer-term parking solutions being worked on as outcomes of the OSU/City Collaboration Project. Decisions about and implementation of these lots are not expected by the fall.
- To get a replacement permit, an applicant must give City staff the old permit or at least a piece of it. When the City starts to see turn over in short-term residents, staff will likely to hear from those who do not have a way to get a piece of the old permit to turn in.

- As discussed in the USC report, those who do not hold a visitor parking permit for a motor vehicle will not be able to obtain a visitor's permit. Around OSU Mom's and Dad's Weekends, staff will hear from residents.
- Councilor Hervey said as he understands the process, work is still being done to meet the needs of contractors and service providers under Municipal Code Chapter 6.05 "Special Parking Permits." Pending the outcome of how that works, there may be service provider issues.
- The minimum fine for an RPD violation is proposed at $35.
- There are no provisions for Property Managers to obtain parking permits.

Councilor Hervey said he considered proposing amendments in an attempt to address the cited issues. However, all the issues are complex and he noted people with good intention hold differing opinions on how best to deal with them. He said to reach decisions that will serve the City well financially and in public opinion, he has faith that the Municipal Court Judge can hear and respond to both concerns about the financial impact of too much leniency on parking violations fines and the extenuating circumstances of violators.

Councilors Hervey and Sorte, respectively, moved and seconded to amend the proposed ordinance, Section 6.15.~~08~~110, Penalty, to read "*Any person who parks a vehicle in violation of this Chapter shall be punished upon conviction by a fine of not more than $100*."

In response to Councilor Beilstein's request for clarification about the motion, Councilor Hervey said a large portion of what makes the program self-supporting depends on collected fines. There is no deterrent value in not charging a fine, and the City must pay for parking enforcement officers and police to enforce the ordinance. He noted residential parking districts will be new to many people, so a large number of tickets are expected to be issued initially. Councilor Hervey said rather than tying the Municipal Court Judge's hands, he would like to eliminate the $35 minimum fine and instead establish a maximum fine of $100.

In response to Councilor Sorte's inquiry, Councilor Hervey said the $230 fine relates to abuse of the parking permit system and it is located in a different section of the ordinance. He explained his motion was only intended to eliminate the $35 minimum fine.

In response to Councilor Hirsch's comment, Councilor Brown said the suggested fine is $50, with $35 being the minimum amount to which a person could negotiate. He noted City resources are expended to issue and adjudicate tickets in the first place, so the $35 to $50 range was proposed to help the City break even on those costs.

Councilor Hogg said the issue was discussed extensively at two USC meetings and the conclusion was to recommend what is outlined in the packet. He said there are many nuisances at Municipal Court, USC heard from Police Chief Sassaman and Public Works Director Steckel, and the recommendation was based on past experience with existing parking districts and associated enforcement issues. Councilor Hogg said he did not support the proposed amendment.

In response to Councilor Sorte's inquiry, Councilor Hervey confirmed his motion would delete the last sentence in the proposed ordinance which reads, "*The Court shall have no ability to reduce or suspend any portion of the mandatory minimum sentence*."

Based on the following roll call vote, the motion failed two to seven:
Ayes: Councilors Hervey, Sorte
Nays: Councilors Brown, Beilstein, Hirsch, Hogg, Brauner, Traber, York

In response to Councilor Traber's inquiry regarding visitor parking permits, Councilor Brown said in some districts, there are more people than parking spaces. Visitor permits could be a substitute for a resident permit, and a "back door" way to get full-time parking within the district, so he was concerned about possible abuse. Councilor Hervey said he would like Council to send the issue back to USC to see how expensive it might be to limit visitor permits.

Councilor Hogg said USC also discussed visitor permits and the issue had not been raised for existing parking districts. He questioned whether it was really a problem and he noted there is ample parking after 5 pm weekdays and on weekends. He agreed with Councilor Brown's concerns about possible abuse.

Councilor Beilstein said there should be some appeal method for those who do not meet the criteria, but still have a legitimate need for a parking permit.

Councilor Brown said the City will hear more about RPDs in the fall and the plan will be revised. Councilor Brauner agreed.

Councilor Sorte agreed with Councilor Beilstein's comments and he supported having parking permits that hang on rear view mirrors instead of using stickers.

ORDINANCE 2014-05 passed unanimously.

C. Administrative Services Committee – None

X. MAYOR, COUNCIL, AND STAFF REPORTS

A. Mayor's Reports – None.

B. Council Reports

Councilor Brown said thus far, about 2,500 responses to the housing study survey have been received.

C. Staff Reports

1. Council Request Follow-up Report – May 29, 2014

XI. NEW BUSINESS

A. A possible motion regarding the City Attorney contract

Councilors Hervey and York, respectively, moved and seconded, to approve an addendum to the City Attorney employment agreement.

Councilor Sorte thanked Councilor Hervey for the research he conducted with other communities.

In response to Councilor Beilstein's inquiry, Mr. Fewel said the contract addendum is now a public record (Attachment I).

The motion passed unanimously.

B. Mr. Fewel read a resolution designating the Benton/Corvallis Enterprise Zone (EZ) for electronic commerce.

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

Councilor Beilstein opposed the resolution. He believes anything the City does to attract businesses through tax breaks is not good for the community. Councilor Beilstein acknowledged the tax break in this instance comes from the State. He noted there are only five new "e-tail" designations available for 34 EZs in Oregon, and he does not believe Corvallis has a good chance of receiving the designation.

Councilor Sorte said many store-front retailers are conducting the majority of their business through e-commerce. Economic Development Manager Nelson said the retailer would have to be in an EZ and apply for an EZ designation.

RESOLUTION 2014-18 passed eight to one, with Councilor Beilstein opposing.

XIII. ADJOURNMENT

The meeting adjourned at 9:40 pm.

APPROVED:

_____

MAYOR

ATTEST:

_____

CITY RECORDER

Public Participation Task Force Public Meeting
April 28, 2014, 6:30-8:30pm
Corvallis-Benton County Public Library Meeting Room

Thank you for your interest in sharing your ideas with the Public Participation Task Force (PPTF). The library meeting room has a 120 person capacity, and we have reached capacity. But we want to hear from you! **Please use this form to share your response to the draft recommendations ideas with the PPTF.** Your input is important to us and will be considered before recommendations are finalized and presented to City Council on June 2, 2014.

Learn more about the Public Participation Task Force at http://www.corvallisoregon.gov/index.aspx?page=1520.

Question #1: Do you see any missed opportunities in the draft? If so, what are they?

PPTF needs to do more research into the value of certain existent boards/commissions that PPTF is recommending for change. I think these include CIP Comm, Martin Luther King Comm and WMAC (see below).

Question #2: Which recommendations concern you? Explain.

I am concerned about the recommendations to 1. merge the existing Watershed Management Advisory Commission (WMAC) into a Water Board or 2. the idea presented to detract from the current WMAC advisory role. PPTF members need to research the value of WMAC in the stewardship of the Corvallis Forest and protection of a main source of Corvallis' drinking water. These tasks are very important on their own—merging with a Water Board to study other facets of Corvallis' water projects is apple/oranges. I am a past vice-chair of WMAC and am currently the longest serving commissioner. The expertise, incredible insights, and intensive work of WMAC are invaluable to the people of Corvallis and the amazing 2400 acres of forest that they own. I am adamant that a change in the nature of WMAC is not a positive move for our City. If the word "commission" is to be deleted then I would ONLY accept becoming an advisory board.

Question #3: Which recommendations do you support? Are there any you're especially excited about?

Standardization of a method for board/commission orientation would be helpful.

Thank you for your participation! We appreciate your time and feedback. Your feedback will be incorporated into the recommendations made to City Council in June.

Please return this form tonight (04/28/14) at the library meeting room, via mail to City Hall PO Box 1083 Corvallis, OR 97339-1083, or scan and email to Kent Daniels, PPTF chair, at kentonofbenton@gmail.com.

Submitted by
Sarah McDonald
6-2-14

§ 166.173[1]

Authority of city or county to regulate possession of loaded firearms in public places

(1) A city or county may adopt ordinances to regulate, restrict or prohibit the possession of loaded firearms in public places as defined in ORS 161.015 (General definitions).

(2) Ordinances adopted under subsection (1) of this section do not apply to or affect:

(a) A law enforcement officer in the performance of official duty.

(b) A member of the military in the performance of official duty.

(c) A person licensed to carry a concealed handgun.

(d) A person authorized to possess a loaded firearm while in or on a public building or court facility under ORS 166.370 (Possession of firearm or dangerous weapon in public building or court facility).

(e) An employee of the United States Department of Agriculture, acting within the scope of employment, who possesses a loaded firearm in the course of the lawful taking of wildlife. [1995 s.s. c.1 §4; 1999 c.782 §8; 2009 c.556 §3]

Report to the Corvallis City Council

Public Participation Task Force
June 2, 2014

Overview of the Public Participation Task Force CHARGE

"The Task Force will develop alternative options to recommend to the City Council

- for improving the effectiveness and efficiency of the City's **Board and Commission system** and
- for encouraging a thriving network of **Neighborhood Associations.**"

Corvallis 2020 Vision Statement

"Boards, commissions, and task forces are the primary working groups that evaluate, draft, and recommend plans and legislation to the City Council."

"In 2020, Corvallis will be... blessed with an involved citizenry that actively participates in public policy and decision making..."

Criteria for Evaluation

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

PPTF Process: Gathering Information

- Best practices/ideas research from other communities
- Phone calls to Neighborhood Association leaders
- Feedback from Mayor, City Manager, Dept. Directors
- Survey of current board/commission members (85)
- Public meeting (January 2014)
- Survey of current Neighborhood Associations (121)
- Eugene site visit
- Corvallis Neighborhood Summit attendance

I. Guiding Principles

We recommend that the City Council adopt the following and display on the City website and other appropriate documents:

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

Key Steps for Efficient and Effective Public Participation

- Engage the public early in the decision making process
- Increase understanding of issues
- Determine possible options
- Generate new ideas
- Discover and explore possible compromises

II. Understanding the Charge Related to Advisory Boards and Commissions

Strengthen the public participation system by making it

* More effective
* More efficient

Recommended Options

Our recommendations will strengthen boards and commissions through:

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

1. Consistency

* Align with City Council standing committees
* Orientation, training, staff support
* Templates for agenda, outreach to community
* Use Task Forces for specific, short term issues

2. Clarity of Purpose

* Goal setting and reporting to Council standing committees
* Consistent use of title of committees
* Reduce silos, foster collaborative thinking, encourage dialogue

Broadened Scope

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

Gaps in the System

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

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

Community Involvement and Diversity Advisory Board

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

3. Efficiencies

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

Cost Factors and Maximizing Use of Community Volunteers

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

III. Neighborhood Associations

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

Neighborhood Connections

Three overarching goals of recommendations:

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

Neighborhood Connections

*Recommendation of new term:

Registered Neighborhood Group (RNG)

Sustaining Active Neighborhoods Goals

* Shift from reactive --> proactive engagement
* Enhance communication on issues impacting City neighborhoods
* Engagement with City on wider range of topics
* Greater understanding of City processes

Connecting Neighbors to Neighbors GOALS

*Improve communication mechanisms within neighborhoods

*Foster neighborliness

Partner with Each Other & the City GOALS

* Encourage more positive and mutually beneficial engagement between RNGs & City
* Increase level of City support for RNGs
* Increase communication between City Council and RNGs
* Increase communication between RNGs

Corvallis 2020 Vision Statement

"Boards, commissions, and task forces are the primary working groups that evaluate, draft, and recommend plans and legislation to the City Council."

"In 2020, Corvallis will be... blessed with an involved citizenry that actively participates in public policy and decision making..."

Thank you to all community members, current and past board and commission members, neighborhood groups, elected officials, and city staff for their engagement with this process.

Submitted by
Betty Griffiths
6-2-14

FUNDING FOR REPLACEMENT OF FRANKLIN PARK PLAY STRUCTURE

Good Evening City Council Members and Mayor:

I am here tonight to compliment you on getting the budget completed on time and to make a request for an addition to the budget for Fiscal Year 2014-2015. As you know, recently the play structure at Franklin Park had to be removed unexpectedly due to dangerous conditions—rotting supports. The estimated cost to replace this structure is $125,000.

I am requesting that you add $100,000 for one time expenditure for replacing this play structure. I am confident that the neighborhood with the assistance of the Friends of Corvallis Parks and Recreation will be able to raise the remaining $25,000 to complete this project. In fact, I am so sure of this that I propose that you add $100,000 to the budget allocation for Parks and Recreation Department with the caveat that it will not be spent unless the other $25,000 is raised from other sources.

Thank you very much for considering my suggestion and for your time. Questions?

June 2, 2014 - Submitted by Steven Whitener (AFSCME)

Exempt Wage Comparison: Budgeted FY 13/14 vs FY 14/15

Department	Position	13/14 Wage	14/15 Wage	$ Difference	% Difference
Parks and Rec	Aquatic Center Supervisor	$72,702.00	$74,883.12	$2,181.12	3.00%
Parks and Rec	Asst P&R Director	$89,560.44	$92,247.12	$2,686.68	3.00%
Parks and Rec	Parks Operations Supervisor	$71,061.68	$76,853.24	$5,791.56	8.15%
Parks and Rec	Senior Center Director	$66,394.68	$68,386.44	$1,991.76	3.00%
Police	Police Chief	$120,911.52	$123,860.64	$2,949.12	2.44%
Police	911 Supervisor	$79,609.08	$81,997.32	$2,388.24	3.00%
Police	Management Asst	$66,394.68	$76,233.48	$9,838.80	14.82%
Police	Police Captain	$113,350.80	$116,750.64	$3,399.84	3.00%
Police	Police Captain	$113,350.80	$116,750.64	$3,399.84	3.00%
Police	Police Lieutenant	$100,755.24	$103,777.92	$3,022.68	3.00%
Police	Police Lieutenant	$100,755.24	$103,777.92	$3,022.68	3.00%
Police	Police Lieutenant	$100,755.24	$106,372.20	$5,616.96	5.57%
Police	Police Lieutenant	$97,157.04	$102,542.55	$5,385.51	5.54%
Police	Police Records & Systems	$66,394.68	$68,386.44	$1,991.76	3.00%
Public Works	Public Works Director	$106,114.00	$130,838.08	$24,724.08	23.30%
Public Works	Admin Division Manager	$79,299.78	$83,670.96	$4,371.18	5.51%
Public Works	Bldgs & Garage Supervisor	$79,609.08	$81,997.32	$2,388.24	3.00%
Public Works	City Engineer	$100,755.24	$103,777.92	$3,022.68	3.00%
Public Works	Electronics & GIS Supervisor	$63,675.43		($63,675.43)	-100.00%
Public Works	Engineering Supervisor	$89,560.44	$92,247.12	$2,686.68	3.00%
Public Works	Engineering Supervisor	$89,560.44	$92,247.12	$2,686.68	3.00%
Public Works	Engineering Supervisor		$74,084.94	$74,084.94	100.00%
Public Works	Management Asst	$55,988.70	$58,371.63	$2,382.93	4.26%
Public Works	Trans Services Supervisor	$79,609.08	$81,997.32	$2,388.24	3.00%
Public Works	Trans Services Supervisor	$79,609.08	$81,997.32	$2,388.24	3.00%
Public Works	Transportation & Bldg Div Manager	$84,618.60	$70,551.44	($14,067.16)	-16.62%
Public Works	Utilities Division Manager	$100,755.24		($100,755.24)	-100.00%
Public Works	Utilities Division Manager		$82,667.92	$82,667.92	100.00%
Public Works	Utilities Services Supervisor	$85,674.96	$81,997.32	($3,677.64)	-4.29%
Public Works	Utilities Services Supervisor	$62,375.88		($62,375.88)	-100.00%
Public Works	Utilities Services Supervisor	$79,609.08	$81,997.32	$2,388.24	3.00%
Public Works	Water Operations Supervisor	$89,560.44	$92,247.12	$2,686.68	3.00%
Public Works	Water Operations Supervisor		$73,482.60	$73,482.60	100.00%
Public Works	Water/Wastewater Operations	$89,560.44		($89,560.44)	-100.00%

June 2, 2014

I spoke at the last City Council meeting regarding the 9 cottages at 14th & Harrison for which I have NO off-street parking. The USC is proposing that the first kitchen be allowed 2 permits and 1 permit for each additional kitchen, up to a maximum of 20 permits per tax lot. Under this proposal, I will still have a problem, because: 1) there is no off-street parking; 2) there is ordinance allocation restrictions on allowing new tenants to obtain permits; and 3) some tenants have 2 cars. It is questionable that sufficient permits will be available to the tenants. As proposed by the USC, 9 cottages on separate lots would be eligible for a total of 18 permits, while my 9 cottages would only be 10 permits. This is not an equitable solution. Why should residents on separate individual lots be allowed to have 2 permits, while mine can only have 1 permit, -- if they are lucky. It appears very discriminatory to reduce the use of parking for these cottages for benefit of other users in the RPD. I am asking the City Council to amend the proposal, to allow for 2 permits per kitchen with a maximum of 20 permits per tax lot. (This would mean that the first 1 to 10 kitchens, on a tax lot, would be allowed up to 2 permits each, and any tax lots with more than 10 kitchens will only be allowed the maximum of 20 permits.)

It has also been brought to my attention that the proposed ordinance provides for an OWNER permit for non resident owners. (see Section 6.15.0450 item # 4) The details of this are not very clear. Items that need to be addressed are:

1) property managers representing non-resident owners
2) need procedures for obtaining owner/property manager permits
3) use of permits. Can they be moved from vehicle to vehicle? (similar to visitor permits)

These are only a few items that come to mind.
I can assure you, because there is no off street parking, my property manager will need a permit, or pay fines, to have maintenance work done at 14th and Harrison.

Sincerely,

Jerry Hortsch

June 2, 2014

Mayor and City Council
City of Corvallis
501 SW Madison Avenue
Corvallis, OR 97333

Re: Proposal for public funding of hotel parking

Dear City Councilors:

I have reviewed the material from the developer and Mr. Nelson along with the staff report and other items on the proposed public funding of hotel parking on the riverfront. Based on this and my experience with bonding for projects and the public's response, I recommend you decide tonight **not to move forward on this project** before you expend any more time and valuable resources on it.

If you chose to keep exploring this project, then you need to undertake a full public process and an independent analysis of the pros and cons and the costs to the taxpayers of the city. This analysis should not be done by Mr. Nelson of the Economic Development Office or the developers as they are clearly biased and subject to benefit from this development.

In addition to the points raised in Mr. Howell's excellent letter to you on June 1, you need to examine the following:

- In addition to paying for the office of Economic Development do you want to fund all economic growth in Corvallis
    - What economic development should the city fund?
    - Is a parking garage for a hotel the best place to fund economic development?
- What are the long term needs for parking in the downtown? What alternative sites should be considered?
- Since during non-peak times, the hotel will take some customers and room taxes from other motels, potentially reducing room tax revenue available for other uses, the reduction in room taxes should be calculated.
- What is the financial viability of the developers? If they go bankrupt as some have recently, what is the city responsible for?
- Research and review what other Oregon municipalities have worked on in public/private partnerships and the outcomes for the municipality, especially financial.
- Is this the best place to utilize the bonding authority of the city? If so, what is the limit of bonding authority left for other projects?
- What are we currently using the Transient Room Tax to fund besides Visit Corvallis? What will be lost if the new room tax from this hotel goes to fund the garage?
- How much money is in our Parking Fund and what other uses are there for this money?

- How realistic are the developer's projections on usage by the hotel guests and The Elements building?
  - It seems that hotel guests may chose to keep their cars in the garage during the day and walk downtown or take the bus to other locations such as OSU. I know that I would do this.

We have already cut the budget for our valued parks and recreation and library services by substantially more than the proposed $200,000 non-refundable initial payment. Where will this $200,000 come from? If the projections for income do not come in as projected where will additional cuts be made?

Again, I urge you to not spend more time and money on this ill thought out and potentially costly endeavor. Do not pass the proposed resolution.

Sincerely,

Betty Griffiths

Corvallis OR 97330

Copy: Mayor Manning
Jim Patterson, City Manager

Alta Vista Design Architecture & Planning LLC
2422 NW Molly Court, Corvallis, OR 97330-9260
Phone: (541) 754-7540 e-mail: altavistadesign1@gmail.com

June 2, 2014

RE: Proposed City Funding of a Parking Garage Component of a Private Development

Dear Corvallis City Council Members:

In 2012, when the developers of the proposed new River District hotel complex presented their plans to the City for concept approval, I submitted written testimony supporting the concept of a new private mixed-use facility located on the 1st and Adams / Washington Half-Block. At that time I raised a concern about the lack of parking that may result from such a development.

When one factors in the absence of on-site parking for the last remaining building located on the Adams & Washington Block and the prospects of a new museum on the same block that will also have near-zero on-site parking, the picture of future parking problems in this part of downtown becomes even more desperate than the picture presented in 2012.

Recent disclosures about a proposed financial arrangement between the new hotel developer and conversations with the City about a public-private partnership to pay for hotel-related parking makes the current parking proposal even more disturbing. While not disturbing in concept, the current proposal certainly remains disturbing because the proposed marriage will not provide the public-parking that is so desperately in demand for this portion of Downtown.

Forward thinking cities can and should consider how best to work together as partners to help foster economic development and tax base stability. For such partnerships to work properly, both parties need to prosper on paper as well as in fact.

According to the developer's own statements, the hotel complex numbers do not pencil out unless the City contributes $4.2M to the project to pay for structured parking.

The City now is basically being requested to bankroll the cost of constructing on-site parking to meet the land development code requirements for a private development. Additionally, the City is also now being requested to bankroll a fixed number of parking spaces in the proposed new above ground parking garage for a building that has nothing to do with the proposed hotel development.

The developer's parking garage construction cost numbers when combined with the overly complex and inefficient parking garage design and the lack of dedicated public parking spaces make for a nightmare marriage. This marriage, as presented should be rejected by the City Council.

Most residents, visitors, and business owners want to see and encourage activity that helps create a thriving downtown core area and continue to develop in a manner that adds to the economic, recreational, and cultural vitality of the central business district.

Citizens of Corvallis vigorously debated and then enthusiastically supported the re-development of the Riverfront to help create a district that is vastly popular and the envy of many other communities. Citizens of Corvallis voted with their tax dollars to create the re-claimed living room of Corvallis and to pump economic vitality into an area that was dreamed about but ignored for nearly 50 years.

Parking was and always will be a cornerstone component of any current or future re-development of Downtown Corvallis. Having to troll the streets looking for a parking space is neither sustainable nor supportable.

The development plans for the new museum are well underway. Unfortunately, their plans lack new on-site parking spaces. A successful museum without access to public parking will complicate the existing parking situation during the hours that the museum is open, while museum staff is working on-site, and whenever the museum holds their popular gatherings. .

In 2006, when the museum shifted focus from remodeling the old Copeland Lumber Yard buildings towards constructing a new museum building on the corner of 2nd and Adams, two underground parking concepts were developed to show how the museum property could be used to solve the museum's parking needs as well as contribute to solving the projected needs for additional public and private parking in the CBD. These two concepts were developed before the museum decided to market and sell the vacant east half of the Block. The concepts were shared with the City, but the City shared no interest in the concepts and the museum reverted back to a building solution that provided no on-site parking.

Museum Parking Concept #1 provided approximately 141 parking spaces located in a single level underground parking garage. A portion of the parking would be located below the proposed new museum and the remaining spaces would occupy the space under the entire east half of the Adams / Washington Block. Access to the underground parking garage was from the alley.

Museum Parking Concept #2 provided approximately 138 underground parking spaces configured similar to Concept #1. Access to the parking garage was from Adams.

With careful site planning by the new hotel developers, the proposed Museum parking counts could be increased by 46 + in Concept #1 (total 187) and by approximately 58 in Concept #2 (total 196).

The current hotel parking scheme fails functionally, financially, and possibly on the aesthetic level.

The following bullet points outline several areas where the current proposal misses the target:

- The developer seems to treat the hotel parking demand as coming only from the hotel beds. But what about the parking demand created by the 40+ full and part-time hotel employees, guests of hotel guests, employees of the hotel commercial spaces, and customers of those commercial spaces? When all of those additional parking demands are factored in, the 120+/- parking spaces dedicated to the shared hotel-city parking inventory will effectively turn out to be "zero-availability" for the public.

- Without easy access to public parking, there will be no improvement in the availability of parking to help alleviate the current and future busy and merchant-critical downtown parking hours of 4:30-10:00 PM.

- The target-occupants of the commercial space have not been identified. If the target includes restaurant uses, then the presented parking numbers are even further out of alignment with demand and City expectations.

- The multi-level above ground parking garage artificially requires the building to get taller. Is the overly complex, confusing, and costly above ground parking garage just an excuse to create better views for the hotel guests? I don't object to a hotel that stays within the current 75 foot height limit. Maybe the hotel design should be modified to remove the parking garage floors and directing all of the hotel suites view towards the river and the Cascades. Someday, a future developer will construct a building west of the alley that will block the westerly views of the hotel rooms. Do hotel patrons paying the projected premium prices of the hotel rooms want to be looking at the back end of a future building that may be only 14-20 feet away and across the alley. The Renaissance Condo and the Elements Tower currently find themselves in that unfortunate predicament.

- There has been no discussion of how to address the construction phase parking disruption, construction material storage needs, construction vehicle access, and where the projected 150 construction phase workers will park during construction.

- The typical mantra is that underground parking is too expensive. When compared with ground level parking lots, underground parking is more expensive. When compared with a free-standing single purpose parking garage, multi level below grade parking may be more expensive. The multi-level above ground parking floors stuffed between ground floor hotel functions and several floors of above ground hotel guest rooms is destined to be as expensive, or even more expensive, than a single level underground parking garage that is not complicated with multiple complex ramps.

One level of underground parking plus alley-access ground level parking under the west portion of the new hotel building appears to be a superior solution to the current hotel parking concept.

In recent years, comparable projects in the region have displayed how creative thinking at the private and the public-private levels can create better parking solutions than are currently being proposed by the hotel developer.

The Eugene Downtown Conference Center / Hilton Hotel combines two levels of underground parking below the hotel tower.

The Renaissance Condo extended their parking garage below the Washington Ave. public right of way.

Hopefully the two attached parking concepts from 2006 for public access parking will add to the conversation regarding the best way to provide needed downtown parking that makes the best use of Public-Private Partnerships.

In an ideal world and with long-range planning taking priority, the City would acquire the underground development rights or the actual remaining building(s) on the Adams / Washington Block. This move would allow the underground parking garage to economically expand to include the entire block. Such a move could add an additional 65 +/- underground parking spaces and up to 40 additional ground level parking spaces that would be accessible from the alley. The net total would be approximately 290 new parking spaces. Once the underground parking garage is completed

How would this alternate parking approach benefit the entire community?

- The City would retain and enhance a pedestrian-friendly streetscape on all four sides of the Hotel / Museum block.

- A serious amount of new public owned parking would be created to serve the public, hotel, museum, and new future developments on the block.

- The City would "own and control" the underground development rights for the entire block for the purpose of constructing a parking garage. In exchange for surrendering the underground development rights to the City, all private development partners would retain full development rights to the space above the public underground parking garage. If the entire block became available for redevelopment, then the "air-space" above the portion of the new underground parking garage (located at corner of 2nd and Washington) could be re-developed following City-established design and development standards. All of the "above ground" developers would be guaranteed a proportionate share of the projected 290 +/- new parking spaces. The City would retain the parking rights for public use that exceed the on-site parking requirements outlined in the current Land Development Code for each occupancy-type created.

The Riverfront Commission encouraged a mixture of building uses in new and re-purposed buildings that would complement the historic character of Downtown Corvallis and the now vastly popular Riverfront District. One development concept "envisioned" by the Riverfront

Commission was a building-type that would include commercial establishments on the ground floor level, office space on the second floor, and a mix of housing on upper floors. Such "vision-buildings" would fit within the 3-floor minimum standard and the current height limitation of the Land Development Code. Developing such a mixed-use building on the occupied corner of 2nd and Washington would add additional vitality and character to the River District and the entire downtown core.

Hopefully, this narrative can help to open the door to new ideas discussions with the City, the current land owners of the Adams / Washington Block and the citizens of Corvallis.

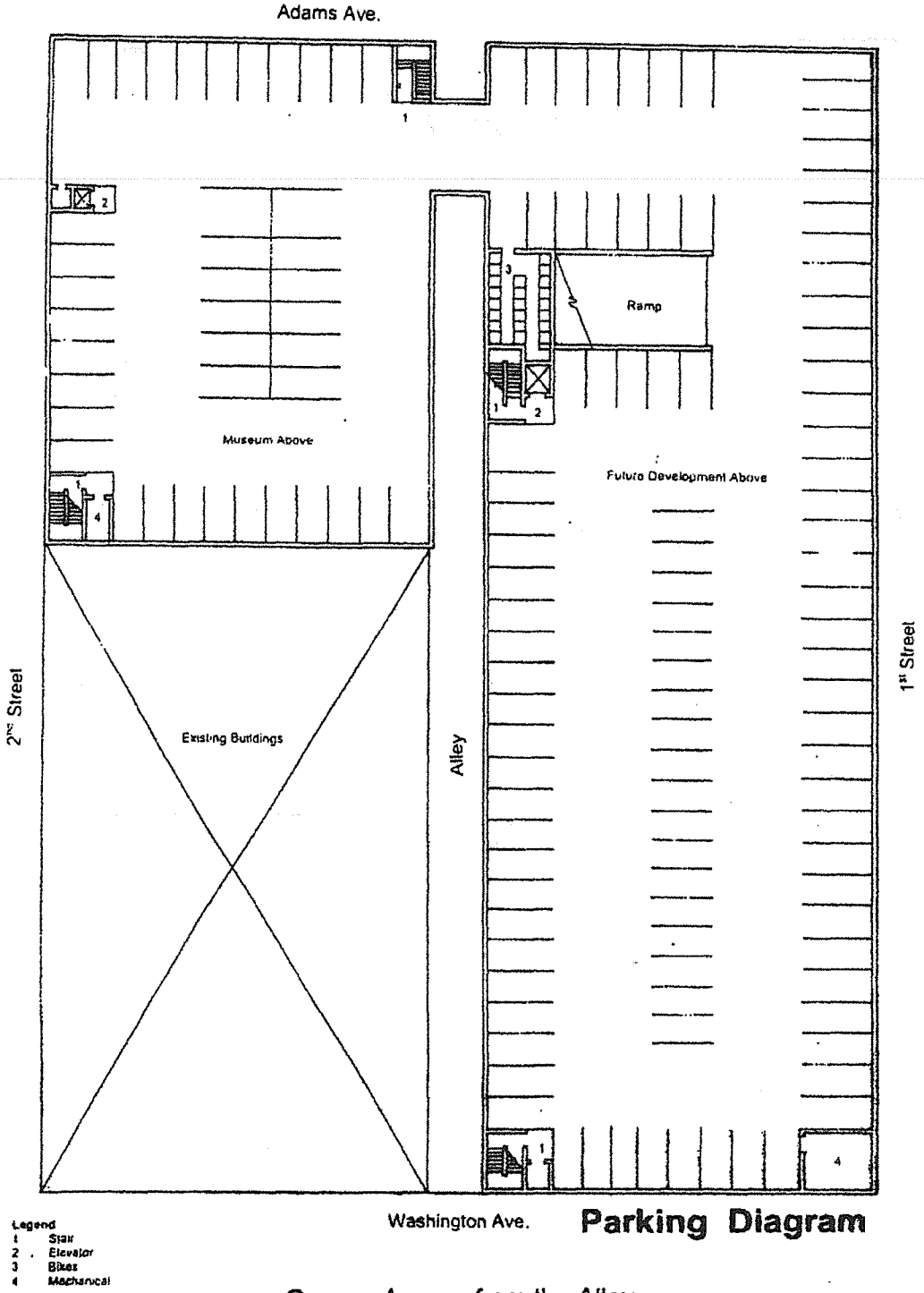
I encourage all parties to work together to solve a real problem that impacts the entire community. The current proposal is not a win-win proposition. New ideas are needed.

Respectfully
Richard Bryant, AIA
Alta Vista Design Architecture & Planning LLC & 10-year Riverfront Commission Member.

Attachments:

- 2006 Underground Parking Concept #1 Site Plan
- 2006 Underground Parking Concept #2 Site Plan

BCHS Underground Parking Proposal * Concept #1

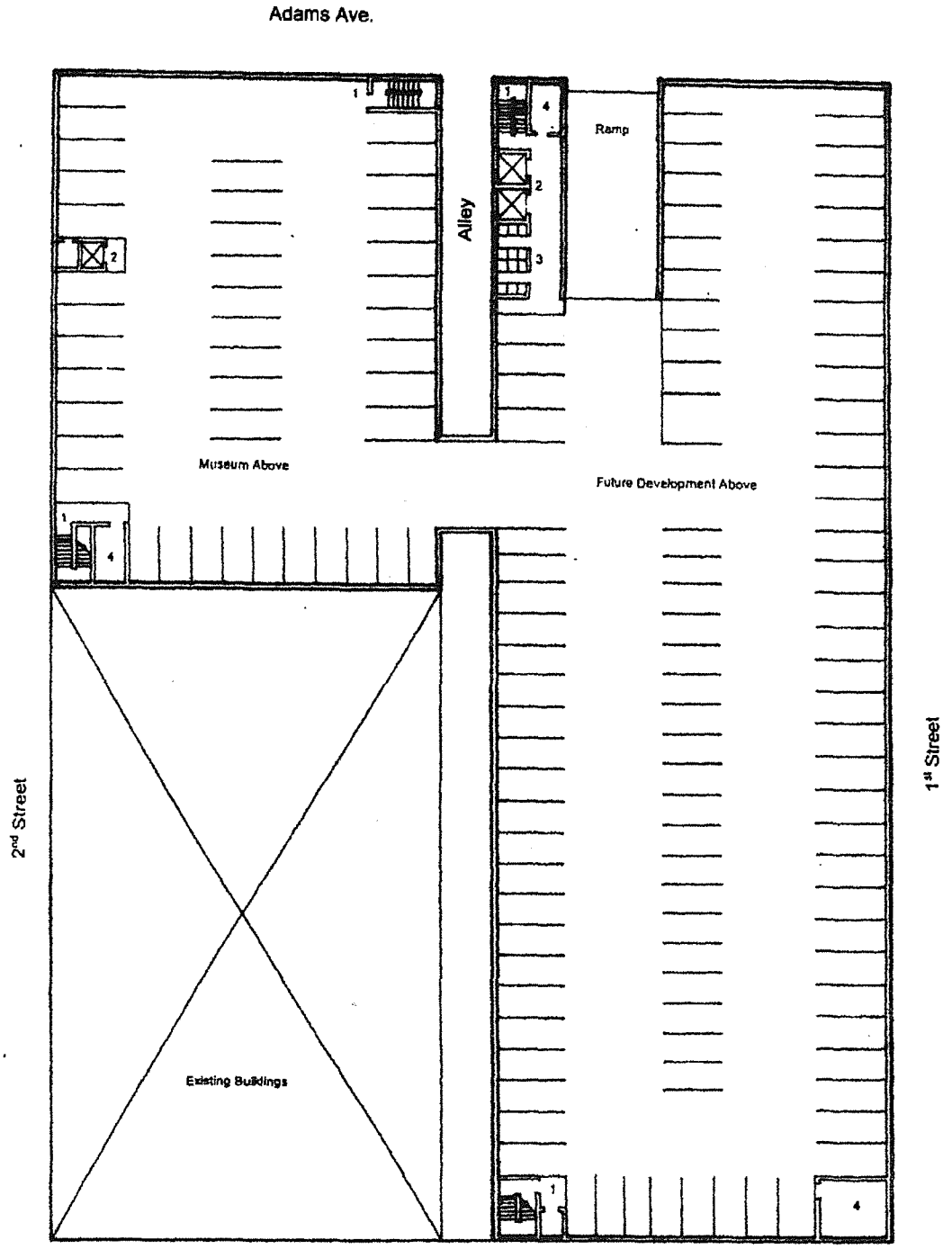


Parking Diagram

Garage Access from the Alley

Alta Vista Design * Architecture & Planning LLC

BCHS Underground Parking Proposal * Concept #2



Legend
1. Stair
2. Elevator
3. Bikes
4. Mechanical

Parking Diagram

Garage Access from Adams Ave.

Alta Vista Design * Architecture & Planning LLC

CITY OF CORVALLIS, OREGON
CITY ATTORNEY EMPLOYMENT AGREEMENT ADDENDUM

This agreement addendum, dated _____, 2014, amends the employment agreement entered into on June 4, 2012, by and between the City of Corvallis, Oregon, a municipal corporation of the State of Oregon (hereinafter referred to as "CITY"), and the law firm of Fewel, Brewer & Coulombe (hereinafter referred to as "LAW FIRM").

1 The City and Law Firm agree to modify the original employment agreement dated June 4, 2012, as follows:

1.1 Compensation for Services. As compensation for services included in the retainer, the Law Firm's monthly payment is $22,136.00 effective July 1, 2014. The Law Firm hereby waives any inflationary adjustment of this compensation to the Law Firm for the year beginning July 1, 2014. The monthly payment is to be paid on or before the 10th day of each month.

1.2 Compensation for Services Performed Outside of the Retainer. As compensation for services performed outside of the retainer, the City will pay the Law Firm for the services of the City Attorney and Deputy City Attorneys at a rate of $140.00 per hour. The Law Firm hereby waives any increase to this amount which would have been effective July 1, 2014. Charges for work performed outside of the retainer in a given month will be invoiced the following month and will be paid to the Law Firm with the next regular monthly retainer payment.

2 All other terms and conditions in the original agreement, as amended on June 4, 2012, remain as originally identified.

IN WITNESS WHEREOF, the parties have herewith executed their signatures.

CITY OF CORVALLIS

_____
Julie Jones Manning, Mayor

ATTESTING AS TO THE MAYOR

_____
City Recorder

FEWEL, BREWER & COULOMBE

_____
Scott A. Fewel

CITY OF CORVALLIS
COUNCIL WORK SESSION MINUTES

May 29, 2014

The work session of the City Council of the City of Corvallis, Oregon, was called to order at 5:15 pm on May 29, 2014, in the Madison Avenue Meeting Room, 500 SW Madison Avenue, Corvallis, Oregon, with Mayor Manning presiding.

I. ROLL CALL

PRESENT: Mayor Manning; Councilors Beilstein, Brauner, Brown, Hervey, Hirsch (5:20 pm), Sorte, Traber, York

ABSENT: Councilor Hogg (excused)

II. NEW BUSINESS

A. Council Discussion

Mayor Manning and Councilors reviewed the interview questions for the two Commissions and confirmed the voting procedure to be used at the June 2, 2014, Council meeting will follow the ballot vote process outlined in the Municipal Code.

B. Planning Commission Applicant Interviews

Planning Commission applicants Paul Woods, Peter Kelly, John Faulconer, Ron Sessions, and Jim Ridlington were interviewed. All candidates were informed that selection will occur at the June 2 Council meeting.

C. Historic Resources Commission Applicant Interviews

Historic Resources Commission (HRC) applicant Mike Wells was interviewed. He was informed that selection will occur at the June 2 Council meeting.

Applicant Charles Robinson was unable to attend his interview due to a last minute emergency. With the concurrence of Councilors present, Mayor Manning agreed to contact HRC liaison Councilor Hogg to determine if he was supportive of Council including Mr. Robinson on the ballot for a vote at the June 2 Council meeting. Mr. Robinson is an incumbent who is interested in reappointment. Since only two applications were received to fill three vacancies, Councilors present at the work session said they felt comfortable including Mr. Robinson on the ballot without an interview, if Councilor Hogg agreed.

III. ADJOURNMENT

The meeting adjourned at 7:40 pm.

APPROVED:

_____

MAYOR

ATTEST:

_____

CITY RECORDER

CITY OF CORVALLIS
COUNCIL WORK SESSION MINUTES

June 9, 2014

The work session of the City Council of the City of Corvallis, Oregon, was called to order at 7:00 pm on June 9, 2014, in the Madison Avenue Meeting Room, 500 SW Madison Avenue, Corvallis, Oregon, with Mayor Manning presiding.

I. ROLL CALL

PRESENT: Mayor Manning; Councilors Beilstein, Brauner, Hervey, Hirsch (left at 8:10 pm), Hogg, Traber, York, Sorte (arrived 7:02 pm)

ABSENT: Councilor Brown (excused)

II. UNFINISHED BUSINESS

A. Public Participation Task Force Recommendations

Mayor Manning reviewed the related Council goal on page 5 of the report and noted the guiding principles on page 7. Councilors agreed to frame the discussion around the areas of "What is Missing," "What Concerns You," and "What Excites You." Mayor Manning noted Councilors' responses on the white board so everyone in attendance could follow the discussion. A transcribed copy of what she wrote on the board is included as Attachment A.

By consensus, Council supported establishing a new task force with a narrow charge to reconstitute the Committee for Citizen Involvement into a new Community Involvement and Diversity Advisory Board (CIDAB) and having Council leadership identify alignment of boards and commissions with Standing Committees. Both topics will be presented for the full Council's consideration and a vote at the July 7, 2014, Council meeting. Council also supported Mayor Manning sharing the PPTF recommendations with the League of Oregon Cities for a peer review. Councilors agreed further discussion of the PPTF's recommendations was appropriate as a recommended topic for the next quarterly work session.

II. ADJOURNMENT

The meeting adjourned at 8:40 pm.

APPROVED:

_____
MAYOR

ATTEST:

_____
CITY RECORDER

Boards/Commissions

"Values of CC" re: Boards and Commissions appointments

What is missing?

peer review (LOC?)
problem statement
metrics/measurement
how do we engage citizens?
too detailed re: budget costs
don't re-invent wheel, learn from other cities

Access
"citizens" vs. "community"
Neighborhoods

What concerns you?
Hopeful concern: multi-modal transportation group – to include all types of users

CCI needs expertise re: land use
don't lose expertise re: CIP reps
loss of input through re-org
blanket change by fiat rather than process involving boards/comm.
where is more study needed?
how to maintain neutrality vs. advocacy?
CC liaison is good but concern about workload
some more technical groups also bring good recs to CC (watershed)

how is "collaborative democracy" model working with representative democracy of CC?
don't want oversight to be too zealous/robust
NA not another governing body/decision maker

What excites you?

hierarchy more easily understood
favor Mayor appt/CC confirms
best practices cited: orientation, goals, annual reports to CC cmte
* proposed re-org of CCI/expanded focus vehicle for achieving other goals
* Water Systems Adv Bd
watershed could become forest stewardship
expanded scope of BC

potential to make difference - logical

opportunity for group (i.e., NA) present at CC
dumpsters for clean-up projects
free meeting space
best practices cited/more effective
institutional recognition of NAs
enables 2-way flow of communication w/ CC (list serve) – not just to include NAs
neighborhood grants, especially for improvements
"sustain, connect, partner" – neighbors helping neighbors
engage neighbors early in land use issues

Next steps

re-establish CCI/CIDAB – task force?
narrow charge
identify "low-hanging fruit" – identifying alignments with CC committees; begin discussions re: recs; CC leadership?

AIRPORT COMMISSION
MINUTES
June 3, 2014
DRAFT

Present
Rod Berklund, Chair
Lanny Zoeller, Vice-Chair
Louise Parsons
Todd BrownPaul Woods
Biff Traber, Council Liaison

Absent
Bill Dean
Douglas Warrick
Bill Gleaves, excused

Staff
Dan Mason, Public Works
Tom Nelson, Economic Development

Visitors
Jack Mykrantz
Ty Parsons

SUMMARY OF DISCUSSION

Agenda Item	Information Only	Held for Further Review	Recommendations
I. Open Meeting/Introductions	X		
II. Review of May 6, 2014 Minutes			Approved
III. Visitor Comments			N/A
IV. Old Business • Public Participation Task Force Discussion	X		
V. New Business • None			N/A
VI. Information Sharing • Update on the Airport Industrial Park • Update on the Airport • Update on the City Council • Monthly Financial Report	X X X X		

CONTENT OF DISCUSSION

I. Open Meeting/Introductions
Chair Berklund called the meeting to order and those present introduced themselves.

II. Review of Minutes
Commissioner Brown moved to approve the May 6, 2014 minutes. Vice Chair Zoeller seconded the motion and the minutes were approved unanimously.

III. Visitor Comments

None.

IV. Old Business

Public Participation Task Force Discussion

Chair Berklund reported that he has been invited to the next Public Participation Task Force (PPTF) meeting to discuss the Airport Commission's suggestions.

V. New Business

None.

VI. Information Sharing

Mr. Mason stated that elections will be held at the next Airport Commission meeting.

Update on the Airport Industrial Park

Mr. Nelson stated that he had nothing to report.

Update on the Airport

Mr. Mason reported the following:

- It has been five years since T. Gerding got an option for the one acre parcel next to their new building and the option expires in August. Tom Gerding has requested another five year option on that property.
- The Collings Foundation Wings of Freedom Tour will be at the Corvallis Municipal Airport June 11-13 with vintage planes for viewing and flights.
- A portion of Mr. Mason's position description that focused on traffic issues will be moved to the new Engineering Supervisor position and he will take on more responsibility for parking.
- The half-time Airport maintenance employee will be working under the Buildings and Grounds workgroup, rather than the Airport.
- Airport maintenance is working on mowing and weeding.

Update on the City Council

Councilor Traber reported that the PPTF presented its recommendations to the City Council, but no real discussion took place. There will be a work session to look at the recommendations. He also noted that the budget was approved and commented on other issues that were discussed at the Council meeting.

Monthly Financial Report

The Commission briefly discussed the financial report.

The meeting was adjourned at 7:33 a.m.

NEXT MEETING: July 1, 2014, 7:00 a.m., Madison Avenue Meeting Room

CITY OF CORVALLIS
ECONOMIC DEVELOPMENT COMMISSION
Minutes – May 27, 2014

Present
Elizabeth French, Chair
Rick Spinrad
Pat Lampton
Jason Bradford
Nick Fowler
Jay Dixon

Excused Absence
Ann Buchele
Skip Rung
Tim Weber
Biff Traber, Council Liaison

Staff
Tom Nelson, Economic Development Manager
Amy Jauron, Economic Development Officer
Claire Pate, Recorder

Visitors
Kirk Bailey
Joe Raia, *Corvallis TidBits*

SUMMARY OF DISCUSSION

	Agenda Item	Summary of Recommendations/Actions
I.	Call to Order/Introductions	
II.	Approval of Minutes: • April 21, 2014	Approved, as drafted.
III	Visitor Comments	None
IV	E-Commerce Enterprise Zone Designation	Motion to approve the application process
V	Review of City Council Economic Development Policies	Discussion
VI	Review of Economic Development Commission Sunset	
VII	Strategy/Business Activity Update	
VIII	Marketing Strategy Development Report	
IX	Other Business	
X	Future Agenda Items	
XI	Adjournment	Adjourned at 4:50 pm. Next meeting June 9, 2014; Madison Avenue Meeting Room, 500 SW Madison

CONTENT OF DISCUSSION

I. CALL TO ORDER.

Chair French called the meeting to order at 5pm. She announced that Commissioner Spinrad would be leaving the EDC because of his new assignment in Washington, D.C. She welcomed Brian Wall, Director of OSU's Office for Commercialization and Corporate Development, who was in attendance at the meeting. His appointment to the EDC would be formalized at the next two City Council meetings.

II. APPROVAL OF MINUTES – April 21, 2014.

Commissioner Dixon **moved** to approve the minutes as drafted; Commissioner Fowler seconded the motion which **passed** unanimously.

III. VISITOR COMMENTS.

Kirk Bailey, a past participant in the development of the South Corvallis Area Refinement Plan (SCARP), proposed an option to the Economic Development Commission's (EDC) recommendation that the Planning Commission and City Council consider a limited exemption from the Plan Development Overlay (PDO) for code-compliant development on certain industrial sites. The EDC's recommendation was not approved by the Planning Commission. Mr. Bailey's proposal was that the PDO's for the South Corvallis industrial sites be removed entirely, which could be accomplished as part of the Land Development Code Phase III amendment package. The PDO had been put into place at a time when there were concerns about wetlands mitigation and drainage. These issues have been mostly addressed already. The remaining issue is transportation-related. He handed out a map from the SCARP final report showing the proposed Land Use Plan (Attachment A). The SCARP committee determined that the bottleneck in getting across the river was the main deterrent to development of the area. They had made certain recommendations to minimize this impact, including the provision of services in South Corvallis so residents do not have to go across the bridge; creation of multi-modal paths; access management along S. 3rd Street; transportation demand management to get the most use of the land with the least transportation impact; and boosting transit use.

Mr. Bailey said that he had made such a proposal to the Planning Commission and it had been favorably received. If the EDC were to make this a recommendation, City Council might get this work prioritized. He had a meeting with Community Development Director Gibb who gave an estimate of about $25,000 to do LDC Phase III work. This work could possibly start early next year with the help of a consultant, if money can be identified to cover the costs. Currently LDC Phase II is underway.

Chair French asked that EDO Manager Nelson send copies of the pertinent portions of the SCARP Final Report, so that the Commissioners could familiarize themselves with it. Director Gibb was intending to come to the EDC June 9, 2014, meeting to address some of these items. She invited Mr. Bailey to come back for that discussion if he was available.

IV. E-COMMERCE ENTERPRISE ZONE DESIGNATION

Manager Nelson said that during the last special session of the Oregon State Legislature, five additional E-Commerce Zones were approved, a designation for which Corvallis could apply on behalf of its Enterprise Zones. The most significant feature of this designation is that qualifying businesses may receive a credit against the business's annual state income or corporate excise tax liability. This would provide a tool for recruitment and expansion for any businesses doing business via internet. To apply, both Benton County and the City

would need to adopt resolutions supporting the designation, which would have to be fast-tracked as applications are due by June 16, 2014. He asked the Commission for their support of the initiative. Commissioners had several questions, to which he responded as follows:

- He does not know what the denominator is for calculating the credit that a business would receive but will find out more about it.
- All of the Enterprise Zones would be included: the H-P Campus and McFadden property, Sunset Research Park, and the South Corvallis sites.
- There are likely ten jurisdictions that might be applying for the five additional zone designations.
- There is not much of a downside to applying since it is not a property tax credit, though the County does receive some income tax revenue for some of its programs.
- Anecdotal information supports that this designation has been helpful in recruiting business in other E-Commerce zones.

MOTION: Commissioner Spinrad **moved** to support the filing of the application with the State. Commissioner Lampton seconded the motion which **passed** unanimously.

V. REVIEW OF CITY COUNCIL ECONOMIC DEVELOPMENT POLICIES

Chair French said the existence of the EDC is contingent on City Council which approved the creation of the Commission three years ago. It has an expiration date at the end of the fiscal year in June. The Mayor is expected to make a recommendation to City Council to renew the Commission and its work. As part of this effort, the Commission needs to review the policies and procedures and determine whether there are any changes needed.

Manager Nelson said that there were two decisions being asked of the Commission: the first is the review of City Council policy CP 96-6.03, and the second is included as the next agenda item, which is whether the Commission should sunset in June.

Commissioner Spinrad suggested that section 6.03.070 (supporting documents) be amended to include the Economic White Paper and the Strategic Plan, for which there was general agreement. Manager Nelson pointed out the correct language for section 6.03.080 was that which had the lines drawn through it, not the additional bolded language.

VI. REVIEW OF ECONOMIC DEVELOPMENT SUNSET

Chair French opened discussion on the Sunset Review of the EDC, in accordance with City Administrative Policy AP 96-2.02. They had given an annual report to City Council and the County at the end of 2014, and it was her belief they accepted their recommendations for the on-going work of the Commission. However this might be another opportunity to receive any feedback that the City Council might have. Economic Development is a long-term play, and there are many improvements that still need to be made within the governmental entities to assist with the effort. The Strategic Plan lays out priorities and provides focus, but there is plenty more work to do.

Manager Nelson said that this was mostly a formality, as it seemed obvious there was still a body of work to be completed. Chair French and others thought it a good idea to include the PowerPoint report which she had presented to City Council as a supporting document for continuing the work of the Commission. The presentation included goals for this year, which will require additional work. Mr. Nelson said that he would submit a sunset review

report which would capture all of the comments. Commissioner Fowler asked that there be a reference included relating to the importance and value of the collaboration with Benton County. In response to a query, Commissioner Dixon said that the County did not have a similar sunset procedure.

Commissioner Bradford brought the discussion back to Council Policy 96-6.03 and its reference to economic measurements and indicators. He opined that metrics relating to new businesses that provide good paying jobs and increase property valuation thereby boosting property tax revenues are all important; but he did not think the metrics should be limited to this. The broader goals of economic sustainability and stability should also be included, and the Commission should have a discussion about how to measure these aspects. Connecting the dots between these broader goals to the goal of bringing in new businesses will help quell some of the nervousness people have about economic development. He recalled having asked Robert Mauger, who addressed the Commission about the work of the Sustainability Coalition's Economic Vitality action team, for some help with identifying indicators that could be used to measure economic development goals as they might relate to economic sustainability and stability. Chair French said that one of the Commission's goals for the year was to bring further refinement to the metrics. Manager Nelson agreed that he needs to know how to identify a starting point and how to measure success. He can point to the facts that unemployment is down and assessed values are up, but he cannot necessarily take credit for that. It is the result of building an ecosystem to support economic development.

Chair French agreed that the Commission should look at some broader productivity metrics, and identify what the data source for measuring these metrics might be. She added that she thinks they should be taking some of the credit for trending up of the economy. Commissioner Bradford suggested that this task be given a higher priority. The indicators do not have to be perfect but they should take some time for this work.

MOTION: Commissioner Lampton **moved** to recommend to the City Council that the EDC not sunset and be renewed another four years. Commissioner Spinrad seconded the motion which **passed** unanimously.

VII. STRATEGY/BUSINESS ACTIVITY UPDATE

Manager Nelson said that there had not been an opportunity for commissioners to address any questions they might have about the last three Strategy updates and activity reports. He said they continued to stay busy with requests for information concerning expansion, and with queries from new businesses. There was discussion about an upcoming debrief with OSU's Ron Adams to hear about why Corvallis was not chosen by one of the business prospects, and there was also discussion about the need for the Governor's office to play a larger, supportive role when there are specific "asks."

Economic Development Officer Jauron shared some information about recent company visits. Juniper Systems just recently hired four more employees. She toured the Kiger House, and Tae Gordon is trying to form an international business incubator. Additionally, Amorphyx just opened up in their basement. She had a recent discussion with Community Development about food carts and she will be looking to develop a Food Cart 101 seminar. She noted that food carts could not locate outside a downtown geographic area and on campus if they wished to be open for more than 45 days/year. This limits the ability to have a food cart out in the Airport Industrial Park area, though it is unknown whether there would be enough business to support a food cart. She would look into this some more, and hold

discussions with food cart representatives.

Manager Nelson shared that Business Oregon has international trade offices in Japan and South Korea, and their representatives had been in the area recently to talk with people in Eugene and Corvallis. Officer Jauron pulled together a lunch meeting of local businesses that do E-Commerce so they could ask questions about how they can do business with the Japanese and South Korean markets.

VIII. MARKETING STRATEGY DEVELOPMENT REPORT

Chair French said that Ms. Jauron's marketing strategy development report was a result of a conversation the EDC had in January where there was discussion about the need for some research into how best to engage with the community, and to increase awareness and connectivity between the EDC and the public. Mr. Nelson said they had taken a survey of peer communities to find out various elements of their specific economic strategies. Ms. Jauron interviewed persons in ten communities, and tried to ascertain the entities involved with economic development. The survey results were contained in the April EDC packet.

There were some surprises in the responses. Many jurisdictions focused in on recruiting anything that was going to increase the collection of sales tax, since this is how they were funded. Ms. Jauron then reviewed some of the other survey results. Five of the ten communities said that community outreach was their top priority for their Economic Development strategy. Three of the ten are under the City Manager's Office, with the rest being non-profits. Three of those seven are co-mingled with Chambers of Commerce. She went on to share some of the ideas she gleaned from her contacts, relating to community outreach projects. For instance, in State College they have a handout that they put in all the grocery stores which talks about economic development opportunities at intervals. They also did an e-mail newsletter that was sent out three times a year, sharing information about new developments. Chair French suggested that there might be a partnership opportunity with the Gazette-Times along those lines.

There was a discussion about who the audience might be for such a message, and what the intent of the message might be. There was general agreement that the need was to explain the linkage between economic development and the general public who is interested in more programs at the pool or library. They need to understand this linkage, in that those programs and facilities depend on property tax revenue for their support. Commissioner Lampton cautioned that there was a fine line between self-promotion (to which he objected), and providing information about economic development to the public. He said it was really a question of magnitude and he would not like to see a large portion of the economic development monies being spent on efforts that might be considered self-promotion. Mr. Nelson said that the desire was to continue to educate and communicate but it is just a small part of what the office does. Ms. Jauron added that in addition to the general citizenry, communicating with businesses about how the business climate is changing is an important message so that they can help promote the concept of change.

Chair French said that with the new fiscal year starting July 1, 2014, the EDO will be on a barebones budget. Mr. Nelson said there are some carry over funds that might be used to hire a consultant to implement an outreach plan. This would be a continuation of the good work that has already been done on the web page, and would be in line with how to best use the tools that the City already has. There are good stories that can be highlighted, such as those associated with the works of Commissioners Bradford and Fowler and with 2

Towns Cider. These kinds of personal stories about the people behind businesses resonate with the community members.

It was agreed that Manager Nelson would put together a proposal based on comments made and bring it back to the June EDC meeting for consideration.

There was a short discussion about the University's role, especially as a land grant institution, in marketing efforts and the consensus was that more might be done in this area. Commissioner Fowler suggested that interns might be able to be used for assistance with the outreach effort, but the Commission was reminded that the City was not able to use unpaid interns. However, they could perhaps be used by a consultant to assist with the effort. Manager Nelson said he would consider all of these ideas as part of the proposal and plan.

IX. OTHER BUSINESS.

Chair French said that the Public Participation Task Force (PPTF) had come out with their final recommendations which will be presented to City Council at its next meeting. In large measure, they have come up with three options for EDC: leave the Commission as is; incorporate the Downtown Commission responsibilities; and/or move the economic-development related responsibilities of the Airport Commission under its umbrella, or have a liaison attend meetings. Her personal recommendation is that they work closely together but leave the Commissions separate. She had talked with Rod Berklund, Chair of the Airport Commission, who felt similarly that the Commissions should be kept separate but that they should work closely together with a member of the Airport Commission attending EDC meetings as a liaison. She said that she intends to go to the City Council meeting and ask that they review these recommended changes with clear and objective criteria for making reorganization decisions. Otherwise, spending money for change's sake does not make sense. Her remarks would be personal and not on behalf of the Commission. She noted that there are no funds budgeted for making any of the recommended changes.

X. NEXT MEETING/FUTURE AGENDA ITEMS.

Community Development Director Gibb would be attending the next EDC meeting on June 9, 2014, to give an update on Land Development Code amendments. Rod Berklund, Chair of the Airport Commission, will also be in attendance. Elections would also be held for a new Chair and Vice Chair. Commissioner Fowler asked if there could be a telephonic connection for the next three meetings. Commissioner Dixon said he would not be in attendance at the next meeting.

Thanks were extended to Commissioner Spinrad for his work on the Commission, and he was wished success with his next assignment in Washington, D.C.

XI. ADJOURNMENT.

The meeting was adjourned at 4:50 pm. The next meeting will be June 9, 2014, at 3pm in the Madison Avenue Meeting Room.

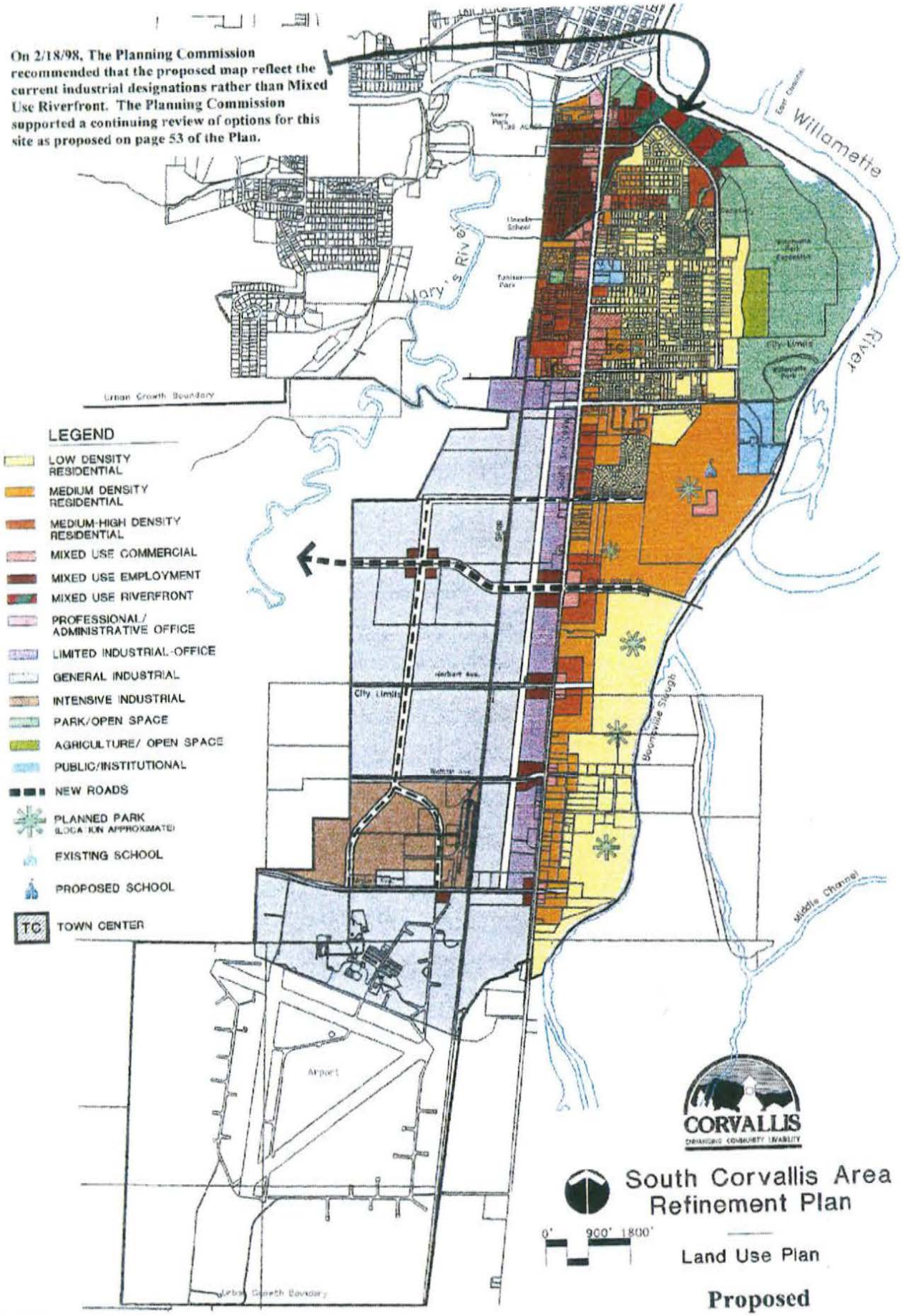

On 2/18/98, The Planning Commission recommended that the proposed map reflect the current industrial designations rather than Mixed Use Riverfront. The Planning Commission supported a continuing review of options for this site as proposed on page 53 of the Plan.
Willamette River
Mary's River
Urban Growth Boundary
LEGEND
LOW DENSITY RESIDENTIAL
MEDIUM DENSITY RESIDENTIAL
MEDIUM-HIGH DENSITY RESIDENTIAL
MIXED USE COMMERCIAL
MIXED USE EMPLOYMENT
MIXED USE RIVERFRONT
PROFESSIONAL/ ADMINISTRATIVE OFFICE
LIMITED INDUSTRIAL-OFFICE
GENERAL INDUSTRIAL
INTENSIVE INDUSTRIAL
PARK/OPEN SPACE
AGRICULTURE/ OPEN SPACE
PUBLIC/INSTITUTIONAL
NEW ROADS
PLANNED PARK (LOCATION APPROXIMATE)
EXISTING SCHOOL
PROPOSED SCHOOL
TC TOWN CENTER
City Limits
Bloodsville Slough
Middle Channel
Airport
CORVALLIS
South Corvallis Area Refinement Plan
0' 900' 1800'
Land Use Plan
Proposed

Figure 3

Draft
Subject to review & HCDC approval

HOUSING AND COMMUNITY DEVELOPMENT COMMISSION
MINUTES
May 21, 2014

Present
Judy Gibson, Chair
David McCarthy, Vice Chair
Gary Hamilton
Dave Henderer
Kenny Lowe
Gerry Perrone
Dan Brown, City Council Liaison

Absent
Kara Brausen
Ed Fortmiller
Roger Lizut, Planning Commission Liaison

Staff
Kent Weiss
Terri Heine

SUMMARY OF DISCUSSION

Agenda Item	Action/Recommendation
I. Consideration & Approval: HCDC Draft Minutes of April 16, 2014	Approval
II. Status: Loan Funds & Recent Rehab Loans	Information Only
III. HUD's CDBG Program Monitoring Report	Information Only
IV. HCDC Charge from Corvallis Municipal Code	Discussion
V. Review of Human Services Fund Allocation Process	Discussion
VI. Other Business: Volunteer Month Recognition	Information Only

CONTENT OF DISCUSSION

I. Consideration & Approval: HCDC Draft Minutes of April 16, 2014

Chair Gibson opened the meeting, asking for consideration of the HCDC draft minutes of April 16, 2014. The minutes were approved unanimously.

II. Status: Loan Funds and Recent Rehab Loans

Housing Division Manager Weiss reported that three new First Time Home Buyer (FTB) loans have closed since the last meeting. Regarding rehabilitation loans, Weiss noted that none have closed since the last meeting, adding that several are in the application/review process.

III. HUD's CDBG Program Monitoring Report

Weiss noted that representatives from HUD's Portland Community Planning and Development Office conducted a monitoring review of the City's CDBG program from March 24 - 27. During this time, HUD staff did an in depth review of the City's CDBG-related financial records, program files, and project files. Weiss directed Commissioners to copies of the monitoring review letter and report included in their packet, noting that he is very proud to be able to say that the result of their monitoring review was limited to only one concern. There are three levels of outcomes that HUD may call out. The most serious level of outcome is one or more findings, which means that the recipient did not follow the rules and regulations as required by the CDBG program. Weiss noted that it is very rare that a monitoring review does not uncover findings. The second level of outcome is a concern, which is used by HUD when they find something that is not out of compliance with any rules, but which represents an issue significant enough that they would like it changed. HUD asks City staff to follow up with them regarding the change(s) put in place as a result of a concern. The third level of outcome that HUD uses is a recommendation, which is a lower-level concern and does not require a follow up response from City staff.

Continuing, Weiss noted that the one concern identified by HUD was related to guidance that has changed in regard to lead-based paint. HUD requires that homebuyers receive a lead-based paint pamphlet if the home they are buying was built prior to 1978. Currently, this pamphlet is being provided to the homebuyers by their realtors, with the homebuyers signing off that they received it. Housing staff have been documenting that this exchange happened as part of a visual inspection checklist form prepared by staff early in the loan preparation process. HUD is recommending that, along with the visual inspection checklist, a copy of the lead-based pamphlet disclosure form signed by the homebuyer also be included in the City's customer file. Weiss noted that staff had already put a new procedure in place to address HUD's concern prior to the completion of their onsite monitoring review.

Concluding, Weiss noted that HUD looked closely at the City's annual process of reviewing applications to determine eligibility for funding, as well as the process for the allocation of funds. He noted that HUD really liked the comprehensive process that is in place, including the HCDC's involvement with evaluating agency presentations and forming funding recommendations that are forwarded on to City Council for final approval.

IV. HCDC Charge from Corvallis Municipal Code

Weiss directed Commissioners to a second memo included in their packet regarding HCDC's charge from the Corvallis Municipal Code. He noted that during the April 16 meeting the Commissioners briefly discussed the mission, roles and responsibilities of the HCDC, and requested that more information be provided by staff for continued discussion. Weiss noted that the memo includes the Commission's formation and charge statement from 1981, as amended, as it is found in the Corvallis Municipal Code.

Continuing, Weiss noted that as reflected in the charge, the primary mission of the HCDC is focused on overseeing all aspects of the City's use of CDBG and HOME program funding (developing and implementing policy through five-year Consolidated Plans and annual Action Plans, preparing funding allocation recommendations for the City Council, and reviewing and approving annual program reports). The HCDC also conducts annual reviews of the City's loan program policies and considers policy exception requests when Housing staff has received loan applications that do not meet applicable policies. Weiss noted that there have also been, on occasion, additional policy discussions and development work, when requested by the Planning Commission or City Council, related to housing provisions contained in the Land Development Code (LDC) and Comprehensive Plan. Two significant examples of this work were HCDC's review and recommendation of adding LDC provisions to allow Accessory Dwelling Units, and for adding provisions for clustered, cottage-style development.

Commissioner Henderer noted that section "f" of the charge says that the Commission will represent the affordable housing interests of very low, low and moderate income citizens and citizens with special housing needs. He asked if that section is relevant to the discussion that took place during Visitors Propositions at the April 16 meeting, and if not, where it would be more appropriate for a citizen to discuss the need for more affordable housing in the community. Weiss responded that the issue of affordable housing is discussed in several places, including City Council and the Planning Commission, noting that the HCDC's role becomes more acute when there are specific initiatives going forward in regard to affordability, and the Commission is asked to weigh in on those initiatives. Weiss added that if the Council did not think the HCDC was performing in line with its charge, they would make this clear during the sunset review that takes place every three years. Also, the Consolidated Plan that is developed by the HCDC and staff every five years is a look at the affordable housing needs of the community, and makes a clear statement that there is not enough available affordable housing. Weiss noted that the work HCDC does in developing the Consolidated Plans and annual Action Plans is definitely within the purview of its charge, but larger conversations regarding affordable housing issues are undertaken through updates of other documents such as the City's Comprehensive Plan and Land Development Code. He noted that there will likely be some Comprehensive Plan updates as a result of a new visioning process that is coming in the next few years, adding that the HCDC will most likely have a role in the discussion of those updates.

Commissioner Henderer thanked Weiss for clarifying the HCDC's current role as more of a review Commission rather than an initiator of new policies. Weiss noted that although this is HCDC's current practice, if the Commission as a group wanted to have a longer discussion about a topic that could address affordable housing and possibly formulate a recommendation for Council, that is certainly something the HCDC could do. Councilor Brown opined that it may be best that the HCDC continue with its current role as a review Commission, at least until the economy improves, at which time it is likely more funding will become available to fund the

exploration of any new affordable housing ideas. He agreed with Weiss that with the new visioning process on the horizon, the HCDC will have opportunities to be sure the interests of low income residents in the community continue to be represented.

V. Review of Human Services Fund Allocation Process

Weiss noted that during a discussion at HCDC's April meeting regarding the goals of the CDBG Human Services Fund and the process used to allocate resources from the Fund, Commissioners requested that staff provide information from United Way about the process they use to allocate funding from their own and the City's Social Services Funding programs. Weiss then handed out copies of United Way and Human Services Fund applications received from two local social service agencies for review and comparison as requested by the Commission.

Continuing, Weiss noted that he had recently met with local United Way representatives Jennifer Moore, Executive Director, and Lauren Caruso, Community Impact Director. They discussed how the United Way is currently redesigning their funding process. The new process will likely lead to two areas of focus: 1) funding will be used to meet basic needs as has been the case in past years, and 2) looking also to fund things that will have a larger community impact. This second, newer area will focus on funding services that help prevent negative situations from occurring in people's lives in the first place. The thinking is that this may involve a larger community-wide collaborative effort among agencies that have the ability and staff to work on something bigger. Plans to begin this process include community funder meetings that will take place in late summer, and which will include representatives from United Way, the City's Social Services and Human Services Funds, Benton County, Samaritan, the Benton County Foundation, and others who provide funding resources for local social services.

Weiss noted that staff is looking for direction from the HCDC in regard to whether to hold off on possibly making large changes to the Human Services Fund application until staff has a chance to meet with others at the community funder meetings to see if there are ways to collaborate as far as the information that is gathered on the applications. This would mean that the current Human Services Fund application would be used again for FY 15-16 funding as that allocation process kicks off this fall, but that an updated version would likely be available beginning with the FY 16-17 funding cycle. Following a brief discussion, the Commission's consensus was to postpone making changes to the Human Services Fund application until more information is available following the community funder meetings.

VI. Other Business: Volunteer Month Recognition

Weiss noted that it is National Volunteer Month and in recognition of the HCDC's good work for the community, Mayor Julie Manning wanted to thank each of the Commissioners on behalf of the City. He then handed out small appreciation gifts with individual cards signed by the Mayor.

There being no further business, the meeting was adjourned at 12:55 p.m.

CITY OF CORVALLIS
Public Participation Task Force
Draft Minutes Not Presented to Task Force for Approval
June 2, 2014 (last meeting)

Members Present:	Kent Daniels, Chair; George Brown; Annette Mills, Vice Chair; Emily Bowling; Becki Goslow; Richard Hervey; Brenda VanDevelder; Penny York; Rocio Munoz; Mary Beth Altmann Hughes, Human Resources Director
Members Absent:	Lee Eckroth
Visitors:	Karen Emery, Parks and Recreation Director; Bennett Hall, Corvallis Gazette-Times

Agenda Item	***Key Discussion Points***	***Action or Information Only***
1. Call to Order	• The meeting was called to order at 6:15 pm.	
2. Review/approve meeting draft minutes: A. 4/28/14 B. 5/1/14 C. 5/15/14 D. 5/22/14		A. Motion by Annette; seconded by Kent, to approve the minutes; motion passed by voting members present (George Brown abstained from voting). B. Motion by Kent; seconded by Brenda, to approve the minutes; motion passed by voting members present (Annette Mills and George Brown abstained from voting). C. Motion by Annette; seconded by Brenda, to approve the minutes; motion passed by voting members present (George Brown abstained from voting). D. Motion by Annette; seconded by Brenda, to approve the minutes; motion passed unanimously by voting members present (Kent Daniels and George Brown abstained from voting).

Respectfully submitted: Kent Daniels, Chair

DRAFT
CITY OF CORVALLIS
MINUTES OF THE PARKS, NATURAL AREAS AND RECREATION BOARD
MAY 15, 2014

Attendance
Betty Griffiths, Chair
Phil Hays
Joshua Baur
Kevin Bogatin, 509-J District Liaison
Tatiana Dierwechter (until 7:58)
Jon Soule
Joel Hirsch, City Council Liaison

Absent/Excused
Lynda Wolfenbarger, Vice-Chair
Ralph Alig
Ed MacMullan
Michael Mayes
Deb Rose
Marc Vomocil

Staff
Karen Emery, Director
Jude Geist, Parks Operations Supervisor
Jackie Rochefort, Park Planner
David Wilber, Recorder

Guests
Dean Codo
B. A. Beierle

SUMMARY OF DISCUSSION

	Agenda Item	Summary of Recommendations
III.	Approval of March 20, 2014 Meeting Minutes	Approved as presented.
IV.	Visitors' Propositions	Information only.
V.	Budget Commission Presentation	Information only.
VI.	Year-end Budget Projections	Information only.
VII.	Friends of Corvallis Parks and Recreation – Small and Large Projects	Information only.
VIII.	Shawala Point Master Plan	Information only.
IX.	General Review of Goals	Information only.
X.	Staff Reports	Information only.
XI.	Council Liaison Reports	Information only.
XII.	Board Member Reports	Information only.
XIII.	Adjournment	The next regular meeting will be held June 19, 2014 at 6:30 p.m., at the Downtown Fire station meeting room.

CONTENT OF DISCUSSION

I. CALL TO ORDER.

Chair Betty Griffiths called the meeting of the Parks, Natural Areas and Recreation Board to order at 6:30 p.m.

II. INTRODUCTIONS.

III. APPROVAL OF MARCH 20, 2014 MEETING MINUTES

Phil Hays moved to approve the minutes as presented; Joshua Baur seconded the motion, and it passed unanimously.

IV. VISITORS' PROPOSITIONS.

Dean Codo, a resident, spoke about the importance of pet owners keeping their dogs on-leash in areas of public property where such is stipulated, such as the Crystal Lake Boat Ramp area. Codo wants to know how the City plans for him to be able to safely access the ramp area this summer and would like an answer at next month's meeting.. Codo stated that education and awareness are already adequate, and what's needed at this point is more monitoring and ticketing of violators. He suggested making the part- time animal control position into a flex-time position so that more hours could be covered. Codo's problems have largely arisen in the mornings, evenings, and weekends, which are not currently monitored by animal control. Codo mentioned that signage could possibly face inward as well as outward in the areas discussed.

PNARB will speak to Codo's proposition at their next meeting. Additionally, Kevin Bogatin will speak in the interim with the appropriate parties regarding a similar concern applicable to school grounds.

B. A. Beierle brought a series of questions regarding property laws. Beierle posed the following: Is there a precedent for liquidating public parks? If so, is there an established process for such? If proceeds from a sale from PNARB-owned property are dedicated for the improvement of other PNARB property, what assurances exist that such will be used as stipulated? Does the Historic Resources Commission need to be consulted regarding such?

Chair Betty Griffiths noted that there were no property issues on the evening's agenda. Director Karen Emery stated that PNARB doesn't own or manage property, as they are an advisory board. She will bring answers to Beierle's questions to the advisory board. Beierle will send Emery an email regarding her queries as well. Phil Hays mentioned that similar questions have arisen before, and it ultimately depends on how the land was initially required. These questions pertain specifically to possible future actions regarding Washington Park, involving interest from LBCC.

V. BUDGET COMMISSION PRESENTATION.

Director Karen Emery related that she and Lynda Wolfenbarger presented the Department's budget at the Budget Commission meeting on April 29. Emery felt having a board member co-present was a positive. The budget was recommended to move forward as presented, and will be voted on by Council at its June 2 meeting.

VI. YEAR END BUDGET PROJECTIONS.

Emery discussed how the annual budget is presently forecasted to be over-expended, and revenues project being some beyond that. Emery will attend the City Council on Monday May

19, to ask for a supplemental budget. In the big picture, this is good news as the department is outperforming expectations.

Baur asked if this will effect upcoming years. Emery responded that this would not be the case, as this motion would only affect the single budget year of 2013-14.

Griffiths added that the Budget Commission recommended putting $35,000 in to complete the Marys River Boardwalk project. They did not address the Franklin Park Play Structure.

VII. FRIENDS OF CORVALLIS PARKS AND RECREATION – SMALL AND LARGE PROJECTS

Griffiths stated that an anonymous donor bestowed a large donation to match funds for the Arnold Park play structure. Additionally, some funding has been received for the Knotts-Owens Farm Assessment. The projects listed are not prioritized, however if prioritizing today Griffiths would put the Franklin Park play structure at the top.

Geist states that commercial-grade costs explain the majority of seemingly-high expenditures that community members sometimes pose questions about. Griffiths expects that the lists will be be updated this summer, and neighborhood associations will be queried for input. Friends of Parks and Recreation meets the fourth Tuesday every month at 5:30 p.m. in the Parks and Recreation conference room.

Hays states that when surveyed, 74% of respondents in the community had asked for improved trails, and that such had seemingly not been made a priority. Hays added that in the interim the community received a ballpark which no one had requested, so he's curious what the rationale is for canvassing for opinion when said opinion seems not to be factored in pertaining to results. Emery stated that a number of measures have been taken to improve and maintain the trails, such as the Shooting Star trail completed last FY and the Marys River Boardwalk as examples. Trail improvements are a priority – yet priority also needs to be given to public safety issues, and some other projects arrive with significant funding. Emery assured that feedback from surveys and neighborhood associations is heavily taken into account and appreciated.

VIII. SHAWALA POINT MASTER PLAN.

Emery mentioned that Mayor Manning had participated in a unique think-tank at UCLA, and the project Mayor Manning brought with her was Shawala Point. Upon the Mayor's return, City Council leadership chose to postpone the development of a master plan for Shawala Point, so that it could go through the goal process in January with City Council to see if it could become a broader community project. The memorial skate park for Eric Scott McKinley is located there. A recommendation for a memorial for Ronald Nasko has also been approved. Rochefort added that a request for another memorial has been verbally received, as a combination of artistry, Native American history. A presentation on such will be forthcoming as discussions progress.

Hirsch queries as to whether this is to be a council goal in the future in terms of the master plan, as he is unsure that it fits as such. Emery explains that a broad scope is being considered as a direct outcome of the findings from the UCLA think-tank. Griffiths believes that a broader group should advise regarding whether or not such would make sense. Hays asked if City Council had previously made Riverfront Park a goal. Emery responded that they created and assigned a full commission for such. Griffiths added that one key advantage of the project being a council goal is prospective funding.

IX. GENERAL REVIEW OF GOALS.

Hays states that Alig has taken the lead.. The City has come up with a three-page list of trail projects which involves a great amount of work and detail. Alig will discuss such in further detail later. Griffiths requested that Hays forward her a copy of the pertinent materials he has available.

Baur stated he did not have anything new to present.

Rose was not present to discuss ideas pertaining to increasing funding.

Dierwechter and Emery discussed the billboard on 99 in both Spanish and English language, which garnered outreach from Albany Parks and Recreation.

Griffiths discussed that the League of Women Voters are interested a Parks and Recreation District, and that a huge effort would be required involving a subcommittee. No vote regarding this was taken in terms of such as a number of PNARB members were not present. Griffiths conveyed a message from Wolfenbarger stating that she felt the biggest issue was tax compression, and felt that the present might not be the right time to pursue such regarding coordination issues, cost recovery, and other aspects. Dierwechter asked what specifically would make now not the right time to pursue such. Hays felt justification for a special district would require more justification, and asked how this would interact in terms of working with other City departments. Dierwechter and Griffiths felt it would be better to reframe such rather than simply abandon it, and to explore the option of a Parks and Recreation district. Soule felt this would be something that more applied to the County level rather than the City level, and feels that he hasn't seen a motivation to push hard for such thus far. Hays stated that he would be for it if the numbers were good in terms of costs, but that he expected there would be a big push back if it were to impact other departments' budgets. PNARB approves modifying the pertinent goal to explore instead of create, and to then work to get a subcommittee together to look into whether positive justification for such existed and was worthwhile. Dierwechter queried as to who outside an advisory group would be representing other sectors. Hirsch feels such won't ever happen, but believes there should be a continued conversation regarding such, adding that he will always support levys that support parks. The general consensus was a matter of how to present such to the public. Dierwechter is willing to lead a subcommittee regarding such, but will wait until next month as so many board members were absent at this meeting.

X. STAFF REPORTS.

Geist discussed the recent one-week cleanup of Central Park where over 250 staff hours were logged. Part of the rationale for such was to help minimize obstructed and hidden areas in which any illicit activities might occur.

Geist noted that the Pastor of First Christian Church has offered to pay for a total of four port-a-potties to be placed in the greater downtown area, including Central Park, Shawala Point, and other locations. Griffiths asked whether City insurance would cover possible damage to such. Geist explained it would not, and though specific insurance can be purchased for such purposes, it generally does not prove worthwhile. Griffiths thanked members for their rapid response to the neighborhood associations. Hayes queried as to the status of rewiring the lights in Central Park, as well as the former fountain location. Emery stated the rewiring had been done, and that City Council had decided to go in another direction regarding the former fountain location. Geist added that he is involved in ongoing discussions with local police regarding Central Park's general North entrance area, in terms of various options regarding the minimization of seclusion, shadows, and general hiding spots, including the possible rethinking of the azaleas' presentation.

Geist will be meeting Monday evening May 19 with the Jana neighborhood association to discuss the recent changes made to Franklin Park. Rochefort and Geist will be attending to discuss costs and possible fundraising ideas. Hays suggested keeping in mind the model used at Wildcat Park which greatly utilized volunteers. Geist mentioned the use of volunteers was always kept in mind, but that first and foremost they need to ensure there is no possible risk to children and secondly no potential liability on the part of the City. Hays clarified he was focused more on the community fundraising that was involved in Wildcat Park. Geist said that this is something that could be better done once there is a clearer idea of what the community is seeking for the location. .

Rochefort added that an RFQ was recently circulated regarding the engineering and footings for the Marys River Boardwalk, and that updates should be available in the upcoming week, and assessments will occur in the upcoming week as well. Hays queried as to the RTP grant status. Rochefort will be reapplying for such for an enhancement project in June and July. Hirsch asks whether there may be ADA grants to apply for. Rochefort is unsure, but will look into the possibility of such. Emery recommended contacting Access Benton County regarding such. Rochefort reminded members that the June meeting will include reviewing CIP.

XI. COUNCIL LIAISON REPORT.

Hirsch mentioned that when ASC came to speak regarding the cost recovery model, some comments sounded like criticisms but actually weren't. Hirsch asked if his guiding questions helped regarding such. Emery said they did, and offered thanks for the support.

XII. BOARD MEMBER REPORTS.

Griffiths mentioned the dog issue as broached by Alig's email. Recommendations are to ask Police to look at the flex time possibility, possible ways to issue tickets and/or increase fines, and focusing on Willamette Park, the Crystal Lake boat ramp, and Bald Hill Natural Area. Hirsch mentioned similar actions have been taken in New York City. Hays stated the largest problem is the lack of enforcement. Emery will speak with the police chief as to their thoughts on the most helpful approach. Members felt that an increase of license fee should not be sought as licensing already has low compliance and that increasing the fee would likely cause even fewer people to purchase the license. Hays suggested considering the possibility of issuing multiple fines for individual incident in an initial fine for pets off-leash and a secondary fine if the pet was not licensed. Hays mentioned there are County rules that pertain to voice control in some areas such as Bald Hill Natural Area. Griffiths posed whether County rules should possibly be changed regarding such.

Griffiths mentioned that on Friday May 23 at 9:00 a.m., there will be a walkthrough of the proposed Multi Ridge Trail, which has a lot of poison oak. Greenbelt Land Trust has a number of activities coming up as well, including a tour of Bald Hill Farm on May 17^{h}, a tree and shrub identification walk, and Run for the Hills on June 1^{t}, as well as Symphony on the Land on June 21^{t} which will feature an improved sound system. Rochefort added that she and Geist had been in touch with Greenbelt as well and Emery meets quarterly with the Executive Director..

Hays noted that he was involved in a recent Sierra Club-sponsored outdoor education activity on Marys Peak with 180 local 8th grade students, which was a very positive experience all-around. Hays is curious as to the ability to make similar experiences work with PNARB sponsoring.

Griffiths relayed two other concerns which were brought to her at the Neighborhood Association meeting. The first involved a complaint about reserved parking at the Boys and Girls' Club. The

second involved the Porter Park gun individual, and the possibility of passing an ordinance regarding guns in the City which will be discussed at upcoming City Council meetings.

XIII. ADJOURNMENT: The meeting was adjourned at 8:18 p.m.

MEMORANDUM

To: City Council Members

From: Julie Jones Manning, Mayor CB for JJM

Date: June 9, 2014

Subject: Reappointments to Advisory Boards, Commissions, and Committees

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I am reappointing the following persons to the indicated advisory boards, commissions, and committees for terms of office expiring June 30, 2017:

Airport Commission
Rod Berklund
Douglas Warrick

Arts and Culture Commission
Elizabeth Westland
Wayne E. Wiegand

Bicycle and Pedestrian Advisory Commission
Brian Bovee
Sayard Schultz
Brad Upton

Board of Appeals
Denise Ruttan

Budget Commission
Brandon Neish

Capital Improvement Program Commission
Scott Carroll
Lyle E. Hutchens

Citizens Advisory Commission on Civic Beautification and Urban Forestry
Becki Goslow
Larry Passmore

Citizens Advisory Commission on Transit
John Oliver
Kriste York

Commission for Martin Luther King, Jr.
Jose-Antonio Orosco

Community Police Review Board
Phyllis Lee

Corvallis-Benton County Public Library Board
Steve Stephenson

Downtown Commission
Elizabeth Foster

Downtown Commission Parking Committee
Brad Upton

Economic Development Commission
Elizabeth French
Skip Rung

Enterprise Zone Committee
Bob Devine

Housing and Community Development Commission
Kenny Lowe

Linn-Benton Lop Commission
Stephen Friedt

Parks, Natural Areas, and Recreation Board
Ralph Alig
Phil Hays
Lynda Wolfenbarger

Watershed Management Advisory Commission
David Hibbs
Jacque Schreck
David Zahler

I will ask for confirmation of these reappointments at our next Council meeting, July 7, 2014.

1020

MEMORANDUM

To: City Council Members

From: Julie Jones Manning, Mayor

Date: June 9, 2014

Subject: Vacancies on Advisory Boards, Commissions, and Committees

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The following people have either submitted their resignations recently or have chosen not to be reappointed to their respective advisory boards, commissions, or committees when their terms of office expire on June 30, 2014, or they have served the maximum three terms and are not eligible for reappointment:

Airport Commission
Louise Parsons – June 30, 2014
Paul Woods – June 30, 2014

Arts and Culture Commission
Trish Daniels – June 30, 2014

Board of Appeals
Shawn Stoneberg – June 30, 2014

Budget Commission
Barbara Bull – June 30, 2014
Rich Carone – June 30, 2014

Citizens Advisory Commission on Civic Beautification and Urban Forestry
Ross Parkerson – June 30, 2014

Commission for Martin Luther King, Jr.
Roni Sue – June 30, 2014

Community Police Review Board
Terryl Ross – June 30, 2014

Corvallis-Benton County Public Library Board
one existing vacancy – June 30, 2014

Downtown Commission
Kirk Bailey – June 30, 2014

Downtown Commission Parking Committee
one existing vacancy (Downtown Commission liaison) – June 30, 2015

Economic Development Commission
Rick Spinrad – June 30, 2014

Parks, Natural Areas, and Recreation Board
Joshua Baur – June 30, 2014
one existing vacancy – June 30, 2015

Public Art Selection Commission
Shelley Curtis – June 30, 2014
one existing vacancy (at large) – June 30, 2014

I have begun contacting potential appointees for these vacancies, and I also would appreciate your nominations of citizens to fill the vacancies.

MEMORANDUM

June 11, 2014

TO: Mayor and City Council

FROM: Mary Steckel, Public Works Director

SUBJECT: Residential Parking Districts Program Implementation

ISSUE

Staff seeks direction from the City Council on the implementation of the Residential Parking District (RPD) program in light of the application for a referendum.

BACKGROUND

On June 2, 2014, the City Council approved ordinance language to develop a new RPD program and create seven new districts. The scheduled implementation of the new program is September 2014.

A citizen desiring to overturn the Council's decision has filed the required paperwork for a referendum. The petitioner received approval to start the signature collection process, and has until July 2, 2014 to gather the requisite number of signatures. These will be submitted to the Benton County Elections Office, who has until July 17, 2014 to verify the signatures collected. If the appropriate number of verified signatures is collected, the referendum measure will be on the November, 2014 ballot.

DISCUSSION

The referendum process has the potential to impact the timing of the new RPD program and staff is seeking Council direction on how to proceed. All work on the implementation has been suspended pending Council input, including production of the new permits, installation of the new signage and employment of two of the new Parking Enforcement Officers.

In coming to a decision on next steps, it is important for the Council to be aware that implementing the new PRD program requires lead time in two areas. First, the signage to indicate the parking restrictions on the affected streets needs to be installed before enforcement can begin. The work to install the requisite number of posts and signs will take a minimum of three months, assuming the vendor already under contract for the work continues to be available. Second, Parking Enforcement Officers need to be hired to perform the desired level of oversight in the new districts. Once hired, the Officer must complete a six-month training program before they are able to perform the duties independently. In addition, vehicles need to be procured for the Officers. Through the RPD design work, the Council authorized three new Parking Enforcement Officers. One has been hired and will begin the training program in June. Candidates for the other two positions are in the process of having background investigations completed, but have not yet been hired.

A review of the situation that now exists with the referendum effort reveals three possible outcomes.

1. An insufficient number of signatures are gathered or the signatures do not meet the Elections Office criteria, and the measure is not on the November ballot.
2. The measure is on the November ballot and passes.
3. The measure is on the November ballot and fails.

With the potential for RPD implementation to be delayed, a discussion of the impacts for each scenario is presented below.

Scenario #1—The measure is not on the ballot

In this scenario, the City will know by mid-July that the RPD implementation can proceed. In that case, the earliest the program could begin would be November 1, 2014. This provides time for the sign installation, started by the end of July, to be completed three months later, by the end of October. Permits could be printed and available for sale by mid- to late August. The one new Parking Enforcement Officer would complete training in November. The two open Parking Enforcement positions potentially could be filled in August and the training process begun, assuming the current candidates are still available. On that timeframe, enforcement would be at the desired level around February 2015.

Scenario #2—The measure is on the ballot and passes

By early November 2014, the City will know that the expanded RPD program will not be implemented. The current districts "A", "B", and "C" will be maintained and the Parking Enforcement Officer that was hired will be laid off.

Scenario #3—The measure is on the ballot and fails

By early November 2014, the City will know that the RPD implementation can proceed. In that case, the earliest the program could begin would be mid-February 2015, though a more realistic date would be several months later. The sign installation work, if started by the middle of November 2014, theoretically could be completed by the middle of February 2015, three months later. However, this requires the work to be done during the winter, when the weather is less conducive to this type of project. If the weather pattern of last winter is repeated in the next, it will not be possible to make steady progress on installing posts in snowy or icy conditions. Staff cannot predict with any confidence when the signs could be expected to be installed. Permits could be printed and available for sale by early to mid-December, 2014. The one new Parking Enforcement Officer would have completed training by November. The two open Parking Enforcement positions potentially could be filled in November, assuming the current candidates are still available, and their training process begun. On that timeframe, enforcement would be at the desired level around May 2015.

There are challenges to delaying the implementation.

1. The sign installation project budget is $250,000 with $150,000 in FY 13-14 and $100,000 in FY 14-15. Without sufficient FY 14-15 budget in the project, staff will need to explore what options are available to reallocate appropriations from other projects in FY 14-15 to this one or to process a supplemental budget based on a higher than expected ending fund balance. If none are feasible, the work may not be able to be completed until FY 15-16.
2. The coordination between parking changes on the OSU campus and in the surrounding neighborhoods will not be possible. As a result, on-street parking pressures likely will rise in the fall, after the price increases for parking in the OSU lots on the north side of campus.
3. The current RPD permits expire on August 31, as stipulated in the RPD Municipal Code (6.15.040.3). It will be difficult to explain to community members in the current district "A", "B", and "C" that they will need to purchase a permit for the period of time between September 1 and when the referendum situation is resolved and then possibly obtain another permit for the new RPD program if that moves forward. In addition, this will duplicate the effort for staff tasked with permit sales.

The advantage to delaying the implementation is that funds will not be spent on the program until a definitive answer is known. No signs will be installed, permits created, vacant Enforcement Officer positions filled, or Enforcement vehicles purchased.

Staff is seeking Council direction on these specific points.

1. Should work continue on the RPD implementation or should it be postponed until it is known for certain whether Council's decision stands?

   Even though the challenges to a delay are significant, staff does not recommend moving forward to incur expenses that might ultimately not be warranted.

2. If delayed, what should the new implementation date be?

   There are benefits to starting the new districts in alignment with an academic term because the community is used to that schedule and because a certain portion of the resident population fluctuates at these points. This needs to be weighed against the impacts of delay on the neighborhoods to the north of campus, which will be most impacted by the change in parking patterns created by the new OSU parking program.

   In light of these considerations, staff recommends an implementation date of November 1, 2014 in Scenario #1. For Scenario #3, the added potential weather complications make a recommendation more difficult. If the weather was such that the sign installation could not dependably begin until late February 2015, then the work would not be completed until late May, at the end of the academic year. In that situation, it might be prudent to wait until September 2015, or alternatively it might be an opportunity to change the permit year to a July start date, as was suggested by some of the landlords in the community.

Staff has contacted Oregon State University to alert them that the City is unable to make the RPD changes on the timeline previously projected.

REQUESTED ACTION

Staff is seeking direction from the Council on the questions posed above.

Reviewed and concur:

James A. Patterson, City Manager

Memorandum

CORVALLIS
ENHANCING COMMUNITY LIVABILITY

To: Mayor and City Council
From: Tom Nelson, Economic Development Manager
Date: June 16, 2014
RE: Downtown Hotel and Parking Garage Property Negotiation

Background

In fall of 2013, local developers approached the City proposing a public-private partnership for the development of a hotel and parking garage in downtown Corvallis. Due to the need to build a parking structure to accommodate a downtown hotel, the project cannot compete with hotel developments on Greenfield sites that have surface parking. Therefore, the developers asked that the City purchase a condominium share of the parking garage that would also accommodate public parking. The City Council met in Executive Session three times to discuss this property negotiation, and each time directed staff to continue working on the deal. At its May 19, 2014 regular City Council meeting, staff was directed to bring the necessary documents and legislation to the June 2, 2014, City Council meeting to be considered for approval. The Council, subsequently, postponed consideration of the project to allow for public comment.

Discussion

The City is being asked to enter into a property purchase of a condominium share of a parking garage estimated to cost $7.2 million to construct, with the City's share being $4.2 million for an approximate 86% of the structure. The City is also being asked to lease the structure back to the hotel for operations and maintenance of the structure for $70,000 per year. The lease agreement includes an opportunity to receive an additional 25% of the revenues over and above $150,000 per year beginning in year eleven for the life of the lease.

Staff Proposal

Staff has investigated the elements of this proposed deal, and projects that revenue from the additional transient room tax, property tax to the City, and lease revenue will more than pay the debt service for this project over the life of the loan. Staff proposes that if initial revenues are not sufficient to cover debt service, any General Fund or Parking Fund contribution be considered a loan to the project, and be repaid with future transient room tax revenue. Staff believes that the benefits of entering into these property agreements far outweigh any risk to the City over the life of the loan. These benefits include:

- A vacant property that has been dormant and unutilized for over two decades will be developed with a $23 million investment, increasing assessed value and subsequent local tax collection.
- An estimated $525,000 in System Development Charges and permits will be paid to the City during construction.
- An estimated $180,000 will be collected in taxes per year by overlapping jurisdictions.
- An estimated $100,000 will be collected in transient room taxes per year for Tourism.
- An estimated $3 – 4 million per year will be added to the local economy due to additional overnight stays.
- The project will be constructed, owned, and operated by local investors.
- The project is estimated to create 150 construction and 50 vendor jobs.
- The project is estimated to create 20 full-time and 20 part-time hotel jobs.
- The project will add much needed upscale hotel rooms which will allow for more and larger conferences, keeping hotel stays in Corvallis.
- The project will add much needed parking capacity to downtown.
- The City does not need to purchase property or construct, operate, and maintain a parking structure.
- The project compliments other downtown development and will accelerate additional downtown investment as did the City's riverfront project, increasing downtown business activity.
- Financing costs for capital projects are currently at historically low levels.
- Financing does not require the use of existing resources.
- Once the debt is repaid, it is estimated that more than $300,000 per year will be gained for the general fund.

If the project is not approved, none of these benefits will be achieved, and the site will remain vacant, leaving a major gap in the riverfront development plan.

Staff Recommendation

A resolution for an Earnest Money agreement to purchase the property and a resolution for a lease agreement are being offered for Council approval. Based on the findings listed above and in the resolutions, staff recommends adoption of both resolutions.

Review and Concur:

James A. Patterson
City Manager

RESOLUTION 2014 -

A RESOLUTION DIRECTING THE CORVALLIS CITY MANAGER TO ENTER INTO AN EARNEST MONEY AGREEMENT FOR $4.2 MILLION TO PURCHASE A CONDOMINIUM SHARE OF A PARKING GARAGE TO BE BUILT ON SW FIRST AND SW WASHINGTON IN CORVALLIS, OREGON.

Minutes of the June 16, 2014, Corvallis City Council meeting, continued.

A resolution submitted by Councilor _____.

WHEREAS, a parcel of property on SW First Street in Corvallis, which has been vacant and undeveloped for over two decades has been purchased by local developers who plan to build a hotel at this location; and

WHEREAS, the hotel developers have proposed a public / private partnership to develop a parking garage associated with the hotel; and

WHEREAS, the proposed garage will offer additional parking spaces available for public use; and

WHEREAS, the City has found that additional parking is needed in downtown Corvallis; and

WHEREAS, the transient room tax, property tax and lease revenues generated by this project should provide most of the debt coverage for this project; and

WHEREAS, the City finds that there are additional economic development advantages as a result of this project including more transient room tax to support tourism, more property taxes for overlapping jurisdictions, more spending in local businesses by visitors, and more spending for overnight stays in Corvallis; and

WHEREAS, based upon the above findings, the City Council finds that it furthers the public interest for the City to purchase the condominium parking spaces for $4,200,000;

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF CORVALLIS RESOLVES TO DIRECT THE CORVALLIS CITY MANAGER TO ENTER INTO AN EARNEST MONEY AGREEMENT TO PURCHASE A CONDOMINIUM SHARE OF A PARKING GARAGE TO BE BUILT AT SW FIRST AND SW WASHINGTON STREETS IN CORVALLIS.

_____
Councilor

Upon motion duly made and seconded, the foregoing resolution was adopted, and the Mayor thereupon declared said resolution to be adopted.

RESOLUTION 2014 -

A RESOLUTION DIRECTING THE CORVALLIS CITY MANAGER TO ENTER INTO A LEASE AGREEMENT FOR A PARKING GARAGE TO BE BUILT ON SW FIRST AND SW WASHINGTON IN CORVALLIS, OREGON.

Minutes of the June 16, 2014, Corvallis City Council meeting, continued.

A resolution submitted by Councilor _____.

WHEREAS, the City Council, through adoption of Resolution 2014-___ has authorized and directed the City Manager to negotiate and sign an earnest money purchase agreement for the City to acquire a condominium interest in the parking garage attached to a hotel to be built at the corner of Southwest First and Southwest Washington Streets; and

WHERAS, the hotel operator has agreed to operate, maintain, and manage the parking garage on behalf of the City and will pay the City an annual amount to lease the City's parking garage; and

WHEREAS, the estimated cost for the City to operate a parking facility would be $45,000 per year; and

WHEREAS, efficient use of parking spaces requires a sophisticated system to operate and manage a parking facility; and

WHEREAS, the needs of the public are met by the facility guaranteeing at least 20,000 hours of available public parking each month; and

WHEREAS, the City is unable to operate and manage a parking facility as efficiently as a private tenant could, and

WHEREAS, the downtown hotel requires priority for parking spaces for its tenants; and

WHEREAS, the value of the condominium interest, including economic development benefit to the City will exceed $4.2 Million Dollars in the first few years; and

WHEREAS, based upon the above findings, the City Council finds that it furthers the public interest for the City to lease the condominium parking spaces to the hotel developers;

WHEREAS, the proposed garage will offer additional parking spaces available for public use; and

WHEREAS, the City has found that additional parking is needed in downtown Corvallis; and

WHEREAS, the transient room tax, property tax and lease revenues generated by this project should provide most of the debt coverage for this project; and

WHEREAS, the City finds that there are additional economic development advantages as a result of this project; and

WHEREAS, based upon the above findings, the City Council finds that it furthers the public interest for the City to lease the condominium parking spaces to the hotel developers;

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF CORVALLIS RESOLVES TO DIRECT THE CORVALLIS CITY MANAGER TO ENTER INTO A LEASE AGREEMENT FOR A PARKING GARAGE TO BE BUILT AT SW FIRST AND SW WASHINGTON STREETS IN CORVALLIS.

_____

Councilor

Upon motion duly made and seconded, the foregoing resolution was adopted, and the Mayor thereupon declared said resolution to be adopted.

MEMORANDUM

June 11, 2014

TO: Mayor and City Council

FROM: Nancy Brewer, Finance Director
Tom Nelson, Economic Development Manager
Ken Gibb, Community Development Director

SUBJECT: **Follow-up on the Riverfront Hotel Project**

I. Issue

At the June 2, 2014 City Council meeting, the Council requested additional information from staff about the Downtown Hotel project currently under discussion. This report uses the Question/Answer format to respond to the questions Councilors have asked.

1) Does the Council have any policies related to any form of the use or abatement of taxes or other revenue (TRT, property tax, SDCs) for economic development, public/private partnerships or any similar purposes?

   A. The City Council does not have any formal policies for abatement of property taxes, beyond the abatements granted through an enterprise zone. There are several State offered tax limitation measures (e.g., historic home) that can be applied for some specific purposes; these are generally managed by Benton County as they are State programs without the opportunity for local input. The City has no policies related to the abatement of Transient Room Taxes (TRT) or Systems Development Charges (SDCs). SDC and permit abatements have been requested in the past from non-profits (e.g., Benton Habitat for Humanity) but the City Council's past actions have been to use General Fund monies to pay these fees instead of abating any of them.

2) The use proposed seems related to urban renewal. In other words, do we, by policy, support or prohibit this type of use of public funds?

   A. The use proposed and the request for the City's participation is a good example of an urban renewal project, where the development to be funded is expected to spur additional private development in this area. However, the City does not have an urban renewal district. The City has not, at least in the recent past, used City monies to implement a public/private partnership of this type. The closest example we have where a City investment led to economic development would be the voter approved General Obligation bond issue for the Riverfront Park development.

3) Also, we currently allocate TRT 30% to Visit Corvallis and 70% to General Fund uses. This proposal would have us vary from that practice. Is our current practice based on policy, either formally adopted or written in an approved budget document, resolution, formal vote, or other method? If so, what action might be taken to modify any earlier decision?

   A. The current proposal continues the 70/30 split of the TRT revenue. The current practice to use 30% of the TRT for tourism was in place via Council Policy in 2003 when the State passed a bill (HB 2267) that locked in the allocation ratio for tourism that was in place at that time. Since the State law (codified in Chapter 320 of the ORS) pre-empts any local ability to change the ratio of allocations, there is nothing that can be done to change the 30% that must be used for tourism related costs. Subsequent to that time, the City Council Policy deleted the reference to use of TRT revenue to fund tourism and other economic development activities.

   There has been considerable debate within the state (both League of Oregon Cities and tourism agencies) since 2003 about how "tourism" is defined and whether/how a local government could modify who receives the tourism allocation and what the term "tourism related facility" includes. Corvallis has not addressed this issue other than in an occasional discussion about raising the TRT rate from its current 9% as a potential revenue raising initiative.

4) Are there any policies or goals of this city that this project conflicts with?

   A. Staff is not aware of any conflicts with City Council goals or policies.

5) How will current and future TRT and general fund revenue be impacted?

   A. Staff expects a slight decrease in the TRT revenue stream from a couple of current hotels that are in the same class as this new hotel for about two years, matching what occurred when the Hilton Garden Inn first opened. However, this may not be particularly apparent in total numbers since this hotel is expected to come on-line about the same time as the new hotel on 9th Street that has received land use approvals for a location off of Cornell.

6) The city projects TRT income at $1,514,540 in 2016-17 without the hotel. Does staff believe that revenue with the hotel will be $1,870,000 or $356,000 higher in 2016-17 and increasing thereafter?

   A. The TRT revenue projected in the financial plan (in the FY 14-15 Proposed Budget) assumes a 2% annual increase without any additional hotels opening. This hotel has been approved through the land development process, as has a potential new hotel off of 9th and Cornell. Staff does not have any information on when the 9th Street hotel would be constructed or open, but it could open at or around the same time as this Hyatt Place project. The current TRT revenue projections do not include new revenue from either hotel.

For the purposes of modeling the financial implications to the City, staff has made the following conservative assumptions:

- 129 rooms;
- $116 average per night in FY 16-17 and growing 2% annually thereafter;
- The phase-in period projections are for 50% occupancy in FY 16-17 (the year the hotel would open), growing to 65% in FY 17-18 and 75% from FY 18-19 on into the future.
- The TRT rate remains the same at 9% of the room costs;

With these assumptions, TRT revenue to the City would be estimated at $245,784 in FY 16-17, $325,909 in FY 17-18 and $38,570 in FY 18-19, then growing 2% annually thereafter along with other TRT revenues. Payments of 30% of TRT for Tourism related activities would total $73,735, $97,773, and $115,071 respectively for the same three-year phase-in period.

Over the last decade there has been one year where total TRT revenue declined, year-over-year (2008-2009 at the beginning of the Great Recession), and then began growing again. Barring a similar disruption, the TRT would be expected to increase on average 2% each year.

These staff assumptions are likely more conservative in the first year than the hotel would project, but by the third year match the average occupancy rates of similar hotels in Corvallis.

The developers conducted a feasibility study in 2011. The study was done by Kennedy & Mohn, P.S., a hotel brokerage and consulting company. They studied the Corvallis market, and concluded that the proposed hotel would help to satisfy an unmet demand for an upper end market segment, and would stabilize at 75% occupancy in the 3rd year. They also currently see average rack rate at $116/night. This is an average which would include some discounting. Because their market segment is on the high end, they do not see much overlap with existing hotels. Therefore they do not see an overall decrease in TRT by year five. There has been a 30% increase in TRT since 2009 which reflects a substantial increase in Tourism. Visit Corvallis expects this hotel to have little impact on existing stays, due to the market it addresses. Further, they believe they will be able to attract more and larger conferences which are currently being lost because we don't have enough of these types of rooms. A letter from the developer's consultant is included as Attachment B.

7) Does staff agree that total TRT income from this hotel will be generated exclusively from new room rentals? What is the basis of this analysis? How are occupancy rates factored into this analysis?

   A. Generally during the first two years of a hotel's "phase-in period," the new hotel will take some business away from competing hotels in the same economic class (in this case probably the Holiday Inn Express and Hilton Garden Inn). However, after the phase-in

period, occupancy rates at all hotels in the market area are expected to rebound to historical levels. Conversations with both Corvallis Tourism and the OSU conference group have indicated that larger conferences could come to Corvallis once this hotel is opened.

8) Is this considered a conservative analysis, as compared to how Finance generally reviews City financial matters?

A. The City has completed a multi-year financial projection that reflects a "most likely" scenario. The first five years are included below, with the full 45 year projection summarized in 5 year increments included as Attachment ___. These projections are a bit more on the conservative side based on a lot of assumptions, identified as follows:

- 129 hotel rooms;
- $116 average per night in FY 16-17 and growing 2% annually thereafter;
- The phase-in period projections are for 50% occupancy in FY 16-17 (the year the hotel would open), growing to 65% in FY 17-18 and 75% from FY 18-19 on into the future.
- The TRT rate remains the same at 9% of the room costs and 30% of the TRT revenue is allocated for tourism related facilities;
- Lease revenue remains flat at $70,000 annually;
- Parking rates are set at $2 per day, which is comparable to the current rate of $0.25 per hour at meters and assumes 155 spaces for 8 hours each space each day. For the purposes of calculating the revenue cost share, this rate produces revenue over $150,000 only in FY 2045-46. Setting the rate up as little as $0.50 more per day ($2.50 per day) begins to produce a small amount of revenue in excess of $150,000 annually in FY 2026-2027 (the tenth year of the lease agreement when the cost share formula would be initiated). Revenues may also exceed $150,000 per year sooner is parking spaces are used more than 8 hours per day;
- The debt is issued in the first half of 2016 when the hotel is complete, as a taxable bond, with the General Fund pledged as a full faith and credit facility, with a true interest cost of 5.94%;
- Property tax revenues and expenses to be paid by the City are difficult to project. The Assessor's office has indicated that they may use an income approach, but this methodology uses data not available to staff to project. As a result, staff has used the following assumptions:
  - The project has a construction cost of $23 million but the developer has stated the real market value will be only $18 million or about 78% of actual costs. The developer has also given the City the figure of $7.2 million for the construction costs of the garage, of which the City would be an 82.6% owner based on a proportional allocation of parking spaces between the City and The Elements Building.
  - Using 78% of the construction costs gets to a real market value for the garage portion of $5.6 million and 82.6% of that would be $4.6 million.

- The current Changed Property Ratio (CPR) for commercial property is 60%, bringing the assessed value to just under $2.8 million for tax purposes.
- The City's property tax costs would be estimated at $50,262 in the first year, increasing 3% per year thereafter.
- The City's property tax revenue, based on a total project real market value of $18 million, would be $55,152 or very nearly net zero with the property tax cost.

Based on these assumptions, in the first five years, during the phase-in period, the TRT plus the lease revenue would cover the debt service costs except in FY 17-18. However, the savings in FY 16-17 from making only half a year's debt service payment could be carried over to FY 17-18 to make the difference.

	FY 16-17	FY 17-18	FY 18-19	FY 19-20	FY 20-21
REVENUE:					
Hyatt - Room Tax Payments	$ 245,784	$ 325,909	$ 383,570	$ 391,241	$ 399,066
Parking Lease Revenue	70,000	70,000	70,000	70,000	70,000
Increm. Revenue Sharing	0	0	0	0	0
Total Revenue (not incl ptaxes)	$315,784	$395,909	$453,570	$461,241	$469,066
EXPENDITURES:					
Tourist TRT portion (30%)	$ (73,735)	$ (97,773)	$ (115,071)	$ (117,372)	$ (119,720)
Debt Service	(112,478)	(324,206)	(322,511)	(325,306)	(322,471)
Total Expenses (not incl ptaxes)	($186,213)	($421,979)	($437,582)	($442,678)	($442,191)
NET Revenue (Exp) to City (not incl ptaxes)	$129,571	($26,070)	$15,988	$18,563	$26,875
Property Taxes:					
Increased Revenue to City:	55,152	56,807	58,511	60,266	62,074
Estimated Payment due from City on taxable property:	(50,262)	(51,770)	(53,323)	(54,922)	(56,570)
Potential Net Incremental Revenue (cost) to City:	4,891	5,037	5,188	5,344	5,504
Net revenue (cost) to the City Including P. Tax	$134,461	($21,032)	$21,176	$23,907	$32,380

The developers have conducted their own sensitivity analysis which they have previously provided to the City Council.

9) How will the shortfall in revenue be handled should it occur? Will any current city services be placed in jeopardy? Will any internal borrowing be involved?

A. Staff proposes that any early shortfall that may occur be loaned to the project from General Fund reserves, to be repaid with future TRT dollars in excess of debt service generated by this project. As an alternative, Parking Fund revenues could be used to fund any shortfall since the monies in this fund are specifically for parking enforcement, operations, maintenance, and acquisition.

10) Are there risks associated with borrowing to pay bond debt?

A. Yes. There are always risks with borrowing, and these risks are both up-side and down-side risks. This borrowing will be taxable, so at higher interest rates than a tax-exempt bond the City would usually issue. It will be a Full Faith and Credit pledge of the General

Fund, which means that if the TRT revenues don't come to fruition the General Fund would have to pay the debt service.

However, it is important to note that staff has proposed a series of actions to mitigate the risk of loss, including:

- The City will not complete the borrowing until the hotel and garage is nearly done. While this may increase the cost of the borrowing (market factors), it also minimizes the City's risk of borrowing for a structure that does not get built.
- The City will own most of the parking garage, so that even if the hotel is not operational, the parking would remain available. The draft purchase agreement is attached to the resolution authorizing the purchase, Attachment B.
- The City has negotiated for the hotel to insure the facility for the costs of replacement so that if there is a natural disaster the City's interest would be protected. This is called out in the lease agreement which is attached to the resolution authorizing the lease, Attachment C.
- The hotel will do all of the operations and maintenance on the parking garage so that the City does not have these on-going costs.
- The Condominium agreement will call for meetings several times each year to discuss operations and expectations, parking management, etc. so that the City continues to control its share of the property. This agreement cannot be drafted until the project is close to completion.
- Finally, there is a risk that this investment does not spur additional development in the area. While that would result in lack of growth in the tax base in excess of the 3% statutory limit, it would not really impact this project where the most significant part of the funding comes from the TRT.

11) What parking studies has the city used in developing a recommendation to support this project? What guarantees do we have that parking fees will be set at a rate that is desirable for Corvallis residents and visitors, in other words, that it will be used and will contribute to bringing people downtown?

A. When this project was first brought to the Council for consideration and direction, this was not a parking project. It was, and still is, a downtown development project. The parking gained in doing the project is "gravy." If there were no additional parking for the public, it would still be a good business decision. Without the City's investment, a new $23 million project will not develop and be placed on the tax rolls, and the $3-4 million in visitor spending at local businesses will go to other communities. The City would continue to have an underutilized piece of property on the riverfront.

The City will be in a partnership to establish parking rates that optimize the use of the facility. A business decision will be made by the partners to price at what the market will bear, and keep the garage as full as possible.

12) I don't understand the priorities for parking use, how they will be determined and modified, and how they will be managed. I'd like more information about that, including the parking use by Elements.

    A. A parking management system will be used to maximize use. This will include an exterior sign that indicates the number of spaces available, an automated gate, and payment processing kiosk. The hotel and Elements building will get priority, but there will be spaces available for the public as well. As shown in the study shared in the last City Council meeting, at 75% occupancy, no fewer than 63 spaces, and up to 117 spaces will be available 24 hours a day on any given day.

13) We have received public comment about an earlier proposal from the Museum that would have added additional parking. Have we compared this proposal to that, or other possible projects, such as a stand-alone parking garage?

    A. Staff recollection was that the museum proposed an underground parking facility to be built by the City and used by the museum. This was a last minute proposal and there was inadequate time to fully vet the project or secure funding so it did not move forward.

    If the City were to initiate construction of a similar parking garage in downtown, it would cost about $9 million, if we could find a strategically located piece of property. The City would also have to pay for operations and maintenance projected by the City's parking consultant to be $42,000/year. Unless there is a public/private partnership with a development project like this, the City cannot afford a garage. Parking revenues would not support it. The additional TRT that funds the city's debt service is what makes this project work.

14) We heard testimony that the Downtown Parking Commission would like to review this. This seems like a good idea. I'd also like to ask staff to relate the parking issues in this proposal to work that the DPC has already done.

    A. The DPC and Downtown Commission reviewed the hotel proposal in 2012 when it was going through the land use process. At that time, the focus was on the potential to lease the south Riverfront parking lot for the hotel's periodic overnight overflow parking needs and the establishment of a loading zone on the south side of Adams Street in front of the hotel entrance. Both concepts were endorsed with the assumption that there would be no net loss of public parking on Adams due to closing existing curb cuts and re-configuration of on-street parking spaces. The most recent parking utilization studies for downtown were completed in April 2012.

15) (The) vetting should include making more complete financial information (in the form of a detailed prospectus) available to the public, including: estimated annual and full cost of the bond at specific likely interest rates; basis of $70,000 per year lease payment to the City,

including estimated total parking revenue and cost of parking management by hotel; estimated room tax available for bond payment, at different levels of occupancy; at least 5 years of annual data on local room occupancy, and data supporting future estimates; estimated annual property tax to be used for bond payment, over the length of the bond; and contribution, if any, from the Downtown Parking Fund generated by in-lieu-of parking fees from new development downtown.

A. The City's Financial Advisor has provided an estimate of bonded debt costs which staff has used to make the projections referenced in this document. As always, actual costs will depend on the market conditions at the time the bonds are actually issued; these projections reflect the market conditions for similar taxable issues on the date the estimate was made last April. The estimated True Interest Cost used in these projections is 5.94%.

   The $70,000 lease payment is based on the hotel paying $46.66 per stall per month compared with the current off-street parking (e.g., Yellow and Red permit parking lots) at $20-$28/stall per month and on street parking at $21/stall per month. The City also will not have to pay for operation and maintenance; the hotel will assume all of these costs.

   At the present time, on-street parking in the area is a mix of free and low-rate metered parking. Until there is additional development, the expectation is that few people will use the parking garage if the rates are too high. However, assuming that this hotel spurs additional development in the area, and the demand for parking exceeds what is available on-street, more people will use the garage and the parking fees will increase. As a result, staff has negotiated for a revenue sharing arrangement beginning in the eleventh year.

   The City's proforma of revenues and expenses is included in Attachment A. This project does not anticipate using any of the in-lieu-of-parking funds.

16) Given past survey data on walking distance limits for downtown customers, and data on downtown blocks with over-utilized on-street parking during different time frames, will the day and evening spaces available at this location successfully address that over-utilization? This analysis should be provided to the public.

A. There is not current survey data available as the last utilization work was done in April 2012.. While that data did not show consistently high levels of on-street parking congestion in the immediate area 2 years ago, additional publicly accessible parking will help address current demand, demand from the hotel and commercial portion of the project, and future demand from additional commercial development and the planned museum project.

17) How many parking spaces would $4.2M purchase in another downtown location?

A. For the city to purchase property and develop a garage of this size, the bids received by the developer indicate that it would cost $9 million. Simple math indicates that for $4.2

million the City could build a garage with 71 spaces. However, the property cost would tend to be a larger percentage of the overall cost, so fewer than 70 spaces would be developed and the City would have on-going costs to operate and maintain a parking garage. It is unlikely that a parking garage would generate sufficient income from parking revenue to operate the garage, much less pay the debt service.

18) For the City's investment of 86% of the cost of the parking structure, more specific minimums of parking spaces available to the public should be outlined in the lease agreement (and made public). The Land Development Code requires that any parking spaces above the minimum required for downtown developments be made available to the public; therefore, the minimum number of these spaces (both those leased to the Elements building, and those for public pay-to-park) should be stated.

    A. The City's $4.2 million investment is 56% of just the hard costs of construction, but the City will own 82.6% of the parking spaces. The Elements building, along with the hotel are contributing the other 44% of the construction cost for 18% ownership. Regarding the LDC requirements, the final parking requirements will be determined at the building permit stage. The most current estimates indicate that the minimum parking requirement for the hotel and associated commercial aspects of the project is 81 spaces and the maximum parking allowed would be 145 spaces. This will likely change in the final determination based on the overall square footage of the project, number of hotel rooms etc. For the Central Business District and Riverfront zones, any parking provided in excess of the *maximum* must be located in a parking structure and be made available for public use or for another project to meet its parking requirement. If the amount of parking provided through this project exceeds the final determined parking maximum, it will meet the LDC requirements because it will be in a structure and there will be public accessibility.

19) For a $4.2M investment, the lease payment is very small. Is the City getting 86% of the total parking revenue, minus the cost of parking management? If not, why not?

    A. According to the City's parking consultant the $70,000 lease payment is very good, in that the City is getting $46.66 per stall per month compared with current off-street stalls at $20-$28/ stall per month and on street at $21 / stall per month. The City also will not have to pay for operation and maintenance, or collection of monies in the garage.

    The proposed lease also calls for 25% of gross revenue over $150,000 + the $70,000 annual payment in year 11. As noted above, whether there will be added revenue above $150,000 annually will depend on the rates charged and the number of hours per day parking spaces are used.

20) Given that we can't afford $60,000 for public participation enhancements, how will the City afford the $200,000 non-refundable initial payment and the on-going costs of public services to this property?

A. The City budgets $200,000 each year from the Parking Fund for the express purpose of taking advantage of opportunities for additional downtown parking. This money can be used outright for this project, or could be repaid from the bond proceeds when the $4.2 million loan is secured. That is a decision the City Council would have to make if this project goes forward. The on-going costs to operate the garage will be paid for by the hotel operator. As such staff does not expect to have "on-going costs of public services" to this property that are any different than any other property.

21) What City services will be reduced if transient room taxes come in lower than expected, and bond payments need additional general fund subsidies?

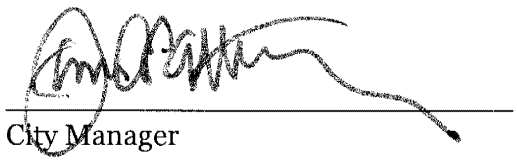
A. Staff does not expect to cut services if TRT revenue is lower than expected. Rather, General Fund reserves would be used, and then be re-paid in a future year when TRT revenues return to projected levels.

II. Requested Action

The City Council is requested to consider this information, take any public testimony offered, and deliberate. Attached to this staff report are resolutions for the purchase and the lease of the parking garage. Unlike a land use hearing, there really aren't any specific criteria for the Council's decision in this matter. The sole question for the Council relates to the fiduciary duty the Council has to the City and its tax payers. The question for the Council presented by the resolution approving the purchase and by the resolution approving the lease to the operator of the parking garage is whether the decision furthers the public interest. The "whereas" statements in the resolutions are a record of the findings the Council makes to demonstrate that this decision is in the public interest. Those statements should be supported by facts in the record that a reasonably prudent person would rely upon in making a similar important decision. If the Council is relying upon other facts, the resolutions should be amended to include a finding (a new "whereas, . . .") that memorializes those facts. If the Council determines that there are not sufficient facts to support one of the "whereas" statements, then the Council should amend the resolution by deleting that statement.

In terms of the process for discussion and deliberation of this matter, it may be helpful for the Council to focus on those statements to determine whether or not this purchase and lease furthers the public interest. If they view testimony by the public in this light, they may add or delete "whereas" statements or ask the public in their testimony to focus on the factors identified in the resolution.

Review and Concur:



City Manager

Attachments

ATTACHMENT A

City of Corvallis - Hotel/Parking Structure Proposal - Multi-year Proforma - Five Year Increments

ASSUMPTIONS:

Number of Hotel Rooms	129	Annual Room rate inflation:	2%
FY 16-17 - Average Room Rate	$116	AV annual growth:	3%
Number of Parking Spaces	155	Avg Yrly Parking rate increase:	1%
Average daily parking rate	$2		

	FY 15-20	FY 21-25	FY 26-30	FY 31-35	FY 36-40	FY 41-45	FY 46-50
REVENUE:							
Hyatt - Room Tax Payments (1)	$ 1,346,504	$ 2,076,757	$ 2,292,907	$ 2,531,555	$ 2,795,041	$ 3,085,952	$ 3,407,140
Parking Lease Revenue	280,000	350,000	350,000	350,000	350,000	350,000	350,000
Increm. Revenue Sharing (2)	-	-	-	-	-	-	5,062
Total Revenue (not incl ptaxes)	$ 1,626,504	$ 2,426,757	$ 2,642,907	$ 2,881,555	$ 3,145,041	$ 3,435,952	$ 3,762,202
EXPENDITURES:							
Tourist TRT portion (30%)	$ (403,951)	$ (623,027)	$ (687,872)	$ (759,467)	$ (838,512)	$ (925,785)	$ (1,022,142)
Debt Service (3)	$ (1,084,501)	$ (1,612,765)	$ (1,619,098)	$ (1,617,734)	$ (1,612,255)	$ (648,862)	$ -
Total Expenses (not incl ptaxes)	$ (1,488,452)	$ (2,235,792)	$ (2,306,970)	$ (2,377,201)	$ (2,450,767)	$ (1,574,647)	$ (1,022,142)
NET Revenue (Exp) to City (not incl ptaxes)	$ 138,052	$ 190,965	$ 335,937	$ 504,355	$ 694,274	$ 1,861,304	$ 2,740,060
Property Tax Impacts:							
Increased AV Revenue to City (4):	$ 230,737	$ 329,562	$ 382,052	$ 442,903	$ 513,447	$ 595,225	$ 690,029
Payment due from City on taxable property (4):	$ (210,276)	$ (300,338)	$ (348,174)	$ (403,629)	$ (467,917)	$ (542,444)	$ (628,841)
Potential Net Ptax impact to City:	$ 20,461	$ 29,224	$ 33,878	$ 39,274	$ 45,530	$ 52,781	$ 61,188
Potential Net Revenue (cost) to City:	$ 158,513	$ 220,189	$ 369,816	$ 543,629	$ 739,804	$ 1,914,085	$ 2,801,248

(1) Assume average 50% occupancy in first year (with loss of TRT backed out); 65% second year and 75% third year and ongoing.

(2) In year 11, incremental revenue sharing with City is 25% of gross parking revenues over $150K (assume $2 avg daily rate increases at 1% annually).

(3) Total Debt amount of $4.335M includes issuance costs above purchase price; taxable issue for 25 year balloon repayment est at 5.94% TIC in April/2014 -- rates not expected to decrease substantially for long-term debt based on current yield curve.

(4) Assumes new development AV growth is in excess of potentially offsetting appeal refunds and industrial/personal property depreciation reductions in AV (City estimates 3% AV growth allowed). Use conservatively valued RMV of $18M with parking garage ratio of $7.2M to total project cost of $23M. City's 82.6% ownership portion is then applied to get a $4.65M RMV. City tax would be owed at a total rate of $17.99982 for all jurisdictions on the AV estimated using a CPR=60%. City receives perm rate of $5.1067/$1000 AV on total structure's RMV of $18M after application of 60% CPR.

ATTACHMENT A

ATTACHMENT B

Hospitality Investment Advisors

Kennedy & Mohn, P.S.
Hotel Brokerage, Consulting, & Appraisals
www.HotelRealtyNW.com

June 11, 2014

Mr. Richard Boyles
President
InnSight Hotel Management Group
840 Belt Line Road, Suite 202
Springfield, Oregon 97477

Transmitted via email: rboyles@innsighthmg.com

Dear Mr. Boyles,

As you know, Kennedy & Mohn, P.S. (K&M) is a hotel consulting, appraisal, and brokerage firm that has served clients in the Pacific Northwest and Alaska for more than 20 years completing market feasibility studies, hotel appraisals, and the sale of hotels. The principals of K&M have completed hundreds of market studies over the years and have utilized this experience to serve their clients on virtually all types and quality level hotels that are either affiliated with major hotel chains or operated independent of a brand.

You have asked us to provide input pertaining to hotel development and the time that is normally required before a hotel reaches its stabilized level of performance. Most hotel analysts would agree that under normal market conditions (stable economy and a balanced hotel supply) it would take anywhere from two to three years for a hotel to reach its stabilized level of performance. A stabilized year is that point at which the hotel's penetration of the market reaches a stable level and the hotel's performance reaches an occupancy rate that, on the average, is indicative of the hotel's long term performance. When a hotel reaches stabilization or equilibrium, demand in the market would have grown to a level where the performance of the new hotel no longer negatively impacts the performance of the overall market. As you know, the amount of time required for a hotel to reach its stabilized level of performance can vary according to a variety of factors that might include management, positioning of the product, hotel affiliation, the age and quality of the existing supply etc.

In 2011, we completed a market feasibility study for development of a hotel in Corvallis, Oregon. At the time of our study, we projected a new 125-room hotel located on a site in downtown Corvallis, Oregon between SW Adams and SW Washington Streets and SW 1st and SW 2nd Avenues could reach a stabilized level of performance somewhere between its third and fourth year of operation due to the moderate rate of growth in market demand. The competitive lodging market, which included five hotels with a total of 465 hotel rooms, had achieved an annual occupancy rate of roundly 68 percent in 2010, an increase of approximately seven occupancy points over the previous year, and higher than the pre-recession year occupancy reached in 2007. The age of the hotels at the time of our study ranged from eight to approximately 22 years, making the one older property vulnerable to new competition. Growth in demand was projected to yield a market occupancy rate of only two occupancy points below the market's average prior to the opening of the new hotel by the subject's stabilized year of operation, meaning the

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hotel's rooms were expected to be absorbed by the market by that time and would no longer be a burden on the overall market's performance.

As we understand, a parking garage that could potentially be funded using hotel transient use taxes is being considered. If the new hotel achieved the projected levels as stated in our report, the hotel revenue would be roundly $3.8 million by the hotel's stabilized year, stated in then current 2011 dollars, and would undoubtedly increase the total room tax base for Corvallis.

We trust that this information is helpful and would be happy to answer any questions should the need arise.

Sincerely,

Thomas P. Kennedy, CHA
Kennedy & Mohn, P.S.

ATTACHMENT C

RESOLUTION 2014 -

A RESOLUTION DIRECTING THE CORVALLIS CITY MANAGER TO ENTER INTO AN EARNEST MONEY AGREEMENT FOR $4.2 MILLION TO PURCHASE A CONDOMINIUM SHARE OF A PARKING GARAGE TO BE BUILT ON SW FIRST AND SW WASHINGTON IN CORVALLIS, OREGON.

Minutes of the June 2, 2014, Corvallis City Council meeting, continued.

A resolution submitted by Councilor _____.

WHEREAS, a parcel of property on SW First Street in Corvallis, which has been vacant and undeveloped for over two decades has been purchased by local developers who plan to build a hotel at this location; and

WHEREAS, the hotel developers have proposed a public / private partnership to develop a parking garage associated with the hotel; and

WHEREAS, the proposed garage will offer additional parking spaces available for public use; and

WHEREAS, the City has found that additional parking is needed in downtown Corvallis; and

WHEREAS, the transient room tax, property tax and lease revenues generated by this project should provide most of the debt coverage for this project; and

WHEREAS, the City finds that there are additional economic development advantages as a result of this project including more transient room tax to support tourism, more property taxes for overlapping jurisdictions, more spending in local businesses by visitors, and more spending for overnight stays in Corvallis; and

WHEREAS, based upon the above findings, the City Council finds that it furthers the public interest for the City to purchase the condominium parking spaces for $4,200,000;

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF CORVALLIS RESOLVES TO DIRECT THE CORVALLIS CITY MANAGER TO ENTER INTO AN EARNEST MONEY AGREEMENT TO PURCHASE A CONDOMINIUM SHARE OF A PARKING GARAGE TO BE BUILT AT SW FIRST AND SW WASHINGTON STREETS IN CORVALLIS.

_____
Councilor

Upon motion duly made and seconded, the foregoing resolution was adopted, and the Mayor thereupon declared said resolution to be adopted.

DRAFT

PURCHASE AGREEMENT

The Corvallis Riverfront Hotel Parking Garage,
Corvallis, OR

between
The Corvallis Riverfront Hotel, LLC

as Developer

and

The City of Corvallis, Oregon

a municipal corporation of the State of Oregon ,
as Buyer

Dated: _____

DRAFT

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DRAFT

PURCHASE AGREEMENT

The Corvallis Riverfront Hotel Parking Garage
155 SW Washington St.
Corvallis, Oregon

THIS PURCHASE AGREEMENT (this "Agreement") is entered into as of the ___day of _____, 2014, between The Corvallis Riverfront Hotel, LLC, ("Developer"), or its assigns, whose address is 202 NW 6th St. Corvallis, Oregon, 97330 and The City of Corvallis, a municipal corporation of the State of Oregon ("Buyer"), whose address is PO Box 1083, Corvallis, OR 97339-1083.

FOR THE SUM OF TEN DOLLARS ($10.00) and other good and valuable consideration, the receipt and sufficiency of which are acknowledged, Developer and Buyer agree as follows:

1. Definitions. As used in this Agreement, each of the following terms shall have the meaning indicated:

1.1. "Purchase Price" Buyer shall pay Developer the sum of Four Million Two Hundred Thousand Dollars ($4,200,000.00) on the Closing Date, as further described herein.

1.2. "Building" means the hotel and parking garage to be located on the Land associated with the Corvallis Riverfront Hotel. The parking garage portion of the Building to be sold to Buyer (hereinafter "Garage") will consist of approximately 80,000 square feet of buildable area including approximately 125 parking spaces and common area, the exact square footage and number of parking spaces to be set forth in the final Building Plans to be approved by the parties.

1.3. "Closing Date" means not more than twenty days after the date an undivided and distinct condominium interest in the Garage can be legally conveyed to Buyer.

1.4. "Conditions to Purchase" means any one or more of the following:

a) Buyer's review and approval of the Building Plans as more fully described in Exhibit B-1 related to the Building.

b) The Developer and Buyer approving the terms of a draft of an assignable Lease Agreement between Buyer and Developer naming Buyer as Lessor and Developer as Lessee for the Garage.

c) Buyer's review and approval of a preliminary title report.

d) Buyer's review and approval of the condominium declaration, bylaws, and association documents.

e) Approval of this Agreement by the Corvallis City Council.

f) Developer obtaining suitable financing to complete the construction of the Premises, in Developer's reasonable determination.

g) Developer successfully obtaining condominium approval and having legal authority to convey good title to the Garage (consisting of a distinct condominium unit and appurtenant common element interests) to Buyer.

Developer shall submit the Preliminary Title Report within ten (10) days following both parties execution of this Agreement.

Buyer shall have fourteen (14) days following Developer's submission to Buyer of the documents noted above to approve or disapprove of such documents. At such time as Developer has obtained building permits from the City of Corvallis Development Services Department and the conditions to purchase listed above in section 1.4 a, b, c, d, e and f have been satisfied or removed, the Earnest Money Deposit made previously by Buyer shall, thereafter, be non-refundable and immediately released to Developer, but applicable to the Purchase Price. In the event of Buyer's written disapproval of any of the documents described above within 14 days of receipt, or the failure of any other condition stated above, this Agreement shall be terminated and the Earnest Money Deposit shall be immediately returned to Buyer. Buyer's approval or disapproval of the Conditions to Purchase shall be evidenced in writing. In the event no written notice of disapproval of any of the documents is received by Developer, within the fourteen (14) day period, Buyer's approval shall be conclusively presumed.

All costs and expenses necessary to prepare documentation necessary for conveyance of title to the Garage shall be paid by Developer. Buyer and Developer agree to cooperate with each other in the preparation of such documents. The documents will be prepared by Developer and shall be in a form reasonably acceptable to each party.

1.5. "Earnest Money Deposit" means that within forty eight (48) hours following execution of this Agreement by both Parties, Buyer shall deposit Two Hundred Thousand Dollars ($200,000) as Earnest Money Deposit in cash or immediately available funds. The Earnest Money shall be deposited in an escrow account established at the Title Company, as further described herein. On the Closing Date, the Earnest Money Deposit shall apply to the Purchase Price as a credit to Buyer.

1.6. "Estimated Delivery Date" means 24 months after building permits are issued by the City of Corvallis Building Department for construction of the Garage.

1.7. "Improvements" means the Building and all other improvements located on the Land on or after the date of this Agreement.

1.8. "Land" means the land located in Benton County, Oregon, with an address of 115 SW Washington St. , Corvallis, OR (address will be assigned by the city, during the entitlement process) and described as follows: See Exhibit A attached hereto and incorporated herein by this reference.

1.9. "Permitted Use" means the operation of a parking facility and related common areas necessary for the parking facility and no other purpose.

1.10. "Premises" means the Land and the Improvements.

1.11. "Title Company" means Ticor Title Insurance Company, Corvallis, Oregon.

2. Development Agreement. The respective obligations of Developer and Buyer to prepare the Premises for occupancy are described on the attached Exhibit B. Developer and Buyer shall perform or have such work performed promptly, diligently and in a first-class and workmanlike manner. On delivery of the Garage to Buyer, all of the obligations of Developer set forth on the attached Exhibit B shall be deemed to be completed satisfactorily, except for any structural or latent defect or any material defect in workmanship. Developer shall obtain all warranties customarily provided by all contractors, subcontractors and material suppliers in connection with the construction of the Garage, and shall assign such warranties to Buyer. Warranties for construction of the common elements of the Improvements shall be assigned to Buyer and owners of the other condominium units in the Premises benefitted by the common elements. After Developer's assignment of such warranties to Buyer, Developer shall have no further liability to Buyer for any structural or latent defect or any material defect in workmanship and Buyer's sole remedy therefore shall be pursuant to such warranties or against such contractors.

3. Title Insurance and Closing Costs. Within 15 days after Closing, Developer must furnish Buyer with a standard owner's condominium policy of title insurance in the amount of the purchase price, insuring Buyer as the owner of the Property subject only to the usual printed exceptions, easements and other usual exceptions related the condominium association. The cost of closing shall be shared equally by the parties and the Buyer shall pay the recording fee for the deed.

4. Use. The Garage shall not be used or occupied for any purpose other than for the Permitted Use, and neither Buyer nor Developer shall use the Garage for anything that will (a) violate the provisions of any insurance carried with respect to the Premises, (b) create a public or private nuisance or commit waste, or (c) violate any present or future laws existing with respect to the Garage, including, without limitation, those relating to hazardous substances, hazardous wastes, pollutants or contaminants and those relating to access by disabled persons.

5. Delivery Date. Developer shall complete the Garage on or before the Estimated Delivery Date or as soon as reasonably possible thereafter, and in any case not later than ninety days after the Estimated Delivery Date (the "Outside Delivery Date"), unless delay in completion is solely the result of a Force Majeure Event as described in Section 9.2 hereof. Buyer agrees to accept possession of the Garage at Closing and upon such Substantial Completion and in accordance with all of Developer's pre-possession obligations set forth in this Agreement. In the event Developer shall fail to substantially complete construction of the Garage on the Outside Delivery Date, then Buyer, in addition to any other remedies which may be available in equity, may at any time after the Outside Delivery Date, cancel this Agreement by written notice to Developer unless delay is solely the result of a Force Majeure Event as described in Section 9.2 hereof. Provided however, that in the event that Developer determines that Developer will be unable to substantially complete construction and Close by the Outside Delivery Date, then Developer shall have the right, by delivery of written notice to Buyer (an "Extension Request"), to request an extension of the Closing Date and Outside Delivery Date. Such Extension Request shall contain a detailed explanation of the basis for Developer's request for an extension of the Outside Delivery Date. Buyer shall have thirty (30) days after Buyer has received the Extension Request, time being of the essence to elect (by delivery of written notice to Developer) to either: (i) terminate this Agreement; or (ii) agree to the extension of the Outside Delivery Date as set

forth in the Extension Request, provided however that Buyer's election of either such remedy shall not be deemed a waiver of any other right or remedy of Buyer under this Agreement or in equity. In the event that Buyer shall fail to timely deliver notice to terminate this Agreement then the Outside Delivery Date shall be deemed to be extended to the date as proposed in the Extension Request. The Garage, and common areas benefitting the Garage, upon delivery, shall be in good condition and repair, and shall fully comply with all lawful requirements (including, without limitation: the Americans With Disabilities Act, 42 U.S.C. Section 12101 et seq.; all state, county, and municipal laws, ordinances, rules, and regulations pertaining to the accommodation of disabled persons; all zoning laws and ordinances, and all building, fire, health, and safety codes). Buyer shall have the right, without being deemed to have accepted possession, to enter upon the Garage as soon hereafter as practical to take measurements and perform such inspections Buyer deems necessary but such entry shall not constitute a waiver as to the condition of the Garage or as to any work to be done or changes to be made by Developer, or as to any other obligations of Developer hereunder. In entering upon the Garage, Buyer shall not unreasonably interfere with or cause any delay of the development of or construction occurring on, the Building, and Buyer shall be responsible for and shall assume the risk of any injury to persons or damage to property occasioned by such entry, except as caused by Developer's negligence. "Substantially Completed," as used herein, shall be defined to mean Developer's delivery of possession of the Garage to Buyer with the following conditions performed, satisfied and complied with: (i) Developer's construction shall have been completed substantially in accordance with the requirements of the Plans approved by Buyer (hereinafter described); (ii) a certificate from Developer's architect or structural engineer shall be delivered to Buyer certifying that all construction work has been performed in accordance with the Plans approved by Buyer; and (iii) a final Certificate of Occupancy or its local equivalent (or a temporary certificate of occupancy or its local equivalent) permitting occupancy of the Garage pending the issuance of a Certificate of Occupancy or its local equivalent), if Buyer is able to operate its business at the Garage under such a temporary certificate of occupancy, in which event the delivery to Buyer of a Certificate of Occupancy or its local equivalent shall be deemed a condition subsequent to Substantial Completion) or officially certified copies thereof, issued by the governmental department(s) having jurisdiction over the Garage shall have been issued and delivered to Buyer.

6. Agreement to Purchase and Sell. Upon satisfaction or removal of the conditions to closing, Buyer agrees to purchase the Garage from the Developer and the Developer agrees to sell the Garage to Buyer for the Purchase Price. The earnest money shall be credited to the Purchase Price at Closing and the remaining balance of the Purchase Price shall be paid, in full, on the Closing Date. At Closing Developer shall deliver a good and sufficient warranty deed conveying the Garage to Buyer, subject only to the exceptions and described in Section 3. At Closing the parties shall also execute the lease agreement described in Section 1.4. Buyer shall be entitled to possession of the Garage on the Closing Date. Real property taxes and other usual pro-ratable items shall be prorated at Closing.

7. Default.

7.1. Default by Buyer. The occurrence of any of the following events shall constitute a default by Buyer under this Agreement: (a) Buyer fails to pay any installment of the Purchase Price, if any, or any other sum due under this Agreement within five (5) days after

written notice is given to Buyer that the same is past due; (b) Buyer fails to observe or perform any other term, covenant or condition to be observed or performed by Buyer under this Agreement within thirty (30) days after written notice is given to Buyer of such failure; provided, however, that if more than thirty (30) days is reasonably required to cure such failure, Buyer shall not be in default if Buyer commences such cure within such thirty (30) day period and diligently prosecutes such cure to completion.

7.2. Default by Developer. Developer shall not be in default under this Agreement unless Developer fails to perform an obligation required of Developer under this Agreement within thirty (30) days after written notice by Buyer to Developer, specifying the respects in which Developer has failed to perform such obligation. If the nature of such obligation is such that more than thirty (30) days are reasonably required for performance or cure, Developer shall not be in default if Developer commences performance within its thirty (30) day period, and after such commencement diligently prosecutes the same to completion.

7.3. Remedies. On any default by either party under this Agreement (after the expiration of any applicable notice and cure period set forth in Paragraph 7.1 or 7.2) the party not in default may pursue any and all remedies available under Oregon law for breach of contract against the defaulting party, including, but not limited to, an action for damages, or suit for specific performance.

8. General Provisions.

8.1. No Partnership. Developer does not by this Agreement, in any way or for any purpose, become a partner or joint venturer of Buyer in the conduct of Buyer's business or otherwise.

8.2. Force Majeure. If either Developer or Buyer is delayed or hindered in or prevented from the performance of any act required under this Agreement by reason of acts of God, strikes, lockouts, other labor troubles, inability to procure labor or materials, fire, accident, failure of power, restrictive governmental laws, ordinances, regulations or requirements of general applicability, riots, civil commotion, insurrection, terrorism, war or other reason not the fault of the party delayed, hindered or prevented and beyond the control of such party (financial inability excepted), performance of the action in question shall be excused for the period of delay and the period for the performance of such act shall be extended for a period equivalent to the period of such delay.

8.3 Condemnation. If, prior to Closing, the Premises are taken under the power of eminent domain, or if any governmental taking renders the Garage unusable for the Permitted Use, this Agreement will terminate on notice by Developer to Buyer. A sale by Developer to any authority with power of eminent domain, either under threat of condemnation or while condemnation proceedings are pending, will be deemed a taking under the power of eminent domain under this Section. In the event of such a governmental taking as described in this paragraph, Buyer shall be entitled to a refund of its earnest money, and Developer shall be entitled to any award for a taking of all or any part of the Premises under the power of eminent

domain, and Buyer shall not be entitled to any such compensation from the condemning authority.

8.4. Notices. Any notice or demand to be given by Developer or Buyer to the other shall be given in writing by personal service, express mail, Federal Express, DHL or any other similar form of courier or delivery service, or mailing in the United States mail, postage prepaid, certified, return receipt requested and addressed to such party as follows:

If to Developer:
The Corvallis Riverfront Hotel, LLC
202 NW 6th st
Corvallis, OR 97330
(541) 754-6320
alan@commercialassociates.org

With a copy to:

Steven Adkins
PO Box 781
Corvallis, OR 97339

If to Buyer:

_____

_____

_____

Either Developer or Buyer may change the address at which such party desires to receive notice on written notice of such change to the other party. Any such notice shall be deemed to have been given, and shall be effective, on delivery to the notice address then applicable for the party to which the notice is directed; provided, however, that refusal to accept delivery of a notice or the inability to deliver a notice because of an address change that was not properly communicated shall not defeat or delay the giving of a notice.

8.5. Severability. If any provision of this Agreement or the application of any provision of this Agreement to any person or circumstance shall to any extent be invalid, the remainder of this Agreement or the application of such provision to persons or circumstances other than those as to which such provision is held invalid shall not be affected by such invalidity. Each provision of this Agreement shall be valid and enforceable to the fullest extent permitted by law.

8.6. Brokerage Commissions. Except as agreed in writing by Developer, Developer represents and warrants that no claim exists for a brokerage commission, finder's fee or similar fee in connection with this Agreement based on any agreement made by Developer.

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Developer shall indemnify, defend and hold harmless Buyer from and against any claim for a brokerage commission, finder's fee or similar fee in connection with this Agreement based on an actual or alleged agreement made by Developer. Buyer represents and warrants that no claim exists for a brokerage commission, finder's fee or similar fee in connection with this Agreement based on any agreement made by Buyer. Buyer shall indemnify, defend and hold harmless Developer from and against any claim for a brokerage commission, finder's fee or similar fee in connection with this Agreement based on an actual or alleged agreement made by Buyer.

8.7. Use of Pronouns. The use of the neuter singular pronoun to refer to Developer or Buyer shall be deemed a proper reference even though Developer or Buyer may be an individual, partnership, association, limited liability company, corporation or a group of two or more individuals, partnerships, associations, limited liability companies or corporations. The necessary grammatical changes required to make the provisions of this Agreement apply in the plural sense where more than one Developer or Buyer exists and to individuals, partnerships, associations, limited liability companies, corporations, males or females, shall in all instances be assumed as though in each case fully expressed.

8.8. Successors. Except as otherwise provided in this Agreement, all provisions contained in this Agreement shall be binding on and shall inure to the benefit of Developer and Buyer and their respective heirs, personal representatives, successors and assigns.

8.9. Recourse by Buyer. Anything in this Agreement to the contrary notwithstanding, Buyer shall look solely to all right, title and interest of Developer in the Premises, and the rents, issues and profits, the proceeds of any sale or insurance, and the awards of any condemnation proceedings, with respect to the Premises, subject to the prior rights of the holder of any mortgage or deed of trust, for the collection of any judgment (or other judicial process) requiring the payment of money by Developer on any default or breach by Developer with respect to any of the terms, covenants and conditions of this Agreement to be observed or performed by Developer, and no other asset of Developer or any other person shall be subject to levy, execution or other procedure for the satisfaction of Buyer's remedies. Nothing contained in this Paragraph shall limit or affect any right that Buyer may otherwise have to obtain injunctive relief or to exercise any other remedies or actions against Developer that do not require Developer to respond with other than Developer's interest in the Property.

8.10. Waiver. No failure by any party to insist on the strict performance of any covenant, duty or condition of this Agreement or to exercise any right or remedy consequent on a breach of this Agreement shall constitute a waiver of any such breach or of such or any other covenant, duty or condition. Any party may, by notice delivered in the manner provided in this Agreement, but shall be under no obligation to, waive any of its rights or any conditions to its obligations under this Agreement, or any covenant or duty of any other party. No waiver shall affect or alter the remainder of this Agreement but each other covenant, duty and condition of this Agreement shall continue in full force and effect with respect to any other then existing or subsequently occurring breach.

8.11. Rights and Remedies. The rights and remedies of Developer and Buyer shall not be mutually exclusive and the exercise of one or more of the provisions of this Agreement

shall not preclude the exercise of any other provisions. The parties confirm that damages at law may be an inadequate remedy for a breach or threatened breach by any party of any of the provisions of this Agreement. The parties' respective rights and obligations under this Agreement shall be enforceable by specific performance, injunction or any other equitable remedy. Neither Developer nor Buyer shall be liable to the other for any special or punitive damages under this Agreement.

8.12. Authorization. Each individual executing this Agreement does represent and warrant to each other so signing (and each other entity for which another person may be signing) that such individual has been duly authorized to deliver this Agreement in the capacity and for the entity set forth where such individual signs.

8.13. Attorneys' Fees. If any action is brought for payment or to enforce or interpret any of the provisions of this Agreement, the party prevailing in such action shall be entitled to recover from the other party reasonable attorneys' fees (including those incurred in connection with any appeal), the amount of which shall be fixed by the court and made a part of any judgment rendered. .

8.3. Miscellaneous. The captions to the Paragraphs of this Agreement are for convenience of reference only and shall not be deemed relevant in resolving questions of construction or interpretation under this Agreement. Exhibits referred to in this Agreement and any addendums, riders and schedules attached to this Agreement shall be deemed to be incorporated in this Agreement as though a part of this Agreement. This Agreement and the exhibits, riders and addenda, if any, attached, constitute the entire agreement between the parties. No amendment to this Agreement shall be binding on Developer or Buyer unless reduced to writing and signed by both parties. Unless otherwise set forth in this Agreement, all references to Paragraphs are to Paragraphs in this Agreement. This Agreement shall be governed by and construed and interpreted in accordance with the laws of the state of Oregon. Venue on any action arising out of this Agreement shall be proper only in the Circuit Court of Benton County, state of Oregon.

THE PROPERTY DESCRIBED IN THIS INSTRUMENT MAY NOT BE WITHIN A FIRE PROTECTION DISTRICT PROTECTING STRUCTURES. THE PROPERTY IS SUBJECT TO LAND USE LAWS AND REGULATIONS THAT, IN FARM OR FOREST ZONES, MAY NOT AUTHORIZE CONSTRUCTION OR SITING OF A RESIDENCE AND THAT LIMIT LAWSUITS AGAINST FARMING OR FOREST PRACTICES, AS DEFINED IN ORS 30.930, IN ALL ZONES. BEFORE SIGNING OR ACCEPTING THIS INSTRUMENT, THE PERSON TRANSFERRING FEE TITLE SHOULD INQUIRE ABOUT THE PERSON'S RIGHTS, IF ANY, UNDER ORS 195.300, 195.301 AND 195.305 TO 195.336 AND SECTIONS 5 TO 11, CHAPTER 424, OREGON LAWS 2007, SECTIONS 2 TO 9 AND 17, CHAPTER 855, OREGON LAWS 2009 AND SECTIONS 2 TO 7, CHAPTER 8, OREGON LAWS 2010. BEFORE SIGNING OR ACCEPTING THIS INSTRUMENT, THE PERSON ACQUIRING FEE TITLE TO THE PROPERTY SHOULD CHECK WITH THE APPROPRIATE CITY OR COUNTY PLANNING DEPARTMENT TO VERIFY THAT THE UNIT OF LAND BEING TRANSFERRED IS A LAWFULLY ESTABLISHED LOT OR PARCEL, AS DEFINED IN ORS 92.010 OR 215.010, TO VERIFY THE APPROVED USES

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OF THE LOT OR PARCEL, TO VERIFY THE EXISTENCE OF FIRE PROTECTION FOR STRUCTURES AND TO INQUIRE ABOUT THE RIGHTS OF NEIGHBORING PROPERTY OWNERS, IF ANY, UNDER ORS 195.300, 195.301 AND 195.305 TO 195.336 AND SECTIONS 5 TO 11, CHAPTER 424, OREGON LAWS 2007, SECTIONS 2 TO 9 AND 17, CHAPTER 855, OREGON LAWS 2009, AND SECTIONS 2 TO 7, CHAPTER 8, OREGON LAWS 2010.

DEVELOPER AND BUYER have executed this Agreement on the respective dates set forth below, to be effective as of the date first set forth above.

DEVELOPER:

By: _____

_____
Print or Type Name of Signatory

Its_____

Date_____

By: _____

_____
Print or Type Name of Signatory

Its_____

Date_____

BUYER:

City of Corvallis,

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By_____

Print or Type Name of Signatory:

_____

Its_____

Date_____

By_____

Print or Type Name of Signatory:

_____

Its_____

Date_____

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EXHIBIT A

to

PURCHASE AGREEMENT

DESCRIPTION OF PREMISES

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EXHIBIT B
to
PURCHASE AGREEMENT

PREPARATION OF PREMISES FOR OCCUPANCY

THIS EXHIBIT is attached to, and is a part of, the foregoing Purchase Agreement (the "Agreement"), entered into between Developer and Buyer. All words capitalized in this Exhibit shall have the same meaning given in the Agreement. If any conflict exists between the provisions of this Exhibit and the provisions of the Agreement, the provisions of this Exhibit shall control.

1. Initial Improvements.

(a) Preliminary drawings of the Premises, prepared by _____, are attached as Appendix 1.

(b) Developer shall cause the Building Improvements (the "Building Improvements") described on Appendix 2 to be completed in accordance with the plans and specifications (the "Building Plans") prepared by Developer. The Building Improvements shall be made, and the Building Plans shall be prepared, at Developer's sole cost and expense, and in accordance with all applicable laws, ordinances, regulations and requirements, including, without limitation, the Americans with Disabilities Act of 1990, as amended, and its associated regulations (collectively, the "ADA").

(c) Developer shall cause the Improvement Plans to be prepared, at Developer's cost, and, if appropriate, mechanical and electrical engineer(s) licensed in Oregon and selected by Developer, but reasonably approved by Buyer. Prior to close of business on the date that is forty five (45) days after the date of the Agreement, Developer shall furnish the initial draft of the Improvement Plans to Buyer for Buyer's review and approval. Buyer shall within two (2) weeks after receipt either provide comments to such Buyer Improvement Plans or approve the same. Buyer shall be deemed to have approved such Buyer Improvement Plans if Buyer does not timely provide comments on such Buyer Improvement Plans. If Buyer provides Developer with comments to the initial draft of the Buyer Improvement Plans, Developer shall provide revised Improvement Plans to Buyer incorporating Buyer's comments within one week after receipt of Buyer's comments. Buyer shall within one week after receipt, then either provide comments to such revised Improvement Plans or approve such revised Improvement Plans. Buyer shall be deemed to have approved such revised Improvement Plans if Buyer does not timely provide comments on such Improvement Plans. The process described above shall be repeated, if necessary, until the Improvement Plans have been finally approved by Buyer. Developer agrees that the Improvement Plans shall comply with all applicable laws, ordinances, regulations and requirements. Buyer's approval of any of the Improvement Plans (or any modifications or changes thereto) shall not impose upon Buyer any obligation or liability with respect to the design of the Improvements or the compliance of such Improvements or the Improvement Plans with applicable laws, ordinances, regulations and requirements.

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2. Change Orders. If Buyer requires improvements or changes (individually or collectively, the "Change Orders"), other than changes required to meet state-wide building codes, to the Premises in addition to, revision of, or substitution for, the Approved Improvements, Buyer shall deliver to Developer for its approval, plans and specifications for such Change Orders. If Developer does not approve of the plans for Change Orders, Developer shall advise Buyer of the revisions required. Buyer shall revise and redeliver the plans and specifications to Developer within five (5) business days of Developer's advice or Buyer shall be deemed to have abandoned its request for such Change Orders. Buyer shall pay for all preparations and revisions of plans and specifications for, and the construction of, all Change Orders, which shall increase the Purchase Price by the amount thereof.

3. Access by Buyer Prior to Commencement Date. Developer shall permit Buyer and its agents to enter the Premises during the period prior to the Commencement Date to prepare the Premises for Buyer's use and occupancy. Any such permission shall constitute a license only, conditioned on Buyer's:

(a) working in harmony with Developer and Developer's contractors, workmen, mechanics and suppliers;

(b) obtaining in advance Developer's approval of the contractors proposed to be used by Buyer and, if requested by Developer, depositing with Developer in advance of any work (i) security satisfactory to Developer for the completion thereof, and (ii) the contractor's affidavit for the proposed work and the waivers of lien from the contractor and all subcontractors and suppliers of material; and

(c) furnishing Developer with such insurance as Developer may require against liabilities that may arise out of such entry.

4. Parties' Representatives. Buyer shall designate an individual to act as Buyer's representative with respect to all approvals, directions and authorizations pursuant to this Exhibit B. Developer shall designate an individual to act as Developer's representative with respect to all approvals, directions and authorizations pursuant to this Exhibit B.

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Appendix 1

Floor Plans

(See attached)

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Appendix 2
Description of Building Improvements

Base Improvements, constructed by Developer & according to construction plans approved by both Buyer and Developer:

1. Exterior walls of Concrete, concrete block, or similar materials as determined by Developer and accepted by Buyer
4. Site utilities to Building, with (i) water, sewer and gas stubbed to the Building, including lines, meter valves and piping, distributed and stubbed to fixture locations throughout the building, and connected to plumbing fixtures; (ii) electrical service and lines to a designated point of the perimeter of the Building, and distributed according to plans throughout the building
6. Concrete floors & ramps
7. HVAC & exhaust units
13. Utility connection fees, building permit fees, and Development Fees.
14. All doors, gates and hardware necessary for operation of the Garage.
17. Necessary bollards, for protection of signs and building, from vehicle damage.

ATTACHMENT D

RESOLUTION 2014 -

A RESOLUTION DIRECTING THE CORVALLIS CITY MANAGER TO ENTER INTO A LEASE AGREEMENT FOR A PARKING GARAGE TO BE BUILT ON SW FIRST AND SW WASHINGTON IN CORVALLIS, OREGON.

Minutes of the June 2, 2014, Corvallis City Council meeting, continued.

A resolution submitted by Councilor _____.

WHEREAS, the City Council, through adoption of Resolution 2014-__has authorized and directed the City Manager to negotiate and sign an earnest money purchase agreement for the City to acquire a condominium interest in the parking garage attached to a hotel to be built at the corner of Southwest First and Southwest Washington Streets; and

WHERAS, the hotel operator has agreed to operate, maintain, and manage the parking garage on behalf of the City and will pay the City an annual amount to lease the City's parking garage; and

WHEREAS, the estimated cost for the City to operate a parking facility would be $45,000 per year; and

WHEREAS, efficient use of parking spaces requires a sophisticated system to operate and manage a parking facility; and

WHEREAS, the needs of the public are met by the facility guaranteeing at least 20,000 hours of available public parking each month; and

WHEREAS, the City is unable to operate and manage a parking facility as efficiently as a private tenant could, and

WHEREAS, the downtown hotel requires priority for parking spaces for its tenants; and

WHEREAS, the value of the condominium interest, including economic development benefit to the City will exceed $4.2 Million Dollars in the first few years; and

WHEREAS, based upon the above findings, the City Council finds that it furthers the public interest for the City to lease the condominium parking spaces to the hotel developers;

WHEREAS, the proposed garage will offer additional parking spaces available for public use; and

WHEREAS, the City has found that additional parking is needed in downtown Corvallis; and

WHEREAS, the transient room tax, property tax and lease revenues generated by this project should provide most of the debt coverage for this project; and

WHEREAS, the City finds that there are additional economic development advantages as a result of this project; and

WHEREAS, based upon the above findings, the City Council finds that it furthers the public interest for the City to lease the condominium parking spaces to the hotel developers;

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF CORVALLIS RESOLVES TO DIRECT THE CORVALLIS CITY MANAGER TO ENTER INTO A LEASE AGREEMENT FOR A PARKING GARAGE TO BE BUILT AT SW FIRST AND SW WASHINGTON STREETS IN CORVALLIS.

_____

Councilor

Upon motion duly made and seconded, the foregoing resolution was adopted, and the Mayor thereupon declared said resolution to be adopted.

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PARKING AREA LEASE

THIS LEASE (referred to herein as "Lease" or "Agreement") made and entered into this _____ day of _____2014___, by and between the City of Corvallis, a municipal corporation of the State of Oregon (hereinafter referred to as the "City"), and The Corvallis Riverfront Hotel,_____ LLC, an Oregon limited liability company (hereinafter referred to as the "Lessee").

RECITALS

Lessee has initiated a hotel development project (Project) known as "the Corvallis Riverfront Hotel " located on Lots 1,2,3,4,5 and 6 of Block 2 of the Marysville Original Town Plat, hereinafter referred to as "Lots." The Project includes the construction of parking facilities. City owns a portion of the parking facilities, more fully described in the condominium deed and agreement attached as Exhibit A, (hereinafter referred to as "Premises" and incorporated within this Parking Area Lease by this and every reference as if fully set out herein), and

Use of publicly owned Premises for private purposes requires execution of a Lease, and

The Corvallis City Council by Resolution _____ has determined that it is in the public interest to Lease the Premises so that the parking facilities can be cooperatively constructed, operated, maintained in an effective manner, reducing public parking demand on existing facilities while encouraging new private development to meet the parking demand of the development; the Premises will be used only in this manner within the period of this Lease; and so that the parking facilities can be financed in a manner that will give the best return to the City of use of such area, and

The Corvallis City Council by Resolution _____ has determined that it is in the public interest to be a member of the _____ Condominium Association, and to delegate to the _____ Condominium Association the authority to establish assessments, rates, fees, and operation requirements of the parking facilities through the instrument of a Lease of the Premises;

Resolution _____ authorized the execution of a Lease for the Premises as described in Section 1. below, now therefore,

IT IS MUTUALLY AGREED AS FOLLOWS:

1. Lease

a. The City does hereby lease, demise, and let unto Lessee, its successors and assigns, the Premises, as depicted in Exhibit A . The surface area of the Premises is approximately 80,000 square feet, more or less. The initial configuration of parking spaces includes approximately 125 spaces within the Premises (the exact number to be determined by the final improvement plans submitted to and approved by the Corvallis Building Department for

construction of the Project), but from time to time, as determined by the operational needs or preferences of the _____ Condominium Association, this number of spaces may change. The date that deeded ownership of the Premises are conveyed to City shall be the Lease Commencement Date.

2. Rent

a. Rental Rate. The Rent for the Premises shall be determined as follows:

i). Base Rate. Base Rent of $70,000 per year, payable in monthly installments of $5833.33. The rent will remain fixed at $70,000 per year for the initial 10 years of the lease term. Thereafter, until expiration of Lessee's lease term, rent shall be $70,000 per year plus 25% ("percentage rent") of any amount of gross parking revenue collected from the public by the hotel over and above $150,000 per year (indexed for inflation).

ii). Annual Statements. On or about January 15th of each year, the hotel shall submit annual financial statements to the City attesting to gross parking revenue collected for the previous year. The hotel shall make payments of percentage rent, if any, on or before March 15th of the then current year. The figure of $150,000 shall increase each year relative to changes in the February to February Consumer Price Index*, as compared to the previous year (starting from Lease Commencement Date). *Comparison shall be made using the CPI CPI-W West Class Size B/C index.

iii). Taxes. In addition to any Base Rent and/or Percentage Rent, Lessee shall pay any and all real or personal property taxes or assessments due for the Premises. Real property taxes shall be deducted from rents payable, or at Lessee's option, Lessee can invoice Lessor and Lessor agrees to pay this amount to Lessee within 30 days of receiving an invoice from Lessee detailing the amount owing.

b. Rent Due. Rent is due in advance for each month, starting at the Lease Commencement Date and continuing on the first day of the month following the Lease Commencement Date, and continuing on the first day of each month thereafter throughout the term of the Lease. Rent for a partial month shall be prorated. Interest shall begin accruing at the expiration of the grace period set forth in Section 11 at the rate of twelve percent (12%) per year on any unpaid Rent. Time is of the essence in payment of all rent, and Lessee shall make no late rental payments.

c. Use. The Rent only contemplates the use of the Premises for uses related to the operation of a parking facility and related common areas necessary for the parking facility ("Permitted Uses"). . Except as specifically approved otherwise by the City Council and conveyed to Lessee in writing, Lessee will ensure that the parking facility is available for public parking uses for over 20,000 hours per month.

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3. Term

a. The initial term of this Lease shall commence upon the Lease Commencement Date and shall expire 40 years thereafter ("Original Term") unless extended pursuant to this subsection 3.c., below.

b. Notwithstanding Section 3.a. hereof, this Lease shall terminate one hundred eighty (180) days after the improvements that make up the Project are substantially destroyed, provided that prior to expiration of said 180 day period Project's owner has not given notice to the City of its intention to rebuild, or cause to be rebuilt, the improvements. If the Project's owner gives the City its notice within the 180 day period of its intent to rebuild or cause to be rebuilt, then this Lease shall not terminate and thereafter Lessee shall commence, within two hundred forty (240) days from the date of such notice, to rebuild the improvements and shall diligently pursue the same unto completion. If Lessee fails to commence to rebuild or cause to be rebuilt the improvements within the 240 day period or fails to diligently pursue the same, City may notify Lessee that it is in default of such obligations as provided for under Section 11 of this Lease.

c. Lessee shall have the option to renew this Lease for five (5) ten (10) year extensions and one (1) nine (9) year extension (for no more than 99 years) on the same terms and conditions as contained herein, provided that, as of the date of the commencement of each successive term, there shall be no default under the terms of this Lease and the Premises is being used for the same or substantially similar purposes as the Premises was used during the Original Term of this Lease. In order to exercise each renewal option, Lessee shall give written notice to the City of its intent to renew not less than one (1) year nor more than two (2) years prior to the last day of the expiring term.

5. Permitted Use, Nuisance, Waste, Hazard

Lessee shall use Premises for the Permitted Uses and no other use whatsoever without the prior written approval of the City and the _____ Condominium Association. Lessee shall at all times use and operate the Premises in the manner directed by the set out by the _____ Condominium Association and to the reasonable satisfaction of the City and shall comply with any laws, ordinances, and regulations relating to its use of the Premises. Lessee shall refrain from any use which is unlawful or interferes or obstructs the rights of the City or other owners, or users of the premises. Lessee shall not create a nuisance or damage the reputation of the Premises, commit or suffer any strip or waste of the Premises or create or permit to be created any condition which would constitute a fire hazard, impair the strength or durability of the Project structure, or be dangerous to persons or property. Lessee shall not sell or consume or permit the sale or consumption of alcohol or illegal drugs of any kind on the Premises. No use may be made of, on, or from the Premises relating to the handling, storage, disposal, transportation, or discharge of hazardous or toxic wastes, substances, pollutants, or contaminants as those terms are defined by Federal, State, or local law or regulation, provided

however, nothing herein shall prohibit the use of vehicles in the Premises for parking uses. City acknowledges that vehicles in the Premises for the permitted parking uses may contain petroleum products and may have incidental leakage of such petroleum products, and such shall not be a violation of this Lease. Lessee shall, however, be responsible for appropriate clean up of any such leakage, and all direct and indirect costs of clean up of such leakage. Lessee shall maintain the Premises in compliance with all applicable laws and shall be responsible for making any notification or report concerning the Premises to the appropriate government authority. In the event or violation of any of the above conditions, the Lessee shall be solely responsible for all costs of compliance, removal or restoration, and at the sole discretion of the City, this lease may be terminated, following the notice and cure rights provided in Section 11.

6. Acknowledgments and Covenants of the City

The City hereby acknowledges and covenants that:

a. Lessee shall at all times during the Lease term and the optional renewal periods, if exercised, peaceably and quietly enjoy the Premises without any disturbance from the City, except only such disturbance as shall be reasonably required for maintenance and repair of the surface of public street areas adjacent to the Premises, and for maintenance and repair of any City utilities, such as water mains, sewer lines, cable conduit and the like adjacent to the Premises. City shall, however, have the right to inspect the Premises at any time, upon reasonable notice to the Lessee, to verify the safety of the structures therein and the uses to which the Premises is being put. City shall cooperate with Lessee with respect to the relocation and abandonment of public utilities adjacent to the Premises.

b. The City may consent in writing to any mortgage, grant of a security interest, pledge and/or assignment by Lessee or any Owners of their respective membership interest in Lessee or of their right, title and interest in and to the Project or in this Lease to be recorded against the leasehold estate in the Premises in favor of one or more lending institutions, and all additional replacement, refinancing, consolidation, or substitution leasehold mortgages, trust deeds, security assignments, pledges, sale-leaseback instrumentation, and similar security instruments hereafter given by Lessee or any Owner thereon in favor of the lending institutions. Any mortgage, grant of a security interest, pledge, assignment or any other security instruments described above and agreed to in writing by the City pursuant to this Section is referred to as a "Permitted Mortgage" and the holder of or secured party under a Permitted Mortgage is referred to as a "Permitted Mortgagee". Lessee or Permitted mortgagee shall give City no less than 30 days to review any change or addition of an Owner and/or Permitted Mortgage. "Owner" shall mean a fee owner of all or any portion of the Project.

c. The City shall have no obligation to make or perform any repairs, maintenance, replacement, alteration or improvement regarding the Premises.

7. Acknowledgments and Covenants of Lessee

Lessee hereby acknowledges and covenants that:

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a. The construction of the Project and any facilities in the Premises shall be subject to such City ordinances, State and Federal laws, and license and permit requirements as are generally applicable to such construction. In particular, all structural plans, materials to be used, and methods of installation relating to said facilities shall be subject to such approvals of the City as would ordinarily apply to similar construction. Lessee shall provide for vehicular and pedestrian traffic during construction in a manner approved by the City.

b. Lessee shall release and hold harmless the City and its officers, agents and employees from and shall assume all risks of damage to the Premises, and related structures constructed by Lessee or to any personal property located in the Premises or said structures, except for liability arising out of the negligence or willful misconduct of City, its officers, agents and employees. This section is not intended to increase the City's liability beyond the maximum limits contained in the Oregon Tort Claims Act, ORS 30.260 to 30.300, as presently in effect or hereafter modified, and nothing in this section is intended to limit any recourse Lessee may have against third parties causing the damage of the Premises, such structures or personal property therein.

c. City has relied upon the projections, assurances and guarantees of Lessee that rental payments and payments of taxes and assessment will be made timely and according to the terms of this lease, in calculating the value of the Premises to the public.

d. Lessee shall be responsible for the cost and performance of any and all repairs, alterations, payment of utilities, purchase and maintenance of equipment, replacement of fixtures or equipment, and/or improvements or any other expense of operation or maintenance of the Premises.

8. Indemnity

Except to the extent that any such claims or damage arise out of the negligence or intentional misconduct of the City, Lessee shall indemnify and hold harmless the City and its officers, agents and employees from any and all claims for bodily injury or death or property damage arising out of the design, construction, installation, maintenance, operation, or use of the Premises, structures, fixtures, equipment or personal property to be constructed or installed by Lessee in the Premises.

9. Insurance

Before construction begins, Lessee shall file with the City, in a form and with a company to be approved by the City Risk Manager, a public liability and property damage insurance policy with policy limits of not less than the maximum limits of liability of municipal bodies or their officials set forth in ORS 30.270, as such statute shall be amended or replaced from time to time. Present maximum limits under such statute are as follows:

a. $2,000,000.00 to any claimant for any number of claims for damage to or

destruction of property, including consequential damages, arising out of a single accident or occurrence.

b. $2,000,000.00 to a claimant for all other claims arising out of a single accident or occurrence.

c. $2,000,000.00 for any number of claims arising out of a single accident or occurrence. Lessee will not be required to amend such limits unless City has given Lessee written notice of the changes in such limits. Such insurance shall be for the protection of the City, its officers and employees for any claim or claims for personal injury or property damage asserted against the City, its officers or employees due to the construction, maintenance or use of the facilities constructed in the Premises. If Lessee already has a policy of insurance meeting the above provisions as to the amount, a certificate of insurance or certified copy of such policy may be furnished provided that a rider, endorsement or other provision is supplied making such insurance available to the City. Lessee shall maintain or cause to be maintained such insurance in force and effect during the term of this Lease. Said policy shall carry an endorsement providing that the policy may not be cancelled without thirty (30) days' prior notice to City. Coverage shall include the City and its officers, agents and employees as additional insureds.

d. An additional amount of casualty insurance for the Project, with a policy value sufficient to compensate the City for the cost of any remaining public debt, principal, interest, and related costs as of the time of the damage or destruction of the Project and Premises.

10. Maintenance, Taxes and Assessments; and Condominium Association Fees

a. Subject to the bylaws and declarations of the _____ Condominium Association and the provisions of Section 2 a. herein, Lessee agrees to maintain the facilities constructed by it in the Premises at its own expense, and to pay any taxes and assessments that are or may be levied upon the Premises and the related facilities.

b. If Lessee objects in good faith to the validity or amount of any tax or assessment that is or may be levied upon the Premises, Lessee, at Lessee's sole expense, may contest the validity or amount of the tax or assessments levied upon the Premises provided that City's interest in the Premises is not jeopardized.

c. The bylaws and declarations of the _____ Condominium Association shall provide for the allocation and payment of common costs and fees associated with the operation of the Project among all owners of the Association ("Association Fees"). Such Association Fees allocated to the Premises shall be the responsibility of the Lessor.

11. Default

a. In the event Lessee fails (i) to pay rent as required pursuant to Section 2 hereof, (ii) to maintain insurance as required pursuant to Section 9 hereof, (iii) to maintain the facilities

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constructed in the Premises as required pursuant to Section 10 hereof, (iv) to comply with the use limitations in this Lease or to rebuild the improvements in the Premises as provided for in Section 3.b hereof, or (v) to pay any taxes and assessments levied upon the Premises and the facilities constructed therein or to reimburse the City for repairs as required pursuant to Section 10.a. hereof, which failure shall continue for more than ninety (90) days after written notice specifying the nature thereof (except for failure under (i) above, in which case such failure need only continue for thirty (30) days after written notice specifying late payment; or (iv) above, in which case such failure need only continue for sixty (60) days after written notice specifying the nature thereof and except for failure under (ii) above, in which case failure need only continue for twenty (20) days after written notice specifying the nature thereof), such failure shall constitute an "Event of Lessee's Default" hereunder, provided, however, that if such failure be of such a nature as cannot be completely remedied within said 90-day, 60-day, 30-day or 20-day period, as the case may be, no default shall occur so long as Lessee begins correction of the default within the said 90-day, 60-day, 30-day or 20-day period and thereafter proceeds with reasonable diligence and in good faith to remedy the failure as soon as practicable. Payment of rents due shall never be considered a failure that cannot be completely remedied within the said period.

12. Remedies for Default

a. In the event of failure on the part of Lessee described in Section 11.a., which failure has continued for more than 90, 60, 30, or 20 days, as the case may be, after written notice specifying the nature thereof or, if such failure be of such nature as cannot be completely remedied within said 90, 60, or 20 day period, and Lessee has not begun correction of the default or is not diligently pursuing such cure to completion within said 90-, 60-, or 20-day period, as the case may be, City may, upon 60 days' written notice, terminate this Lease. During the pendency of any such default hereunder, Lessee shall continue to perform its duties and obligations hereunder, including, without limitation, its obligation to maintain the Premises, and, in the event that Lessee shall fail to perform such duties and obligations, City may, but shall not be obligated to perform any or all of such duties or obligations, at Lessee's expense. In no case shall failure to pay rent in whole ever be considered of a nature as it cannot be completely remedied within 30 days.

b. If Lessee fails to pay rent when due and after written notice does not correct the failure within the time period set out in Section 11.a and Section 12.a above, or if Lessee surrenders the Premises, the City may declare default, find that the public interest in the Project has ended, and terminate the lease. In such an event, without waiting until the due date of any future rent or until the date fixed for expiration of the lease term, the City shall be entitled to recover immediately the following amounts as damages:

(i) The loss of rental from the date of default until a new tenant is, or with the exercise of reasonable efforts, could have been, secured and paying out.

(ii) The parties agree that due to the location of the Premises, no new tenant is likely to be found who will pay more for each available parking space in the Premises than the City is at that time charging for permits for paid City lots, or for monthly on-street parking permits at metered spaces on the street with the longest time allowance in hours

per day. Consequently the difference between the rent payments set out for the term of the lease and all possible extensions under Section 2 of this Lease and the higher of the monthly charge for permits for paid City lots or the monthly amount for an on-street parking permit will be considered the true and just measure of damages for breach and the loss of rental in the case of such a default. The present value of future amounts will be computed using a discount rate equal to the prime loan rate of major Oregon banks in effect at the date of the City's declaration of default.

b. If Lessee shall fail to pay insurance premiums when due and City deems it necessary, City may, at any time prior to or after actual default, after ten (10) days' written notice to Lessee purchase insurance coverage with the limits required by Section 9 hereof, or any lesser limits determined by the City Manager in his or her discretion to provide City and its officers, agents, and employees adequate coverage, at Lessee's expense.

c. City shall have such other remedies, not inconsistent with the provisions of this Lease, as may be available to City at law or in equity.

d. In the event the City shall default in the performance of any of its obligations under this Lease and City shall fail to cure the default within sixty (60) days after receiving written notice from Lessee, Lessee shall be entitled to seek remedies, not inconsistent with the provisions of this Lease, as may be available to Lessee at law or in equity.

e. All remedies are cumulative, and in addition to and not exclusive of any other remedy available. City may sue periodically to recover damages during the remainder of the lease term, and no action for damages shall bar any later action for damages that subsequent accrue.

13. Damage and Destruction

a. If the Premises are partly damaged, the Premises shall be repaired by Lessee at Lessee's expense.

b. If the Project is destroyed or damaged such that the cost of repair exceeds 50% of the value of the Premises, Lessee may elect to terminate the lease as of the date of the damage or destruction by notice given to City in writing not more than 45 days following the date of damage. In the event Lessee elects to terminate the lease, Lessee shall tender any insurance proceeds under 9.d. for the Project to City to apply to any remaining balances.

14. Surrender

Upon the termination of this Lease whether by expiration of the term hereof, or by an Event of Lessee's Default, and upon any resulting termination of this Lease, Lessee shall surrender and deliver up possession to the City of the Premises and the improvements constructed therein in a safe and well maintained condition and free and clear of any liens and encumbrances other than (i) the rights of any underlying mortgage or senior lien permitted or agreed to in writing by the City, (ii) liens or encumbrances created by the City, and (iii) the lien

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of taxes not yet due and payable. Upon such surrender and subject to the rights described in this Section 13, Lessee shall:

a. Return the Premises in safe and sound structural condition as reasonably determined by the City's Engineer;

b. Upon completion of Lessee's obligations with respect to the Premises set forth in this Section 14, this Lease shall terminate and all rights and obligations of the parties hereunder shall cease.

15. Assignment or Subletting

Lessee may assign its interest in this Lease as follows:

a. Except as provided in Sections 6.b, Lessee shall not assign or sublet its interest in this Lease without the written consent of City.

16. Modifications for Permitted Mortgagees

If any Permitted Mortgagee shall require any modification(s) of this Lease, City shall, at Lessee's request, promptly execute and deliver to Lessee such instruments effecting such modification(s) as Lessee shall require, provided that such modifications do not adversely affect in any material respect any of City's rights under this Lease.

17. Authority

This Lease is executed pursuant to the authority granted by Resolution No. _____, adopted by the City Council of the City of Corvallis, Oregon, on the ____ day of _____, 20__.

18. Notices

All notices or other communications required to be given by this Lease shall be in writing and shall be effective three (3) days after deposited as registered or certified mail, postage prepaid, return receipt requested directed to the following addresses or to such other addresses as the City, Lessee or their assigns may specify by notice to the others from time-to-time.

To City: City of Corvallis
_____ Department
P.O. Box 1083
Corvallis, OR 97339-1083

To Lessee: Name

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Address
Corvallis, OR 973##

19. Headings

Any titles of the several parts and sections of this Lease are inserted for convenience of reference only and shall be disregarded in constructing or interpreting any of its provisions.

20. Waivers

No waiver made by either party with respect to the performance, or manner or time thereof of any obligation of the other party or any condition of its own obligation under this Lease shall be considered a waiver of any rights of the party making the waiver with respect to the particular obligation of the other party or condition of its own obligation beyond those expressly waived and to the extend thereof, or a waiver in any respect in regard to any other rights of the party making the waiver or any other obligations of the party. No waiver by the Lessee or the City or Lessee of any provision of this Lease or any breach thereof, shall be of any force and effect unless in writing and no such waiver shall be construed to be a continuing waiver.

21. Attorneys' Fees

In the event of suit to construe or enforce a provision of this Lease the losing party shall pay the prevailing party's reasonable attorney's fees and costs including those incurred in the course of appeal.

22. Choice of Law

This Lease shall be interpreted under the laws of the State of Oregon.

23. Time of Essence

Time is of the essence of this Lease. All obligations of the Lessee and the City to each other shall be due at the date specified by this Lease.

24. Calculation of Time

If the time for execution or completion of any action required in this Lease falls on a Saturday, Sunday or holiday, the period shall be extended to include the next day that is not a Saturday, Sunday or holiday.

25. Construction

In constructing this Lease, if the context so requires, the singular pronoun shall be taken to mean and include the plural, and the masculine shall include the feminine and the neuter.

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26. Entire Agreement

This Lease and the attachment hereto are the entire agreement between the parties and there is no other oral or written agreement between the parties with regard to this subject matter.

27. Modifications

Any modifications to this Lease shall be made in writing executed by both parties, and approved by ordinance of the City Council if required.

28. Place of Enforcement/Dispute Resolution

(a) Any action or suit to enforce or construe any provision of this Lease by any party shall be brought in the Circuit Court of the State of Oregon for Benton County, or the United States District Court for the District of Oregon.

(b) Notwithstanding subsection 28(a) or any other provision of this Lease, the parties agree to submit any dispute to arbitration under the rules and procedures of the Portland Arbitration Service, or such other rules and procedures as the parties mutually agree upon.

29. No Partnership

Neither anything in this Lease contained nor any acts of the parties hereto shall be deemed or construed by the parties hereto, or any of them, or any third person, to create the relationship of principal and agent, or of a partnership, or a joint venture, or of any association between any of the parties to this Lease, other than landlord and tenant.

30. Non Waiver of Governmental Rights

Subject to the terms and conditions of this Lease, by making this Lease the City is specifically not obligating itself or any other agency with respect to any discretionary action relating to development or operation of the improvements to be constructed for this project, including, but not limited to, re-zonings, variances, environmental clearances or any other governmental agency approvals or permits which are or may be required. The City specifically reserves all of its rights to exercises its police power for the benefit of the public, including, but not limited to, its right to enter, inspect, or order the Premises vacated, for the public health, safety or welfare. This Section grants to the City no greater or lesser rights than City has by virtue of its municipality status.

31. Approvals by City

Whenever in this Lease the approval, consent, satisfaction or action of the City is required, such approval, consent, satisfaction or action shall not unreasonably be withheld or delayed.

32. Non Exclusive Remedies

The rights and remedies expressly afforded under the provisions of this Lease shall not be deemed exclusive, except where otherwise indicated, and shall be in addition to and cumulative with any and all rights otherwise available at law or in equity, and the exercise by either party of any one or more of such remedies shall not preclude the exercise by it, at the same or different times, of any other such remedies for the same default or breach or of any of its remedies for any other default or breach by the other party.

33. Unavoidable Delay

Each party hereto shall be excused from performing any of its obligations or undertakings provided in this Lease (except any of its obligations to pay any sums of money under the applicable provisions hereof) for so long as the performance of such obligation is prevented or delayed by any cause which is beyond the control of such party, including but not limited to such of the following as may be beyond the control of such party; Acts of God; acts of the other party; fire; earthquake; flood; explosion; action of the elements; war; invasion; insurrection; riot; mob violence; sabotage; malicious mischief; inability to procure or general shortage or rationing or regulation of labor, equipment, facilities, sources of energy (including, without limitation, electricity, gas, gasoline or steam), materials or supplies in the open market; failure of transportation; strikes; lockouts; action of labor unions; condemnation; requisition; or order of government or civil or military or naval authorities; or any other cause, whether similar or dissimilar to the foregoing, not within the control of such party; provided, however, that no party shall be entitled to relief under this Section by reason of any event unless such party shall have given the other parties notice of such event and the nature of such event within a reasonable time after the occurrence of such event.

34. Estoppel Certificates

a. Each party agrees that at any time and from time to time at reasonable intervals, within ten (10) days after request by the other party, it will execute, and deliver to the requesting party, or to any prospective Permitted Mortgagee, assignee or subtenant, designated by such requesting party, a certificate stating (I) that this Lease is unmodified and in force and effect (or if there have been modifications, that this Lease is in force and effect as modified, and identifying the modification agreements, or if this Lease is not in force and effect the certificate shall so state); (ii) whether or not there is any existing default by the requesting party in the performance of any of its obligations under this Lease and whether or not there is any other existing default by either party under this Lease with respect to which notice of default has been served, and if there is any such default, specifying the nature and extent thereof; and (iii) whether or not there are any setoffs, defenses or counterclaims against enforcement of the obligations of the requesting party.

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IN WITNESS WHEREOF,_____, an Oregon Limited Liability Company pursuant to its Articles of Organization duly and legally adopted, has caused these presents to be signed by its members, this _____ day of _____, 20___.

,
an OREGON LIMITED LIABILITY COMPANY

By: _____

Name: _____

Title: _____

STATE OF OREGON

County of Benton

This instrument was acknowledge before me on _____, 2005, by _____ as a member of *, LLC, an Oregon Limited Liability Company.

_____
Notary Public for Oregon
My Commission expires _____

CITY OF CORVALLIS

By: _____
James A. Patterson
City Manager

STATE OF OREGON)
)ss.
County of Benton)

Personally appeared James A. Patterson, who being duly sworn, did say that he is the City Manager of the City of Corvallis, a municipal corporation, and that said instrument was signed in behalf of said corporation by authority of its City Council and acknowledged said instruments to be its voluntary act and deed.

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Before me _____
Notary Public for Oregon
My Commission expires _____

Approved as to form:

_____
City Attorney

HUMAN SERVICES COMMITTEE
MINUTES
June 3, 2014

Present
Councilor Penny York, Chair
Councilor Mike Beilstein

Absent
Councilor Bruce Sorte (excused)

Staff
Jim Patterson, City Manager
Ken Gibb, Community Development Director
Karen Emery, Parks and Recreation Director
Jude Geist, Parks Operations Supervisor
Marci Laurent, Management Assistant
Carrie Mullens, Senior Administrative Specialist

Visitors
Jennifer Moore, United Way and Benton and Lincoln Counties (UWBLC) Executive Director
Lauren Caruso, UWBLC Community Impact Director
Joe Raia, *Corvallis TidBits*

SUMMARY OF DISCUSSION

	Agenda Item	Information Only	Held for Further Review	Recommendations
I.	Social Services Allocations – Fiscal Year 2014-2015			Approve the Fiscal Year 2014-2015 Social Services allocations as recommended by UWBLC
II.	Board and Commission Sunset Review: Committee for Citizen Involvement (CCI)			Amend Municipal Code Chapter 1.16, "Boards and Commissions," continuing CCI until the end of the calendar year or until some other action is taken by Council **by means of an ordinance read by the City Attorney**
III.	Board and Commission Sunset Review: Arts and Culture Commission (ACC)			Amend Municipal Code Chapter 1.16, "Boards and Commissions," continuing ACC another four years **by means of an ordinance read by the City Attorney**
IV.	Board and Commission Sunset Review: Citizens Advisory Commission on Civic Beautification and Urban Forestry (CBUF)			Amend Municipal Code Chapter 1.16, "Boards and Commissions," continuing CBUF another four years **by means of an ordinance read by the City Attorney**
V.	Council Policy Review and Recommendation: 97-4.09, "Guidelines for Free Use of Parks and Recreation Facilities"			Amend Council Policy 97-4.06, "Guidelines for Free Use of Parks and Recreation Facilities" as recommended by staff
VI.	Other Business • Pending HSC schedule • Open carry in parks	 Yes Yes		

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

CONTENT OF DISCUSSION

I. Social Services Allocations – Fiscal Year 2014-2015

Mr. Gibb announced that the Fiscal Year 2014-2015 Social Services allocation budget is $350,900. This amount includes the levy carryover and $8,000 UWBLC administration fee per the UWBLC/City contract. Mr. Gibb noted that last year, UWBLC proposed a flat rate $8,000 fee instead of 5% of the total allocation as they had previously received.

Ms. Moore briefed HSC on the allocation process. This was the third year of a combined City/UWBLC allocation process. Sixteen volunteers served on the Community Investment Council (CIC) that recommends the program allocations. Twenty-one agencies requested $718,134 for 34 programs through the City's process and 30 agencies requested $541,656 for 48 programs through the UWBLC process. Twenty-four programs applied for funding from both agencies.

In advance of the allocation meeting, the CIC discussed the importance of considering foundational organizations since other agencies rely on them for service. The CIC compared the requests to City priorities and included emerging issues in their discussions. For those agencies applying for funding for multiple programs, CIC compared each program to the agency's priorities and mission.

The majority of programs receiving a zero recommendation would have received a favorable recommendation if additional funds were available. Some programs did not receive a funding recommendation due to any one of the following:

- Program did not fit the City's priorities.
- Lack of administrative soundness.
- Historical or ongoing issues.
- No clear plan or measurement.

Chair York noted that her involvement in the process was a good experience. She appreciated the staff support and found the volunteers to be very enthusiastic and team oriented.

Chair York noted that approximately $200,000 was allocated for shelter and food services which speaks to recent concerns about supporting the homeless community and/or those on the verge of homelessness. She said the City should be proud of the contribution. She added that $120,000 was allocated for kids and families. Chair York said it saddened her to learn that the City's contribution was the majority of the available funds and she hopes the community will increase their support of UWBLC in the future.

Mr. Gibb confirmed for Councilor Beilstein that a portion of the levy allocation will be retained each year and the amount varies depending on the length of the levy. Ms. Laurent explained that 5% was retained this year.

Councilor Beislstein stated appreciation for the work accomplished by UWBLC and the CIC, although he was disappointed that the Corvallis Daytime Drop-In Center (CDDC) did not receive funding.

Ms. Moore explained that there were no issues or complaints about the service provided by CDDC. The program has some outstanding administration issues and funds were only requested from the City.

The Committee unanimously recommends Council approve the Fiscal Year 2014-2015 Social Services allocations as recommended by United Way of Benton and Lincoln Counties.

II. Board and Commission Sunset Review: Committee for Citizen Involvement (CCI)

Mr. Gibb explained that CCI was created in 1998. Prior to that date, the Planning Commission performed the duties of the CCI. Over the last few years, CCI has struggled to maintain membership and activity levels. They have been on hiatus since early 2013. Mr. Gibb speculated that some members resigned because of the narrow land use focus. The committee had a history of good expertise, which is important to their charge. When the Public Participation Task Force (PPTF) formed, staff recommended to the Mayor that she not attempt to fill CCI vacancies until the City/OSU Collaboration Project and PPTF recommendations were considered by Council. Staff recommends postponing any decision until after Council considers CCI-related PPTF recommendations.

Chair York confirmed that addressing CCI was a specific PPTF charge.

Councilor Beilstein noted that if no action is taken, CCI will automatically sunset. Mr. Gibb responded that an ordinance will be drafted so Council can address all potential sunsets at one time. The ordinance can have a separate provision for CCI.

Chair York opined that since CCI is required by the State, delaying a decision makes more sense than considering an extension or sunset at this time. Mr. Gibb suggested HSC extend the sunset date by a specific amount of time.

In response to Councilor Beilstein's inquiry, Mr. Gibb confirmed that the ordinance considered by Council can include a statement suspending CCI sunset action until the end of the calendar year or until another action is taken.

Councilor Beislstein said he was disappointed to learn that CCI was not functioning well and that the information was not brought forward to Council earlier. Mr. Gibb responded that staff met with the Mayor, CCI Council Liaison, and others in 2012 to discuss holding quarterly CCI meetings. Subsequently, CCI continued to have difficulty in maintaining engagement and once Council moved forward with PPTF, the Mayor agreed to postpone filling CCI vacancies. Mr. Gibb added that CCI accomplished a lot of good work with a lot of staff support in the past. He noted the importance of appointing some members who have land use background and/or interest to invest the time needed for this role.

The Committee unanimously recommends Council amend Municipal Code Chapter 1.16, "Boards and Commissions," continuing CCI until the end of the calendar year or until some other action is taken by Council.

III. Board and Commission Sunset Review: Arts and Culture Commission (ACC)

Ms. Emery reported that ACC reviewed goals, future activities, and potential overlap with other boards and commissions during their April meeting. They agreed that there is overlap between ACC and the Public Arts Selection Commission (PASC). ACC agreed that a subcommittee to perform PASC activities is reasonable if the subcommittee is comprised of similar PASC experts. Staff recommends continuing ACC for another four years and continuing the discussion of combining PASC as a subcommittee of ACC.

Councilor Beilstein said he is very satisfied with the work of ACC. Their report indicates that they understand the PPTF model of having a clear mission with medium and short-term goals, holding periodic reviews of activities, and developing work plans.

The Committee unanimously recommends Council amend Municipal Code Chapter 1.16, "Boards and Commissions," continuing ACC another four years.

IV. Board and Commission Sunset Review: Citizens Advisory Commission on Civic Beautification and Urban Forestry (CBUF)

Mr. Geist noted that CBUF recently met to discuss past accomplishments and set goals for the next four years with a focus on Fiscal Year 2014-2015. CBUF acknowledged some overlap with the Historic Resources Commission (HRC) and Parks, Natural Areas, and Recreation Board (PNARB). Staff recommends continuing CBUF another four years.

Chair York said the intent of the PPTF review process is for each advisory board to review its own work, develop its own proposed work plan, and make its own presentation to a Council Standing Committee. The work plan presentation was intended to provide an opportunity for dialogue with the Standing Committee members to eliminate duplication and/or bring boards together who may be working on the same or similar project. This addresses resource management and encourages discussion about projects Council is more likely to support.

Councilor Beilstein noted that CBUF was often identified by Former Mayor Tomlinson as the ideal commission. CBUF has clear goals with good results and they are very active with the City and in the community. He opined that CBUF is a good model for other boards and commissions.

The Committee unanimously recommends Council amend Municipal Code Chapter 1.16, "Boards and Commissions," continuing CBUF another four years

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

Ms. Emery said HSC reviewed this Policy in February and April. Staff added the language recommended by HSC and requests approval of the amendments.

In response to Councilor Beisltein's comments about waiting until Council considers PPTF recommendations related to free use for neighborhood groups, Chair York said HSC agreed to recommend action now and bring the Policy back later if necessary.

Mr. Patterson said, in order for HSC not to be presumptive that Council might approve PPTF recommendations, it would be better to recommend approval of the amendments now and consider additional amendments after Council considers PPTF recommendations.

Ms. Emery noted that the *Exemption Fee* section addresses free use for any group that has an agreement with the City.

The Committee unanimously recommends Council amend Council Policy 97-4.06, "Guidelines for Free Use of Parks and Recreation Facilities," as recommended by staff.

VI. Other Business

Pending HSC Schedule
Chair York distributed the pending HSC calendar, dated May 29, 2014 (Attachment 1) and recalled that last year, HSC discussed how agenda items are developed and considered by HSC prior to Council review. She requested that each HSC meeting include an agenda item to review the pending schedule and that the pending schedule be a part of each packet. She said reviewing pending items will provide an opportunity to give direction to staff in their preparation of a specific item.

Councilor Beilstein said he is satisfied with staff bringing items forward in a timely manner, such as periodic policy reviews. He opined that it is not necessary for HSC to develop a work plan or reserve an agenda item specifically to discuss future topics. He noted that, with Chair York's initiative, there have been occasions when HSC has addressed issues not brought forward by staff or directed by Council.

In response to Chair York's inquiry, Councilor Beilstein opined that it was not necessary to include a copy of the pending schedule in each HSC packet. Any of the three Council members could bring the schedule up at any time under Other Business. Chair York confirmed that she will continue to bring up issues she wishes to discuss as a last item on the agenda.

Open Carry in Parks
Chair York reported that Council referred the open carry item to HSC during the June 2 Council meeting. She inquired whether HSC has any direction for staff related to items included in the staff report, timeline, or any other issues.

Mr. Patterson explained that every Tuesday morning, Department Directors review the pending Standing Committee schedules along with other issues. This item was added to the June 17 HSC pending schedule and Chief Sassaman anticipated that the staff report would include information from the June 2 Council meeting, feedback from the City Attorney's Office, and information about what is occurring in other jurisdictions. Mr. Patterson explained that when an item is assigned to a committee by Council, the item is added to the pending schedule the next day. Including this item on June 17

seemed reasonable since Chief Sassaman will present a review of the Hate/Bias Violence Council Policy to HSC on that date. Chief Sassaman may need flexibility to bring this issue forward on July 8 if he cannot gather all of the pertinent information together for the June 17 meeting.

Mr. Patterson confirmed for Chair York that Chief Sassaman would most likely be the only person presenting the Policy review. Councilor Beilstein said it may be useful to include input from the City Attorney's Office. Chair York agreed.

Other
Councilor Beilstein announced that he will miss the July 22 and August 5 HSC meetings.

The next Human Services Committee meeting is scheduled for 2:00 pm on Tuesday, June 17 in the Madison Avenue Meeting Room.

The meeting adjourned at 2:44 pm.

Respectfully submitted,

Penny York, Chair

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

HUMAN SERVICES COMMITTEE
SCHEDULED ITEMS

May 29, 2014

MEETING DATE	AGENDA ITEM

June 3	• Social Services Allocations - Fiscal Year 2014-2015
	• Boards and Commissions Sunset Reviews:
	  • Committee for Citizen Involvement
	  • Arts and Culture Commission
	  • Citizens Advisory Commission on Civic Beautification and Urban Forestry
	• Council Policy Review and Recommendation:
	  • 97-4.09, "Guidelines for Free Use of Parks and Recreation Facilities"

June 17	• Council Policy Review and Recommendation: • 92-5.04, "Hate/Bias Violence"
July 8	• Corvallis Farmers' Market Annual Report • Parks and Recreation Draft Master Plan Recommendation to Re-locate Senior Center
July 22	•
August 5	•
August 19	• *Social Services Semi-Annual Report*
September 2	•
September 16	• Rental Housing Program Annual Report
October 7	• Council Policy Reviews and Recommendations: • 93-4.11, "Public Library Policy for Selecting and Discarding Materials"
October 21	•
November 4	• Council Policy Review and Recommendation: • 95-4.08, "Code of Conduct on Library Premises"
November 18	•

December 2	• 2015-2016 Social Services Priorities and Calendar
	• Council Policy Reviews and Recommendations:
	  • 91-1.03, "Naming of Public Facilities and Lands"
	  • 91-4.01, "Guidelines for Selling in Parks"

December 16	•

HSC PENDING ITEMS

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

Regular Meeting Date and Location:
Tuesday of Council week, 2:00 pm – Madison Avenue Meeting Room

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	**$13,000**
Vina Moses	FISH	$3,000	**$3,000**
	Clothing & Household	$3,000	**$3,000**
We Care	We Care Financial Assistance	$5,000	**$5,000**
	Subtotal		**$342,900**

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 administer 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 assistant, 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 assistant, 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 page 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 clie nts. 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

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.

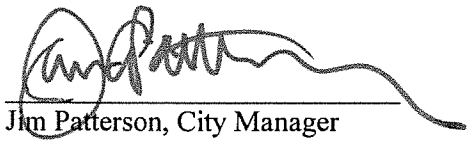
The PPTF final report that will be presented to the City Council on June 2, 2014, includes a recommendation that current CCI be sunset and that the CCI charge be incorporated into the proposed new Community Involvement and Diversity Advisory Board.

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



Jim Patterson, City Manager

MEMORANDUM

CORVALLIS
ENHANCING COMMUNITY LIVABILITY
PARKS & RECREATION

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

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

CORVALLIS
ENHANCING COMMUNITY LIVABILITY
PARKS & RECREATION

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

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 thru 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:

_____

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

CORVALLIS
ENHANCING COMMUNITY LIVABILITY
PARKS & RECREATION

To: Human Services Committee
From: Karen Emery, Director Parks and Recreation KE
Jude Geist, Parks Operations Supervisor
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, Beazell 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)

<u>Recommended Projects to Focus on 2014-2015</u>

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

<u>Goals</u>:

- <u>Plantings and projects</u>
  - Protect and nourish the growth of the urban forest.
  - Offer opportunities for appropriate plantings.
  - Invite the public to participate in tree and landscape plantings.
- <u>Education and Outreach</u>
  - 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.
- <u>Planning and funding</u>
  - 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.

<u>Major task list</u>:

1) Cultivate, maintain and develop partnerships (Ongoing)
   a. Pacific-Corp (list of infrastructure friendly trees)
   b. Master Gardner'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

CORVALLIS
ENHANCING COMMUNITY LIVABILITY
PARKS & RECREATION

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

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, **natural areas,** 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.
Benefit	**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:** **Socialization** **Healthy Lifestyle - life-long wellness** **Economic Development and Vitality** **Environmental Stewardship**

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.

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

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.

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:

_____

_____

_____

Date(s) & time(s) requested: _____

Expected attendance:_____ Will an admission fee be charged? ☐ Yes ☐ No

Attach the appropriate completed permits:

☐ Parks	☐ Corl House	☐ Sound
☐ Field	☐ Tunison	☐ Alcohol
☐ Pool Facility	☐ Senior Center	☐ Non-designated Area 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:** _____

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: _____

_____ _____
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: _____

   _____

_____ _____
Department Director's Signature **Date**

URBAN SERVICES COMMITTEE
MINUTES
June 3, 2014

Present
Councilor Richard Hervey, Chair
Councilor Dan Brown
Councilor Roen Hogg

Visitors
Jeff Schiminsky, Toxic Awareness Body of Oregon
Robert Wilson

Staff
Jim Patterson, City Manager
Mary Steckel, Public Works Director
Robyn Bassett, Buildings Division Manager
Jude Geist, Parks Operations Supervisor
Emely Day, City Manager's Office

SUMMARY OF DISCUSSION

Agenda Item	Information Only	Held for Further Review	Recommendations
I. Board and Commission Sunset Review: Airport Commission			Amend Corvallis Municipal Code Chapter 1.16, "Boards and Commissions," continuing the Airport Commission for four more years, **by means of an ordinance to be read by the City Attorney**
II. Council Policy Review and Recommendation: 95-7.12, "Integrated Vegetation Pest Management (IVPM) Program"			Affirm Council Policy 95-7.12, "Integrated Vegetation Pest Management (IVPM) Program," and review the Policy in May 2016
III. Other Business A. Residential Parking District Follow-up	Yes		

CONTENT OF DISCUSSION

Chair Hervey called the meeting to order at 5:00 pm.

I. Board and Commission Sunset Review: Airport Commission

Transportation and Buildings Division Manager Bassett explained that the Airport Commission was scheduled for a sunset review every four years. She reviewed from the staff report some of the Commission's accomplishments during the past four years, including updating the minimum standards for commercial aeronautical activities at Corvallis Municipal Airport and the Airport Handbook, offering input regarding the Airport Industrial Park Development Plan update, and working with City Economic Development Office staff to develop new marketing strategies for the Airport and Airport Industrial Park. Future Commission activities would involve economic development, including reviewing lease policies, upgrading the Airport, and attracting development.

The Airport Commission reviewed its accomplishments and proposed initiatives and asked Urban Services Committee to recommend to the City Council continuing the Commission for four more years.

Based upon a motion moved and seconded by Councilors Hogg and Brown, respectively, the Committee unanimously recommends that Council amend Corvallis Municipal Code Chapter 1.16, "Boards and Commissions," continuing the Airport Commission for four more years, **by means of an ordinance to be read by the City Attorney.**

II. Council Policy Review and Recommendation: 95-7.12, "Integrated Vegetation Pest Management (IVPM) Program

Parks Operations Supervisor Geist explained that the IVPM Program was reviewed every two years, per Council Policy 95-7.12, "Integrated Vegetation Pest Management (IVPM) Program," by the Parks and Recreation Director, the Public Works Director, and the Citizens Advisory Commission on Civic Beautification and Urban Forestry (CBUF). The review assessed the efficacy of the Policy and Plan and the need for any amendments. Staff noted that it did not conduct the IVPM Plan-required twice-yearly meetings with internal (Parks and Recreation, Public Works, and Fire Departments) and external (Corvallis School District 509J [509J], Oregon State University [OSU],and Benton County) stakeholders; those meetings will be a focal element during the next two years. Staff did not recommend any amendments to the Policy or Plan, with the next review scheduled for May 2016.

Jeff Schiminsky explained that Toxic Awareness Body of Oregon (TABO) was a community watchdog group addressing chemical drift, chemical trespass, chemical use, chemical spray damage, and non-consensual chemical exposure. He was familiar with the City's IVPM Plan and worked on some integrated pest-management plans with the area school districts. He noted that school districts had stricter lists of acceptable, non-toxic products. He said area parents expressed concern about the use of pesticides.

Mr. Schiminsky opined that the City's Plan language was not consistent with Oregon's new Safe Public Places Act. Under the Act, pesticides were not to be used as a preventive measure and were to be used as a "last resort" in public places. TABO would like the City to use pesticides as a last-resort pest-control measure, rather than a preventive measure. The use of neonicotinoids led to the 2013 reduction in bee populations, prompting Eugene, Oregon, to ban use of the chemical. TABO did not ask Corvallis to ban neonicotinoids but would like policy language that the chemicals be used only as last resorts. He acknowledged the City's budget constraints regarding pest management practices.

Mr. Schiminsky said he spoke with Parks Operations Specialist McMillin, who helped achieve the City's Organic Land Accreditation. He commended Ms. McMillin's efforts and notifications of landscape work. He noted that Sunset Park had been converted to less use of pesticides, while pesticides were still used at Willamette Park, where children played.

Mr. Schiminsky said the TABO was available to assist the City in amending its IVPM Policy and Plan to make pesticide use a last resort and focus on biological and manual controls of pests.

Councilor Brown asked how the TABO's preferred practices would be incorporated into the City's current vegetation-control practices.

Mr. Schi/minsky suggested that the Policy and Plan be amended now, rather than waiting until their review in two years. In response to Chair Hervey's inquiry, he said he had some suggested Policy and Plan language, but not regarding specific Policy or Plan sections.

Chair Hervey suggested that staff notify Mr. Schiminsky of the twice-yearly meetings to review the IVPM Plan, so his suggestions could be considered for incorporation into the document.

In response to Chair Hervey's inquiry, Mr. Geist said he was unsure when a twice-yearly meeting was last held, but none had been held since he joined City staff. He would ensure that the meetings were held in compliance with the Plan. Staff was reducing pesticide use and notifying the public of any pesticide use. In preparing the Policy review, he learned of the meeting requirement. He concurred that the meetings would be appropriate opportunities for reviews of specific Plan and Policy language with input from multiple parties that had differing needs regarding vegetation and pests. Parks Division staff worked with volunteer groups that committed significant time to convert Lilly Park to a pesticide-free facility. He wanted a functional Plan that was not form intensive.

In response to Chair Hervey's further inquiry, Mr. Geist said he would schedule the meetings for this summer and fall and then spring and fall in future years and would notify Mr. Schiminsky of the meetings.

Responding to Councilor Hogg's inquiry, Mr. Geist said staff received input from the Parks, Natural Areas, and Recreation Board (PNARB) regarding Policy and Plan amendments, but staff had not discussed the documents with PNARB during the past two years. CBUF was the primary advisory board concerning the IVPM Plan; the PNARB would be the secondary advisory body for consideration of amendments and impacts to parks.

Councilor Hogg expressed concern for more structure for the meetings to allow public input and discussions with groups that had routinely scheduled meetings.

City Manager Patterson suggested that Mr. Geist schedule a meeting with stakeholders and report the meeting discussions to the Committee. Any suggested Policy or Plan amendments could be presented prior to the next scheduled Policy review. Chair Hervey and Councilor Hogg concurred.

Mr. Geist explained for Chair Hervey that the CBUF was the primary advisory body because of its members' technical knowledge and focus on maintaining beautification areas

via significant volunteer and labor effort, changes in planting styles, use of pesticides, or a combination thereof. The CBUF also advised regarding the Urban Forestry Management Plan, which had potential for pesticide use. In forestry settings, pesticides were primarily used for insect control.

Based upon a motion moved and seconded by Councilors Brown and Hogg, respectively, the Committee unanimously recommends that Council affirm Council Policy 95-7.12, "Integrated Vegetation Pest Management (IVPM) Program," and review the Policy in May 2016.

Chair Hervey suggested that staff consider other notifications of the twice-yearly meetings to review the IVPM Plan.

III. Other Business

A. Residential Parking District Follow-up

Public Works Director Steckel announced that staff would send postcards this week to affected properties regarding the Council's Residential Parking District (RPD) Program approval and directing them to the City's Web site for the relevant ordinance and information. Staff was in the process of designing the various parking permits approved for the Program. The contract for construction of the RPD signs was being signed, and underground utilities were being located prior to sign installation.

Ms. Steckel noted that the Committee would need to review Council Policy 91-9.03, "Parking Permit Fees," because of the recently approved RPD parking permit fees. Staff would also suggest amendments to Administrative Policy 99-1.05, "Courtesy Parking Permits," regarding whether to separate the courtesy permits from the RPD Program. The courtesy parking permit program provided greater staff oversight for legitimate use of permits but needed better public awareness. Staff would present Municipal Code and policy amendments for the Committee's consideration on this topic.

Ms. Steckel thanked Committee members for their assistance and support through the RPD Program expansion process.

In response to Councilor Hogg's inquiry, Ms. Steckel said staff discussed creating new venues of when and where RPD parking permits could be sold. Some suggested options presented challenges in terms of staff being able to access the parking permit database to know if a property had more available parking permits and being able to accept credit card payments.

Chair Hervey expressed a preference for Committee conversation-style discussions, rather than the formal style of motions and deliberations. At the end of the RPD

Program expansion process, he realized that it would have been helpful if staff had presented sample RPD programs at the beginning of the review process.

B. The next regular Urban Services Committee meeting is scheduled for June 17, 2014, at 5:00 pm, in the Madison Avenue Meeting Room.

Chair Hervey adjourned the meeting at 5:28 pm.

Respectfully submitted,

Richard Hervey, Chair

*** MEMORANDUM ***

TO: Urban Services Committee

FROM: Mary Steckel, Public Works Director

DATE: May 15, 2014

SUBJECT: Airport Commission Sunset Review

ISSUE

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

BACKGROUND

Municipal Code 1.16.400 requires that the Airport Commission 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 Airport Commission is scheduled by ordinance to be repealed on June 30, 2014.

The City Council determines whether there is a continuing public need for the Airport Commission. If the City Council finds there is a public need, the Airport Commission may be re-established for a period of four years.

DISCUSSION

The Airport Commission was "formally" established in 1981 by Municipal Code Section 1.16.200 **Airport Commission**, although it has existed in some form since 1941. This section of the Code states that the Commission is comprised of eight members and has four charges in its role of advising the Council and City Manager:
1) The management, care, and control of the Municipal Airport of the City; required rules and regulations in connection therewith; and the expenditure of such funds as shall be appropriated by Council therefor.
2) The planning of the Airport Industrial Park located generally north of Airport Road and east of Ingalls Street; and potential impacts of such plans on the Airport.
3) The expenditure of such funds as shall be received through leasing or sales of Airport or Industrial Park land.
4) The review and recommendations of long range facility plans (i.e., plans to address the issues related to the City hangar) and Airport Fund business plan.

Additionally, Municipal Code Section 6.16.010 states:

- The Airport Commission shall propose local governing rules for the Corvallis Municipal Airport and shall, from time to time, propose amendments to the rules in the manner provided hereby.

- The Commission may propose rules concerning aeronautical activities; on-ground activities; taxiing, landing and take-off; air traffic control; fire safety; use of T-hangars; glider and ultra-light aircraft operations; and other subjects as the Commission deems, in its judgment, to be necessary or advisable to the operation of the airport facility.

Administrative Policy AP 96- 2.02 Sunset Review of Boards and Commissions sets forth the procedure and format for all advisory board and commission sunset reviews. The following list of items responds to each of five category areas described in this policy.

1) Accomplishments and Activities since last review:
   - Conducted review and update of the Minimum Standards for Commercial Aeronautical Activities at the Corvallis Municipal Airport.
   - Conducted review and update of the Airport Handbook (Rules and Regulations).
   - Conducted review and update of the Municipal Airport and Industrial Park Leases Policy.
   - Reviewed and provided input to update the Airport Industrial Park Development Plan.
   - Reviewed and recommended development proposals both at the Industrial Park and on the Airport, including land leases and Federal Aviation Administration (FAA) Airport Industrial Park funded projects.
   - Worked with the Business Enterprise Center (BEC) and City Economic Development staff to develop new marketing strategies for the Airport and Airport Industrial Park.
   - Provided a public forum for concerned Corvallis citizens, users and tenants of the Airport related to Airport operations.
   - Worked with the BEC in renewing State of Oregon Industrial Certification for approximately 42 acres of the Airport Industrial Park.

2) Future Activities/Action Plan to next sunset review:
   - Advise the City Manager and Council on development issues on the Airport and the Industrial Park, including review and recommendations on land and building leases and FAA and other Airport improvements.
   - Work with staff on technical and operational issues related to Airport operations at the airport.
   - Develop improved mechanisms to communicate with the users and tenants at the Airport about upcoming meetings and issues facing the Commission.
   - Propose updates to the Airport Handbook and the Minimum Standards as necessary to meet operational and economic needs at the Airport.
   - Provide a forum for Corvallis residents, airport users, and tenants.
   - Provide input and review to the City Manager and Council on budgetary issues related to the Airport and Industrial Park management and operations.
   - Assist in the update of the Benton County Land Use zoning for the Airport.
   - Review the Airport Infrastructure Plan.

3) Analysis of shared responsibilities with other boards or commissions:
   - The Airport Commission provides a valuable service to the City Manager and Council through lending their expertise on Airport matters related to financial and technical issues. There is no duplication of work between the Commissions as relates to Airport-specific items. However, because the Airport Industrial Park property provides

opportunity for economic development on City-owned property, there is a shared interest with the Economic Development Commission.

4) Analysis of responsibilities that may be added to the "charge" of the Commission:
   - The Commission discussed this issue and agreed that the current responsibilities are appropriate and no additions are recommended.

5) Commission discussion relating to sunset review:
   - The Airport Commission agreed there remains substantial justification for continuation of the Airport Commission.

REQUEST

The Airport Commission reviewed the list of prior accomplishments, current initiatives, and future efforts for the Commission at their May 6, 2014 meeting and recommend that the Urban Services Committee recommend City Council re-establish the Airport Commission for another four years.

Review and Concur:

James A. Patterson, City Manager

PUBLIC WORKS
Received

MAY 22 2014

CORVALLIS
ENHANCING COMMUNITY LIVABILITY
PARKS & RECREATION

MEMORANDUM

To: Urban Services Committee
From: Karen Emery, Director Parks and Recreation
Mary Steckel, Director Public Works
Jude Geist, Parks Operations Supervisor
Date: May 19, 2014

Issue:
The review has been completed for the City's IVPM plan as required by Council Policy CP 95-7.12

Background:
The purpose of the IVPM program is to establish guidelines to ensure an integrated approach to weed and pest control by the City. The policy has four key elements:

1. Implement an IVPM plan.
2. Encourage other agencies and organizations to incorporate the plan into their maintenance operations.
3. Initiate a public process every two years to evaluate the effectiveness of the plan.
4. Inform and educate the public about the City's IVPM activities.

Discussion:
Staff has been following the IVPM program, and guidelines when addressing pest issues. Staff works closely with Benton County, Oregon State University, and other interested parties in the implementation of the IVPM plan. During the next two years staff will continue to work with other local governments to encourage them to incorporate the plan into their maintenance operations. The IVPM program was reviewed with the Civic Beautification and Urban Forestry Commission at its May 8, 2014 meeting. Public outreach has included the Public Works Stream Stewards Program, Streamside Grant Program, Storm Water Program, and staff involvement with the Benton County Cooperative Weed Management Area.

The twice-annual meetings called for in the IVPM plan did not occur on a regular basis during the review period. These meetings will be a focus during the next review period.

Recommendation:
Staff recommends no change to the IVPM policy or to the Plan Guidelines and to review the policy in May 2016.

Review and Concur:

James A. Patterson, City Manager

Attachment: CP 95-7.12 Integrated Vegetation and Pest Management (IVPM) Program

CITY OF CORVALLIS

COUNCIL POLICY MANUAL

POLICY AREA 7 - COMMUNITY IMPROVEMENTS

CP 95-7.12 **Integrated Vegetation and Pest Management (IVPM) Program**

Adopted	**August 21, 1995**
Revised	November 17, 1997
Revised	March 6, 2000
Affirmed	May 6, 2002
Affirmed	May 17, 2004
Revised	October 16, 2006
Affirmed	May 19, 2008
Affirmed	May 17, 2010
Revised	October 1, 2012
Affirmed	**June XX, 2014**

7.12.010 Purpose

To establish guidelines to ensure an integrated approach to weed and pest control by the City of Corvallis.

7.12.020 Policy

To ensure that the City of Corvallis keeps on the cutting edge of environmentally responsible and cost-effective, sustainable vegetation and pest management techniques, the City shall:

a. Adopt and implement an Integrated Vegetation and Pest Management (IVPM) Plan.

b. Encourage other agencies and organizations to incorporate the Plan into their maintenance operations.

c. Initiate a public process every two years to evaluate the effectiveness of the Plan.

d. Inform and educate the public about the City's IVPM activities.

7.12.030 Review and Update

The ~~IVPM plan shall be reviewed and updated as appropriate every two years by the~~ Parks and Recreation and Public Works Directors **will prepare the Council Policy review every two years for Council approval**.

CITY OF CORVALLIS

INTEGRATED VEGETATION
AND
PEST MANAGEMENT PLAN

SEPTEMBER 2006
UPDATED 2012

City of Corvallis
Parks and Recreation Department
1310 SW Avery Park Drive
Corvallis, OR 97333
(541) 766-6918

IVPM GUIDELINES

Introduction to the City of Corvallis Integrated Vegetation and Pest Management Plan

Goal: To keep Corvallis on the cutting edge of environmentally responsible, cost-effective, sustainable vegetation and pest management techniques.

Elaboration of Goal:

This document establishes the principles of and guidelines for an integrated approach to weed and pest control by the City of Corvallis. Such an approach considers both the needs of the human-created systems and the needs of natural systems in which they occur. It is commonly referred to as integrated vegetation and pest management (IVPM) which can be defined as the following:

IVPM is a decision-making process for determining the need and timing for vegetation and pest management interventions and what strategy and mix of tactics to use. IVPM programs use current, comprehensive information on the life cycles of pests and their interactions with the environment. Interventions or treatments are not made according to a predetermined calendar schedule but are made when and where monitoring has indicated that the pest will cause unacceptable hazard to either people, property, or the environment.

Offering a number of environmental and economic advantages, IVPM has been applied throughout the United States. For example, IVPM standards were published for the Federal park system; and implementation of IVPM practices were, in fact, mandated for certain State agencies by the 66th Oregon Legislative Assembly in the 1991 regular session (Senate Bill 262, Oregon Revised Statutes [ORS] 634.122 as described in a March 1993 pamphlet published by the Interagency Integrated Pest Management Coordinating Committee). While the City of Corvallis does not fall under the requirements of the Oregon legislature, ecological considerations have helped push several of its programs in the IVPM direction. Adoption by city agencies of the coordinated IVPM approach outlined herein is to proactively address environmental, aesthetic, and safety concerns before they result in community polarization.

Weed and pest controls, per se, are only part of an IVPM; the sustainable concept recognizes the interaction between the various plant care programs and environmental factors that can synergistically lead to the development of sustainable Best Management Practices. For example, pest biology and ecology include such factors as pest identification, the life cycle, and in what stages it causes damage (e.g., is there a natural predator for this pest at some stage of its life?). As this IVPM approach phased in, chemical pesticide and herbicide use was reduced, and the application of workable alternatives increased without compromising the function of systems, maintenance standards, employee and public safety, or cost efficiency. Alternatives include such things as competitive desirable vegetation, mulches, cultural practices such as irrigation, fertilization, and manipulation of pest habitat, mechanical and manual

controls, physical barriers, water blasting, soap solutions, traps, and lures. New alternatives are continually being developed, and it is an essential characteristic of a successful IVPM Plan that it allow for experimentation and adoption of improved methods that enhance sustainability objectives. In addition, the appropriateness of management actions is recognized to be context dependent and while the departments of the City of Corvallis share some similar management challenges, they also face unique ones. Accordingly, this document does not attempt to prescribe particular actions in the field but rather outline the IVPM principles and decision-making priorities that will promote achievement of our overall goal.

The success of an IVPM program depends strongly upon the individuals carrying it out. The commitment of the personnel involved and the adaptability of the IVPM program to new findings is to be facilitated by both a bottom-up as well as top-down education and communication protocol. Another essential component of the City of Corvallis IVPM Plan is to coordinate the vegetation management efforts of the Parks and Recreation, Public Works, and Fire Departments to assure consistency and to help share advancements, minimize maintenance requirements, and eliminate duplication of effort. Because of the potential of mutual impact and learning, this document seeks to encourage the regular interaction of Corvallis City departments and other public agencies engaged in vegetation management, such as Benton County Public Works and Natural Areas and Parks Departments, schools (Corvallis School District 509J) and Oregon State University grounds maintenance. To assure that the Corvallis IVPM Plan continues to evolve in a manner reflective of the values of this community, provisions have also been made for public education, regular review of public feedback, and bi-annual assessment by the Citizens Advisory Commission on Civic Beautification and Urban Forestry and participating agency member representatives.

The Decision Process

I. Set area categories based on:

   A. Uses (soccer field or nature hiking)
   B. Function (drainage or wetland)
   C. Aesthetics/expectations (urban park or rural picnic area)
   D. Special situations (For example: native wild flower areas, scenic areas, habitat preservation areas, sensitive plant communities, etc.)

II. Evaluate (for each category) which vegetation and pest situations should be considered problems requiring treatments.

   Reasons for treatment

   A. Public and employee safety and health (Examples: to prevent fire, maintain traffic visibility)
   B. Potential for irreversible damage or injury (Examples: damage to shoulders on roadways, holes in turf)
   C. Potential to increase or spread beyond tolerance levels (Examples: noxious weeds, poison plants)
   D. Loss of function (Examples: unable to use facilities because of excessive weeds/pests)
   E. Loss of investment (Examples: planting bed that is taken over by weeds or ruined by insects)
   F. Loss of aesthetics
   G. Sustainability

III. Set thresholds of acceptability for vegetation and pest problems within each area category by establishing the tolerable density of pest population, which may be set at zero, that can be correlated with a damage level sufficient to warrant treatment of the problem.

IV. Monitor for the presence of problem vegetation or pests.

V. Determine and rectify, if possible, the cause of the vegetation or pest problem (Example: poor plant health due to lack of nutrients or improper watering).

VI. Treat stubborn vegetation or pest problems to reduce populations below those levels established by damage thresholds using strategies that may include:

   A. Mechanical Controls – e.g., hoeing, roguing, mowing, cultivation, mulches, grazing
   B. Biological Controls – use of another living organism as a predator or parasite; e.g., BT (bacteria for larval control), Milky Spore, Cinnabar Moth for Tansy Ragwort, Parasitic Nematodes for Root Weevil.

C. Cultural Practices – manipulating of a standard practice (crop rotation, burning, mowing, mulching, use of certified seed) to achieve pest population management; e.g., adjust mowing heights to reduce weed seed in lawns.
D. Chemical Controls – e.g., herbicides, insecticides, rodenticides, fumigants.
E. Re-design Methods – the right plants, soil and sub-soil preparation and/or constructions for the correct settings for the desired function.
F. Alternative Methods shall be evaluated based on the following criteria:
    1. Lowest non-target impact
    2. Operationally feasible and safe
    3. Cost effective
    4. Proven efficiency
    5. The desire to minimize the use of chemicals

VII. Evaluate the effects and efficiency of vegetation and pest treatments. Keep accurate records. Modify as necessary.

VIII. Internal Coordination: It is important that all agencies involved maintain open lines of communication to:

A. Continually review effective management practices;
B. Listen to and act on issues, problems, and concerns associated with management practices;
C. Ensure that agencies are maintaining two-way communication with the public concerning issues.

IX. Inter-Agency Communication

A. Each agency should agree to cooperate via a Memorandum of Understanding.
B. Each agency should designate an individual within the agency or each department as their IVPM Coordinator to:
    1. Ensure that there is ongoing sharing of vegetation and pest management activities and information within departments and agencies via:
        a. Email
        b. Hot-topic flyers
        c. Phone calls
    2. Ensure that vegetation and pest management activities are shared through their departments and agencies to policy makers.
C. All members of the group listed below shall participate in IVPM meetings, twice annually, to be hosted by the City Parks and Recreation Department to:
    1. Review guidelines and exchange information;
    2. Plan and ensure training for employees;
    3. Discuss IVPM issues

4. Share highlights
5. Review Federal and State regulations

D. Each agency/department should maintain records of chemicals and pest treatments applied in public areas.

E. Every two years, develop a public process to review the effects and effectiveness of the Integrated Vegetation and Pest Management guidelines by the Citizens Advisory Commission on Civic Beautification and Urban Forestry and IVPM members.

X. Members

A. City of Corvallis
   1. Public Works Department
   2. Parks and Recreation Department

B. Corvallis School District 509J Landscape Maintenance Division

C. Oregon State University Landscape Management

D. Benton County
   1. Natural Areas and Parks Department
   2. Public Works Department

XI. Public Information/Education

To ensure that the public is adequately informed regarding the Integrated Vegetation and Pest Management activities. The following methods are available and should be utilized:

A. Periodic reports of management activities through agency or other organizational newsletters, news releases, etc.

B. Inform the public in multiple ways of pest treatments:
   1. Notification through the chemical application phone number so citizens may call for detailed information on areas scheduled for chemical application;
   2. Post and date areas that have been treated with chemicals;
   3. Utilize "FYI" section of *Corvallis Gazette-Times,* local cable channel, and Internet when available to notify citizens as to when chemical applications are being made.

C. Educational features such as alternative methods of pest control, and high lighting pros and cons, as well as briefs regarding specific chemicals (their uses, toxicities, residual effects) that agencies commonly use, will be shared with the public via newsletters and other media.

D. Encourage citizens to participate and/or become informed by contacting a designated person within each department or agency for information.

ADMINISTRATIVE SERVICES COMMITTEE
MINUTES
June 4, 2014

Present
Councilor Joel Hirsch, Chair
Councilor Hal Brauner
Councilor Biff Traber

Visitors
Michael Byers
Carl Carpenter
Bill Cohnstaedt
Jim Day, *Corvallis Gazette-Times*
Jerry Duerksen
Bob Grant
Rob Schneider
Holly Sears
Rob Wood
Jim Wydronek

Staff
Jim Patterson, City Manager
Ken Gibb, Community Development Director
Dan Carlson, Development Services Division Manager
Tom Nelson, Economic Development Manager
Kent Weiss, Housing Division Manager
Kevin Young, Planning Division Manager
Chris Westfall, Code Enforcement Supervisor
Bob Loewen, Housing Program Specialist
Emely Day, City Manager's Office

SUMMARY OF DISCUSSION

Agenda Item	Information Only	Held for Further Review	Recommendations
I. Board and Commission Sunset Review: Economic Development Commission			Amend Municipal Code Chapter 1.16, "Boards and Commissions," continuing the Economic Development Commission for four more years, **by means of an ordinance to be read by the City Attorney**
II. Land Use Application Fee Review			Direct staff to continue applying the current land use application fee schedule through June 30, 2015
III. Neighborhood/Property Maintenance Code Program	Yes		
IV. Other Business			

CONTENT OF DISCUSSION

Chair Hirsch called the meeting to order at 3:30 pm.

I. Board and Commission Sunset Review: Economic Development Commission

Economic Development Manager Nelson explained that the Economic Development Commission was scheduled for sunset review. Commission members recommended that the Commission be continued, as they had identified many more efforts for their future attention.

Councilor Traber noted that, during July, the Committee would discuss Council Policy 96-6.03, "Economic Development Policies." Mr. Nelson added that the Policy required an Economic Development Commission.

Based upon a motion moved and seconded by Councilors Traber and Brauner, respectively, the Committee unanimously recommends that Council amend Municipal Code Chapter 1.16, "Boards and Commissions," continuing the Economic Development Commission for four more years, **by means of an ordinance to be read by the City Attorney.**

II. Land Use Application Fee Review

Planning Division Manager Young reviewed that staff proposed amending the land use application fee schedule for implementation with the beginning of Fiscal Year 2014-2015 to coordinate with the budget process. Staff was preparing a Land Development Code (LDC) amendment recommendation to change the fee schedule effective date. During November 2013, the Council approved extending the then-existing land use application fees until July 1, 2014.

During November 2013, staff proposed developing a new methodology for establishing land use application fees. In January 2014, Planning Division staff began tracking time spent on land use applications to develop more-precise time data. The six months of data suggested that approximately 39 percent of Planners' time was spent on actual land use applications. The data-gathering process disclosed a need to refine some of the time accounting to capture as much as possible, as allowed by State law, the time spent processing land use applications. Per State law, the City could charge no more than the actual or average cost of processing a land application. Staff needed more time to refine the data-gathering process and collect more data, as the data gathered thus far did not provide a good basis for recommending a new fee-establishment methodology. The data did suggest that existing land use fees were generally aligned with costs incurred.

Given recent case law on the subject, Mr. Young would like to discuss with the City Attorney's Office (CAO) the land use application-related activities for which the City could charge fees.

Mr. Young asked the Committee to recommend that the Council authorize continuing the current land use application fee schedule for Fiscal Year 2014-2015. Simultaneously, the Council could authorize staff to continue recovering 70 percent of costs or could assign a different cost-recovery percentage, based upon the current fee-establishment methodology.

Chair Hirsch noted that amending the fee schedule would require an opportunity for public comment.

Regarding Councilor Brauner's observation of the variance in fees among comparator cities, Mr. Gibb explained that cities with more-complicated review criteria might charge higher fees.

Mr. Young explained for Councilor Traber that recent case law determined that fees could not support operations beyond land use application processing activities. State law allowed fees to cover no more than actual or average costs. Staff will determine general costs for various types of land use applications. Previously, staff reviewed a rolling, five-year average and the applications processed each year and assigned a unit of effort for each type of application. This approach produced fees that represented average costs. Staff was now coding actual time spent on land use applications. Staff wanted more data before proceeding to recommend new fees. Community Development Director Gibb added that the new fees would be based upon average costs.

Noting that staff would revise and fine-tune the fee-establishment methodology, Councilor Brauner believed that it was inappropriate to change the land use application fee schedule now. Therefore, he supported staff's recommendation of continuing the existing fee schedule. Councilor Traber concurred.

Mr. Young and Mr. Gibb said staff expected to present a new fee-establishing methodology by June 2015.

Councilor Traber agreed with Councilor Brauner, as there was no value to the City in determining a percentage fee change now because of the lack of new data. He supported staff's means of gathering data to ensure it was more closely aligned with costs.

Chair Hirsch concurred with Councilor Traber. The Committee previously discussed the appropriate cost-recovery rate. In response to Chair Hirsch' inquiry, Mr. Gibb explained that staff would gather relevant data; however, the cost-recovery rate was the Council's decision.

Councilor Traber preferred gathering the relevant data before adjusting the fees.

Based upon a motion moved and seconded by Councilors Brauner and Traber, respectively, the Committee unanimously recommends that Council direct staff to continue applying the current land use application fee schedule through June 30, 2015.

III. Neighborhood/Property Maintenance Code Program

Mr. Gibb referenced the background information in the staff report. Staff had offered to provide more information, including options for proceeding with a property maintenance code (PMC). Staff reviewed the Oregon State University (OSU)/City Collaboration Project recommendations for a PMC program that would include expanded education and outreach, additional support for neighborhood and community efforts, enhanced coordination with OSU regarding housing and community livability issues, and a comprehensive PMC compliance program. During its April 9 meeting, the Committee discussed how to address the existing backlog of approximately 700 open code enforcement cases and how the Committee wanted to proceed with implementing any expansion of existing codes regarding community livability issues.

Mr. Gibb referenced public comments from the last Committee meeting and clarified that there were few open Rental Housing Code (RHC) cases. Regarding the open cases, he noted that some addresses may have multiple code enforcement cases, and many code enforcement cases were related to building code issues.

Mr. Gibb referenced previous Human Services Committee (HSC) discussions regarding the PMC and expansion of the RHC. HSC had directed staff to consider HSC's discussions while progressing with the PMC issue.

Mr. Gibb reported that staff was progressing with a program to place more focus on neighborhood livability issues, as was the initial intent when code enforcement program discussions began during 2007. Staff's efforts include re-organizing the Community Development Department to create a Housing and Neighborhood Services (H&NS) Division, which would include the current code enforcement staffing, the levy-supported staffing for code enforcement, and the current Housing Division staff. Staff of the H&NS Division would focus on community livability-related code compliance work. The Development Services Division had a vacant position that would be filled, and staff was prepared to contract for services to assist in processing the outstanding building code enforcement cases, some of which were complex. Staff was working on new means of handling cases related to the historical status of projects relative to the building codes.

Mr. Gibb indicated to the Committee that staff was not seeking additional resources, but the re-organization would shift existing resources into a new division, freeing some staff time for additional neighborhood outreach. If the City Council desired a broader program for code enforcement, neighborhood outreach, and neighborhood association support, more funding would be needed. Staff would not request additional funding until the scope of the program was clarified. Staff would want to be able to support and calculate any fee increase necessary, depending upon the City Council's direction regarding the scope of the program.

The staff report outlined two options for considering additional property maintenance code provisions:

1. Develop code provisions to resolve identified gaps in existing codes ("bottom-up" approach); or
2. Adopt the model International Property Maintenance Code (IPMC) and amend it to address issues considered important by the Corvallis community ("top-down" approach)

Staff projected working with the Committee through fall 2014 on either approach and preparing a final review for October. Staff requested the Committee's direction.

Councilor Brauner expressed appreciation for staff working on the code enforcement case backlog. Committee authorization was not needed for the re-organization within existing resources, and he considered it a good first step toward using existing resources as efficiently as possible. He preferred the "bottom-up" approach to addressing code gaps.

Councilor Traber concurred with addressing the code enforcement case backlog and re-organizing staff.

Mr. Gibb clarified for Councilor Traber that the PMC would address maintenance of existing properties, while the Building Code would apply to new construction or alterations.

Councilor Traber noted a value in having an integrated, mutually consistent code. The City would need to demonstrate to the community what issues the new PMC would address. He did not want to simply add new elements to existing codes; it would make more sense to have one comprehensive, non-constraining code.

Councilor Brauner supported having a single reference document. He would prefer addressing needed provisions in existing codes, rather than starting with a broader code and deleting provisions not applicable to Corvallis.

Chair Hirsch said he would prefer beginning with a coherent, consistent code and deleting from it unnecessary provisions. He could support the Committee's majority preference. He had inferred that staff would consider a broad, consistent code easier to apply.

City Manager Patterson did not want to create a complicated code, and the City's development "customers" considered the current code too complicated. He would like the code easy to interpret and apply for City staff and community members to create a harmonious relationship between the City and the community. The City may receive more positive feedback from stakeholders for addressing gaps in existing codes. Adopting a broad code and deleting non-applicable provisions could result in extensive disagreement between the City and the community. He would prefer working with stakeholders to determine how to resolve the existing code gaps. He would like to measure success by the number of resolved code enforcement cases, rather than the number of pending cases. He acknowledged that delays in resolving code enforcement cases resulted in increased expenses; however, the City was responsible for ensuring that construction was safe.

Councilor Traber concurred with the need for understandable provisions and addressing code gaps. He had agreed that a coherent, consistent code would result in fewer code gaps; however, addressing existing code gaps could result in a code system that was more difficult to understand. He concurred with Mr. Patterson's suggestion of involving community stakeholders in addressing the existing code gaps. The final code, based upon an overall code and amended for local conditions, could be compared with existing codes to determine if all existing code gaps were addressed. He acknowledged that attempts to resolve code gaps could result in code inconsistencies that could be addressed later.

Chair Hirsch noted the importance of stakeholder support of the adopted code.

Housing Division Manager Weiss noted that whichever approach was used, the resulting code could be a single, comprehensive document.

Bill Cohnstaedt, a property owner, concurred with Councilor Brauner, Mr. Gibb, and Mr. Patterson. He said middle-class members of the Corvallis community who felt threatened by national economic conditions were represented at the Committee's meetings. Various groups within the community (developers, Realtors, property managers, contractors, etc.) wanted specific code provisions. Staff re-organization was an administrative action, but the Committee was responsible for City policies. The groups he referenced were concerned about the City's policies regarding availability of affordable housing and the City honoring diversity. He expressed concern that middle-class community members were becoming unable to maintain and rehabilitate older houses. He said a new city code would overlay the State's laws; and that concerned middle-class property owners because of the inherent additional administration, complexity, taxes, time, and effort. If their time and financial investments increased, their rental and sales prices would increase, resulting in less available affordable housing. Typically, affordable housing was either Federally subsidized or was owned by property owners who had paid their property expenses. An overlay code and a building department applied to existing housing would not be successful. If an overlay code only applied to development and imposed new standards on exiting housing, much of the existing housing would not be able to meet the new standards, thereby threatening middle-class property owners. He stressed that this must be addressed through policies, rather than by adopting one code to overlay all codes.

Mr. Cohnstaedt expressed concern that the staff report indicated that the "bottom-up" and "top-down" approaches would result in the same outcome.

Councilor Traber said the Committee should address how to proceed with previous development work that did not meet current codes, when property owners wanted to make renovations. The PMC seemed to apply to rental units that were not compliant with standards and/or were unsafe.

Mr. Cohnstaedt said State law controlled landlord/tenant relationships, and tenants had numerous rights. Tenants should exercise their rights against landlords, without City involvement. If City staff investigated a complaint concerning structural issues and deemed the condition unsafe, there could be a case of an existing structure that was unsafe. That scenario was addressed in State codes, which included specific standards for existing structures. He opined that the City did not need another code to overlay the State codes.

Councilor Brauner summarized that a PMC that addressed building code standards for maintenance issues and current standards or the IPMC applied to existing structures would concern him. He understood Mr. Cohnstaedt's concerns that the building code standards could apply under a PMC to buildings constructed under old standards that did not have safety or health issues but for which a complaint was filed, resulting in a requirement that the structure be renovated to current standards.

Mr. Cohnstaedt said State law included exceptions for older structures that did not have health or safety issues. Property owners questioned why City staff would be granted additional discretion.

Chair Hirsch said the City's code ensured minimum livability standards. Mr. Cohnstaedt said no one objected to that code, and no one disagreed with the concept of safety and health standards. However, property owners were concerned about additional costs precluding affordable, diverse housing.

Rob Wood represented owners of 600 apartment units in Corvallis. He was concerned about the City adopting another code. He noted that the City used the International Building Code, the National Electrical Code, the Uniform Plumbing Code, the Uniform Mechanical Code, the National Fire Protection Association Code, and the LDC. Other than the LDC, he considered the cited Codes to be clear and objective, though they may seem complicated. He said the City's electrical and plumbing inspectors thoroughly knew their respective Codes, and Development Services Division Manager Carlson was considered one of the foremost building officials in Oregon. He said adopting another code to simplify the existing Codes may indicate that the wrong people were enforcing the Codes. Fire Department staff randomly inspected rental units each year. The City's Building Official (Mr. Carlson) was authorized to enter a rental unit upon a complaint if something was deemed unsafe from a fire/life safety perspective. He had read the IPMC and believed it re-stated and referenced all the Codes he cited.

Mr. Wood referenced the additional staff resources that might be needed to enforce additional codes, which he considered unnecessary. If adopting the IPMC was suggested to correct code enforcement problems, he believed the code enforcement problems should be resolved, rather than creating more bureaucracy. The owners of the 600 rental units he referenced paid $6,200-$6,500 per year to support the Rental Housing Program. He did not want to pay more, as it would negatively impact affordable housing and was inappropriate to pass to tenants through higher rental rates.

Councilor Traber referenced Mr. Wood's and Mr. Cohnstaedt's testimonies that existing codes addressed rental unit issues that were not resolved. He suspected that those issues were addressed through codes, but there was a problem in how the issues were resolved. The Committee should investigate other means of ensuring code enforcement or determine whether the existing codes were insufficient to protect people's safety or health, in which case additional Building Code-type provisions should be added to ensure protection. The Committee should determine what prevented the existing Codes from working properly, rather than merely re-writing codes, especially to address alterations of older structures.

Mr. Wood suggested that the City determine what aspects of structures it wanted to control and whether the City's authority should exceed fire and life safety. He believed the Codes he cited addressed all aspects of fire and life safety; if they did not, new structures would be considered unsafe. The current housing shortage resulted in dilapidated units. When OSU student enrollment decreases and the economy improves, rental vacancy rates will increase, and people will live in units of better qualities, maintained to aesthetic standards beyond the fire and life safety issues.

Holly Sears, Willamette Association of Realtors Government Affairs Director, reviewed written testimony (Attachment A). The Association's membership of approximately 300 real

estate professionals would appreciate being included in the stakeholder group Mr. Patterson suggested. The Association believed the "bottom-up" approach would be a simpler, less complicated, and less expensive option that would have a greater impact achieving the same goals of improved livability.

John Wydronek owned rental properties. He supported the "bottom-up" approach, which several stakeholders advocated over the past two years. He believed the "bottom-up" approach would solve the existing code problems.

Michael Byers was involved in real estate for 37 years. He did not want landlords' fees increased because one property owner did not maintain their property to code standards. The higher fees were "punishing" all property owners. His rental properties had older structures that complied with codes when they were constructed, and there were no structural problems. The increased fees "punished" owners of new properties that likely would not have structural problems for several years. There was not a reasonable way to assess fees based upon the age of the properties. He urged the Committee to develop a code that would not require law enforcement involvement. He believed landlord-tenant agreements should be more explicit.

Carl Carpenter, a property owner and manager, concurred with Mr. Cohnstaedt. He urged the Committee to develop a PMC that encouraged compliance through cooperation, which landlords were ready to pursue. Older houses were challenging because current fixtures did not always fit in available spaces. He wanted to comply via cooperation, rather than be intimidated. Overlaying more codes or processes was not appropriate; the existing code gaps should be resolved.

Responding to Chair Hirsch' inquiry, Mr. Carpenter said he was undecided about a proposed $30-per-unit-per-year fee to fund the Rental Housing Program (RHP). He was uncertain what the fee would support. If the Program and its processes were fully understood by landlords, he would support it.

Jerry Duerksen noted that the RHP fee was initially $8 per unit per year, but he believed it should have been more because of the RHP benefits to landlords and tenants. He concurred with Mr. Carpenter, adding that very few landlords would object to a reasonable RHP fee. He had always advocated for outreach. He believed the issue that prompted recent discussions was resolved. He did not believe implementing the IPMC would be successful. He expected a few months of work to develop a code and he urged discussion of how the landlords' portion of the PMC Program would be implemented.

Rob Schneider said property owners wanted to cooperate and work together and asked how they could present issues to the City. He urged the City to resolve the 600 to 700 outstanding code enforcement cases. He said the public was not aware of a process to resolve the cases. The City's Board of Appeals had not met during the past several years, and staff considered placing an overlaying code over existing City codes, which he doubted would improve procedures. He would like the case backlog resolved as quickly as possible.

Councilor Traber said the City tended to resolve issues via cooperation, rather than penalty, and asked if it would be better to begin taking code violations to court.

Mr. Schneider urged the City to issue permits for necessary work. If an open case involved a violation, he doubted the property owner could obtain a permit. Property owners wanted to work with the City, and he believed it would be easier to resolve the existing code gaps than to add an overlaying code.

Bob Grant noted that the City had several codes, and time was needed for all affected parties to adjust to new codes. He believed the IPMC would complicate existing issues. He urged the Committee to keep the PMC simpler for everyone's benefit.

In response to Councilor Brauner's inquiry, Mr. Gibb said the majority of the 700 outstanding code enforcement cases were related to building code enforcement; and often multiple cases related to one property. Staff could provide that information at a future Committee meeting.

Councilor Traber said he would like to know the categories of the outstanding code enforcement cases and how they related to what the Committee was trying to accomplish with a PMC Program, i.e., ensuring that existing structures met codes. He would also like to know how many cases were based upon complaints and how many were based upon something being observed during an inspection.

Mr. Carlson explained that the backlog of unresolved code enforcement cases was unrelated to construction permits and involved different types of construction disciplines, but often many cases related to one address. The code enforcement program began during 2007, and cases were categorized by disciplines. During 2012, the City updated its permitting system, which could now triage the cases. He was confident that staff could effectively reduce the case backlog by focusing on code violation sites.

Mr. Carlson reported that staff recruited for a funded code enforcement officer earlier this year but did not find a suitable candidate. Staff will again recruit for this position, and the community must determine the best means of addressing illegal construction that might be unsafe and how those situations could be resolved.

Councilor Traber noted that Corvallis would receive many new tenants in September. He urged that the outreach effort be pursued soon.

Mr. Gibb said the re-organization should allow staff to devote more resources to code compliance. Staff suggested pursuing a careful approach, determining the nature and content of the outreach, determining the amount of neighborhood support desired for the PMC Program, and assessing how the Public Participation Task Force's recommendations aligned with the PMC Program effort.

Mr. Weiss said staff had been very involved in OSU's activities when students arrived for fall term. The re-organization may allow more staff time for working with OSU.

Chair Hirsch urged staff to speak with OSU representatives about participating in the PMC Program.

Mr. Gibb responded that the OSU-City Collaboration Project recommendations included the City and OSU dedicating more resources to property maintenance efforts. Mr. Weiss added that the City would continue its current activities without increased financial support.

Mr. Gibb continued, saying cooperative efforts and education outreach were addressing livability issues associated with behavior The Committee would address gaps in existing codes. The issues were related, but the community must determine what issues it wanted to address.

Councilor Traber referenced different types of outreach. He inquired whether staff had considered a strategy similar to the behavior-based second response notices issued by Police officers but applicable to property owners or managers who repeatedly violated codes or did not comply with requests to resolve code violations. Publication of the names of the property owners or managers chronically violating codes or not complying with requests to resolve code violations would be inexpensive but might affect their behavior.

Committee members agreed to pursue the "bottom-up" approach to resolving code gaps. Mr. Gibb said discussion schedules would be reviewed at a future Committee meeting.

Chair Hirsch said he would appreciate a breakdown of the types of issues included in the backlogged code enforcement cases, but he did not want extensive staff time invested in preparing the analysis.

IV. Other Business

A. The next regular Administrative Services Committee meeting is scheduled for June 18, 2014, at 3:30 pm, in the Madison Avenue Meeting Room.

Chair Hirsch adjourned the meeting at 5:00 pm.

Respectfully submitted,

Joel Hirsch, Chair

ATTACHMENT A

June 4, 2014

To: Administrative Services Committee

From: Sue Long, 2014 President
Willamette Association of REALTORS®

Holly Sears, Government Affairs
willamettevalleygad@gmail.com
503-931-0876

Re: Proposed Property Maintenance Code Program

On behalf of the Willamette Association of REALTORS®, thank you for the opportunity to comment regarding the proposed property maintenance code program. We have followed this process closely over the last year and have given input on several occasions. Upon review of the May 27, 2014 memo from City staff to the Administrative Services Committee, we would like to offer the following comments:

First, we are pleased to see that the City can focus on the current backlog of code enforcement cases by reorganizing and without adding new costs or raising any fees. We commend City staff for finding a reasonable solution to address this issue.

Second, we would like to thank the Committee for directing staff to consider a more scaled-back approach at its April 9, 2014 meeting. However, City staff again appears to be advocating for adoption of an entirely new and intrusive property maintenance code program. We urge the Committee to stay on the course of considering a simpler approach that includes consolidating the existing code, determining where the gaps are, and then working over time to make reasonable changes to address those gaps.

Thank you for your time and consideration

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Memorandum

CORVALLIS
ENHANCING COMMUNITY LIVABILITY

To: Administrative Services Committee
From: Tom Nelson, Economic Development Manager
Date: May 29, 2014
RE: Sunset Review of the Economic Development Commission

I. ISSUE

The Economic Development Commission (EDC) is scheduled to sunset the end of fiscal year 2014-15. This report is forwarded for review regarding a four-year reauthorization.

II. DISCUSSION

The EDC was formed on December 6, 2010, when the City Council passed Ordinance 2010-28, which established the Economic Development Commission to advise the City Council in all matters pertaining to Economic Development, ensuring that Economic Development is a civic priority.

Subsequently, the EDC developed an Economic Development Strategy, adopted by the City Council, and the Economic Development Office was established. Two employees were hired to implement the strategy. The EDC advises staff on the implementation of the strategy, as well as advising and recommending economic development policy to the Council.

The EDC met on May 27, 2014 and discussed the impending sunset. They voted to recommend continuation of the commission based on the following points:

- There is still work to be done in the area of economic development
- In their November 2013 report to the City Council, the reported priorities for 2014 that still need completion include:
    1. Continued support for existing and emerging businesses, expecting increased Enterprise Zone activity
    2. Monitor impact of the JOBS ACT (2012)
    3. Exploration and collaboration on Urban Renewal District possibilities
    4. Implementation of RAIN and OSU Advantage Accelerator
- They believe that Economic Development is a core activity in City government
- They believe the collaboration with the County is valuable
- Staff values the direction from the EDC

- The Council's Economic Development Policy 96-6.03.055 calls for the appointment of an Economic Development Commission.

III. RECOMMENDATION

The Economic Development Commission and staff recommend continuation of the Economic Development Commission as a means of continuing the core activity of economic development in City government.

IV. ACTION REQUESTED

Staff requests that the Administrative Services Committee recommend the City Council approval a four-year reauthorization of the Economic Development Commission.

Review and Concur:

James A. Patterson
City Manager

Section 1.16.337 Economic Development Commission.

1) An Economic Development 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 reflect expertise and experience in business, technology, strategic planning and public policy development.
3) Membership will be selected from the following areas, recognizing that members may represent multiple interests:
    a) Emerging technology;
    b) Manufacturing;
    c) Financial Services;
    d) Professional Services;
    e) General Business;
    f) Higher Education;
    g) Health Care;
    h) Agribusiness;
    i) Retail;
    j) Real Estate and Construction;
    k) Green/Sustainable Business;
    l) Community-at-large.
4) In addition, the Mayor shall appoint a City Councilor to serve as a non-voting liaison to the Commission.
5) The Commission shall advise the Council in all matters pertaining to Economic Development, ensuring that Economic Development is a civic priority. Such matters shall include, but not be limited to, the following:
    a) Recommend general policies, strategies and programs regarding economic development for approval to the City Council.
    b) Develop a strategic plan to implement the Council's Economic Development Policy.
    c) Collaborate with other governmental agencies, non-profit, and for-profit organizations in the advancement of economic development programs and projects.
    d) Recommend funding strategies to support an ongoing Economic Development Program.
    e) Recommend funding strategies to support economic development projects.
6) The functions of the Commission may be accomplished using subcommittees, task forces, or stakeholder committees.
7) 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. 2010-28, 12/06/2010)

MEMORANDUM

From: Ken Gibb, Community Development Director

To: Administrative Services Committee (ASC)

Date: May 23, 2014

Re: Yearly Review of land use application fees – FY 14 - 15

I. Issue

In past years, the City Council has conducted a review of land use application fees and adopted a schedule of fees that typically take effect on January 1 of the following year. This year it was proposed to change the schedule for consideration of land use application fees so that new fees would be put in place at the beginning of each fiscal year, based on data from the prior calendar year. This will allow decisions on land use fees to better coordinate with the budget process. A Land Development Code Amendment is currently under consideration to change the effective date for new land use fees from January 1 to July 1 of each year (LDC Section 1.2.100.02). Additionally, in November of 2013, the City Council approved an extension of the land use application fees in place at that time until July 1, 2014, to allow time for the preparation of a new fee methodology. It is now time to establish land use application fees for the period following July 1, 2014.

State law and Land Development Code Section 1.2.100.01 require land use application fees to not exceed the actual or the average cost of processing such applications. Corvallis has been basing fees on the average cost since at least 1998. The average costs are based on the funding for Current Planning in the Community Development Department's budget and an analysis of the efforts associated with each type of application. This year's update is presented below, and further direction is requested.

II. Background

In recent reviews of land use application fees, an analysis has been conducted to determine the average number of land use actions considered and the associated level of effort. Dividing the cost of providing the service by the yearly level of effort allows the

average cost to be determined for each application type. However, in past reviews, the time spent on land use applications has been based on best estimates of staff time in various activities. Beginning in January of 2014, Planning Division staff have begun "coding" their time spent in various activities, to develop a more precise understanding of time spent on current land use applications, and time spent on other tasks. The system that was developed (which uses the new Accela permit-tracking software, and which will be refined over time) divides time between current and long range planning activities. Current planning activities include activities such as answering counter questions and phone calls as the planner-on-duty, staff meetings, field visits, landscaping reviews, time spent on land use applications, training, organizational upkeep, and technology development and maintenance. Long Range planning activities include items such as the Package # 1 LDC Amendments, development of design standards for infill development, and OSU Collaboration work.

III. Analysis

Preliminary data (based on data only from the last four months) would suggest that about 39% of planners' time is spent on land use applications. However, it is evident that this is a limited sample and staff believe that the time coding system should be further refined. Staff would also like to further explore with the City Attorney's Office to what extent certain current planning activities could be supported through land use application fees, as there has been recent case law that relates to the costing of land use application fees.

Because more time is needed to provide a solid base of data, and to allow for needed refinements to the time coding system, Community Development Staff recommend that the current fee schedule be extended for FY 14 – 15. By the time of the next review, in the spring of 2015, better data and an improved time coding system should enable staff to recommend land use application fees that are accurately calibrated to the actual amount of time spent on land use applications.

IV. Direction Requested

Although not legally required, with past reviews of land use application fees the Administrative Services Committee has asked staff to prepare fees based on direction given at an initial meeting and then to provide notice to the general public and the development community of an Administrative Services Committee meeting to allow review and comment on those proposed fees. However, Staff are recommending that the current land use fees be extended for FY 14 - 15. Therefore, since no change in fees is proposed at this time, the Administrative Services Committee may want to forward this proposal to the City Council for their consideration. A formal public input

opportunity would be scheduled for the next fee review, as part of the review process for land use application fees based on the improved methodology and additional data. Staff have prepared a draft FY 14 - 15 Fee Schedule **(Attachment 1)** that moves forward current land use application fees. The Administrative Services Committee is provided with the following two options:

Option		Potential Fee Increase
1	Direct Staff to prepare a fee schedule for City Council review and adoption that maintains 2014 land use application fees through June 30, 2015.	No proposed increase in fees. Maintain current land use application fees **(Attachment 1)**.
2	Direct Staff to prepare a fee schedule for City Council review and adoption that modifies the current fees to increase or decrease cost recovery from the current 70% level for 2014 fees, through June 30, 2015, based on the prior methodology for land use fees.	____% Fee Increase or Decrease for Special and General Development Application Types

If Option 1 is selected, the proposal to maintain current land use application fees will move forward to the City Council for consideration. If Option 2 is selected, Staff will prepare a notice for publication and distribute the notice to the general public and to the development community regarding an upcoming ASC meeting at which public comment regarding the proposed changed fees will be heard. Following this second ASC meeting, Staff will make any ASC-recommended adjustments to the fee schedule for presentation to the full City Council.

For informational purposes, staff have included analysis of sample land use application fees charged by comparator jurisdictions in Oregon, which was prepared in FY 12 – 13. **(Attachment 2)**.

Review and Concur:

Jim Patterson, City Manager

Nancy Brewer, Finance Director

ATTACHMENT 1 - DRAFT - FY14-15 Land Use Application Fees[1] (Effective __?, 2014)

Table 1: Special Development (70% Cost Recovery, unless otherwise noted)		**Base Fee**	**Per Unit Add-on**
Appeal			
	Appeal of Administrative-Level Decision	$250	
	General	10% of Base Fee[2]	
	Recognized Neighborhood Association	5% of Base Fee[2]	
Annexation *(with per acre add-on and $100 survey verification fee[3])*			
	Major	$9,173	$132
	Minor (including Health Hazard)	$2,708	
Comprehensive Plan Amendment		$11,084	
Conditional Development *(including Willamette River Greenway CD)*			
	Residential (per lot add-on)	$6,857	$41
	Non-residential (per 100 sq. ft. add-on)	$6,857	$8
	Modification	$2,796	
District Change			
	Standard	$5,216	
	Minor Annexation (including Health Hazard)	$1,304	
	Historic Preservation Overlay (0% cost recovery/5-yr. average)	no fee	
	Administrative	$2,608	
Planned Development			
Conceptual Development Plan			
	Residential (per acre add-on)	$7,347	$81
	Non-residential (per acre add-on)	$7,347	$81
Detailed Development Plan			
	Residential (per lot add-on)	$7,838	$47
	Non-residential (per 100 sq. ft. add-on)	$7,838	$9
Conceptual and Detailed Development Plan			
	Residential (per lot add-on)	$8,328	$50
	Non-residential (per 100 sq. ft. add-on)	$8,328	$10
Major Modification to P.D.			
	Residential (per lot add-on)	$7,347	$44
	Non-residential (per 100 sq. ft. add-on)	$7,347	$9
P.D. Nullification		$5,216	
Minor Modification		$3,260	
Subdivision Tentative Plat			
	Non-residential	$6,857	$41
	Modification	$3,260	
	Major Replat	$7,809	$1
	Residential (Admin.)	$6,368	$38
Historic Preservation Permit			
	HRC-level (0% cost recovery/5-yr. average)	no fee	
	Director-level (0% cost recovery/5-yr. average)	no fee	
Director's Interpretation		$1,956	
Land Development Code Text Amendment		$5,216	
Extension of Services		$9,128	

Table 2: General Development *(70% Cost Recovery)*		
Minor Replat	$1,304	
Lot Development Option (Minor)	$1,304	
Lot Development Option (Major)	$3,912	
Lot Line Adjustment	$326	
Partition	$3,260	
Plan Compatibility Review	$652	
Vacation	$1,301	
Sign Permit	$62	
Sign Variance	$3,254	
Solar Access Permit[4]	$652	
Floodplain Development Permit Variance[5]	$3,912	

Notes

1. Deposit - With the exception of appeal fees and historic preservation permits, Special Development land use applications (Table 1) shall be submitted with a $1,000 deposit. General Development land use applications (Table 2) shall be submitted with a $100 deposit. Following a determination of the actual extent of the request, the remainder of the fees shall be charged to the applicant. Applications shall be deemed incomplete until all fees have been paid.

   Concurrent Application Fees - Where development requires concurrent actions, the largest of the fees determined from Table 1 or Table 2 shall be charged, and 75 percent of the fee for each additional action shall be charged.

2. For appeals of concurrent applications, a percentage of the single highest base fee shall be charged, without inclusion of add-on fees.

3. Beginning in 2013, a survey review fee of $100 will be charged in conjunction with each Annexation application to fund the City Surveyor's time needed to review and confirm surveyed boundaries of each annexation.

4. Beginning in 2013, a fee has been established for review of a Solar Access Permit.

5. With adoption of Chapter 2.11 - Floodplain Development Permits, in 2011, there is a need for a fee for a Floodplain Development Permit Variance (no fees are charged for Floodplain Development Permits).

Attachment 2 - Comparator Cities Land Use Application Review Fees Update
Selected Special Development Fee Comparisons

(FY 2012-2013 Comparators)

Jurisdiction	Comp. Plan Map Amendment (5- acre)	Zone Change (5-acre)	Annexation (200 lots;50 acres)	Conditional Use Permit (Non-residential)	Residential PD & Subdivision (100 lots; 25 acres)	Subdivision (100 lots; 25 acres)
Albany[1]	$ 3,301	$ 3,301	*varies*	$ 2,643	$ 14,110	$ 8,301
Bend[2]	$ 18,672	$ 5,689	$ 87,850	$ 3,099	$ 29,376	$ 29,276
Eugene[3]	$ 8,778	$ 3,984	$ 17,489	$ 6,797	$ 23,228	$ 9,608
Gresham[4]	$ 11,516	$ 11,516	$ 84,858	$ 6,203	$ 53,619	$ 42,988
Lake Oswego[5]	$ 10,153	$ 10,153	$ 144,200	$ 4,984	$ 26,695	$ 26,695
Salem[6]	$ 1,085	$ 4,257	$ 14,467	$ 2,379	$ 6,719	$ 6,865
Springfield[7]	$ 13,719	$ 5,178	$ 154,995	$ 3,828	$ 34,664	$ 80,367
Other Cities (Averages)	$ 9,603	$ 6,297	$ 83,976	$ 4,276	$ 26,916	$ 29,157
Other Cities (Median Values)	$ 10,153	$ 5,178	$ 86,354	$ 3,828	$ 26,695	$ 26,695
Corvallis (current)	$ 11,084	$ 5,216	$ 46,049	$ 6,857	$ 20,954	$ 10,168

Footnotes:

[1] City of Albany: Annexation fee per adopted schedule "varies"; Add-ons for traffic report review($660) and Design Standards review ($289); Final Plat review ($665)

[2]City of Bend: 4% surcharge on all land use fees to fund Long Range Planning program; Bend charges the full rate for concurrent applications; Final Plat fees (partition): $531; Final Plat fees (subdivision): approx. $600 (depending on # of lots); Property Line Adjustment ($1,245);Annexation process in Bend under review / remand (so fee is negotiated)

[3]City of Eugene: additional fees for final plat review ($5,332.28 + $32.70/lot)

[4]City of Gresham: charges full fee amount for each application when processing concurrently; Final Plat review fees ($1,421 + $94/lot)

[5] City of Lake Oswego; Final Plat Review ($370); Records Retention Fees ($104)

[6]City of Salem: charges additional fees for archiving documents not filed electronically (50 cents / page); charges actual cost of processing in addition to the base fee for Comp Plan Amendment;Final

[7]City of Springfield: Planned Development equated to Master Plan review

Memorandum

May 27, 2014

To: Administrative Services Committee

From: Ken Gibb, Community Development Director

Re: Continued ASC Consideration of a Neighborhood Outreach/Property Maintenance Code Program

I. Issue

As discussed at the conclusion of the April 9, 2014 Administrative Services Committee meeting, Staff are providing follow-up information regarding suggestions/direction offered by the Committee as an outcome of that meeting.

II. Background

In ASC meetings up to and including the April 9 meeting, staff presented various program concept and element descriptions relative to implementation of a Corvallis Neighborhood Outreach/ Education and Property Maintenance Code Program. The initiative to work toward implementation of this Program arose from City Council direction, which was based on the work carried out in support of the Corvallis/OSU Collaboration project by that project's Neighborhood Livability Work Group and Steering Committee. The Program has been envisioned to include an expanded education and outreach effort targeted at landlords, tenants, neighborhood residents, and other community members; enhanced coordination with OSU related to housing and community livability issues; and a comprehensive property maintenance code compliance program to be applied to all real property in the City to help address community and neighborhood livability conditions.

At the conclusion of the April 9 ASC meeting staff were asked to prepare feedback regarding suggested direction provided by ASC members relative to two issues: 1) implementing a focused effort to address the current backlog of open Code Enforcement cases in Development services; and 2) continuing consideration of the implementation of a new and expanded model for achieving code compliance relative to community livability issues. The information that follows provides that feedback.

III. Discussion

Before providing the feedback noted above, staff would like to offer clarification relative to misunderstandings about current code enforcement efforts and past program considerations that have been communicated to ASC in prior meetings during visitor comments. The first area of misunderstanding involves backlogs in open code enforcement cases. Public testimony offered to ASC has suggested that there continue to be unresolved Housing Division/Rental Housing Code (RHC) cases; actually there are typically very few, at most, open RHC cases at any given time. There are currently approximately 700 open Development Services Division/Code Enforcement

Program cases. However, it is important to note that there are often multiple items associated with each case, and that each of those items is identified as a separate case in the City's tracking system. Further, as described in the Staff report for the April 9 ASC meeting, a significant percentage of the outstanding cases are related to Building Code matters and as reflected later in this report, those cases will remain with the Development Services Division.

A second area of misunderstanding communicated to ASC involves past decisions by the City's Human Services Committee (HSC) to make only minor changes to the Housing Division's Rental Housing Code rather than undertaking a more expansive overhaul. It has been suggested that after identifying areas where added code standards could be helpful during the last two HSC annual program reviews, staff chose not to add those standards. The decisions to delay amending the Rental Housing Code were actually made by HSC based on staff's acknowledgement that the City/OSU Collaboration effort was focusing on the implementation of expanded property maintenance standards (in September 2012), and then again in September 2013 based on direction that had been received from the City Council to proceed with development of a new Property Maintenance Code.

Implementing a focused effort to address the current backlog of open Code Enforcement cases in Development Services:

Staff have been working on the implementation of a strategic effort to address the current backlog of open Code Enforcement cases for several months, so this ASC recommendation is timely. The reorganization that has been proposed as part of the Neighborhood Outreach/Education and Property Maintenance Code (NOE/PMC) program was designed in part to address this need. It is understood that a future version of the NOE/PMC is yet to be defined. However, independent of that work, staff believe that a more comprehensive effort to address neighborhood livability issues is warranted. Therefore staff will proceed with a reorganization under which the current Code Enforcement Supervisor position and a .5 FTE levy-supported Code Enforcement Officer position will be moved from Development Services to the new Housing and Neighborhood Services Division. Within this Division, these positions will focus on community livability-related code compliance work; the titles of these positions will change to become the Code Compliance Supervisor and Code Compliance Officer.

As that reorganization occurs, Development Services will fill a vacant full time position to begin addressing the backlog of building code-related open cases. In addition to that position, other current inspection staff will assist with this effort and as needed, contracted inspection services will be utilized. Finally, in recognition of the ongoing case load associated with building code compliance issues, staff are developing new approaches to resolving these types of cases.

The reorganization efforts described above will be implemented under current operating budgets and would not require additional fees or property tax-based funding from the City's General Fund. As the transition takes place, current rental housing-related information and referral work with landlords, tenants and others will continue to occur. As future integration of rental housing and neighborhood livability code compliance efforts occurs, it is anticipated that the Housing and Neighborhood Services Division will have some limited additional capacity to expand the City's outreach and education efforts.

The earlier-envisioned, broader program related to education and outreach, coordination with OSU on student related community livability issues, and additional support for neighborhood associations will require additional funding support. However, staff do not recommend increasing the rental housing fee until such time as the City Council provides specific direction on these proposals, and suggest that any fee increases be linked to the scope of any proposed program expansion.

Continuing consideration of the implementation of a new and expanded model for achieving code compliance relative to community livability issues:

Based on ASC's April 9 discussion, it appears there is interest in following a different approach to developing a comprehensive property maintenance code, i.e., to identify and then integrate existing livability and property maintenance elements found in multiple current City codes (e.g., Corvallis Municipal Code, Rental Housing Code, Dangerous Building Code, etc.) into a single code document. Standards and language to address the gaps among them that have previously been identified would then be added.

An alternate approach would be to continue with a detailed review of the model International Property Maintenance Code, modified as outlined to date by staff, and as further desired by ASC and/or City Council. Any conflicting or overlapping provisions with current city codes would be identified and then removed.

Staff will be prepared to move forward with either approach based on ASC direction. We would anticipate having further discussions with the Committee regarding specific code content over the course of the summer and early fall, with materials to be prepared for final review by October.

IV. Next Steps and Requested Action

As noted above, the Community Development Department is moving forward with a reorganization to form the Housing and Neighborhood Services Division, which will include a focus on neighborhood livability code compliance. As that reorganization effort is carried out, staff are prepared to continue working concurrently on the design of a program to expand education and outreach efforts, neighborhood support, OSU coordination, and the development of a comprehensive property maintenance code utilizing the approach desired by ASC.

Review and Concur:

James A. Patterson, City Manager

MEMORANDUM

DATE: May 10, 2014

TO: Mayor and City Council

FROM: Ken Gibb, Community Development Director

SUBJECT: Minor Corrections / Cleanup to Proposed FY 14-15 Fee Schedule for Land Use Applications

---

The Administrative Services Committee reviewed the Staff proposed FY14-15 Land Use Application fee schedule on Wednesday, June 4, 2014, and recommended that the current schedule be extended until June 30, 2015.

Staff are recommending non-substantive changes to the fee schedule, for City Council review and adoption. The proposed changes to the fee schedule are intended to correct formatting, update specific terminology to be consistent with Land Development Code (LDC) definitions, and to address other minor cleanup before publication. The changes are as follows:

- Remove outdated footnotes # 4 (Solar Access Permit) and # 5 (Floodplain Development Permit Variance) from Table 2 and footnotes section, as these fees have been in place for several years now
- Make text formatting consistent among all application types in Table 2
- Table 1: Change application type "District Change" to match current LDC term "Zone Change"
- Table 2: Change application type "Lot Line Adjustment" to match current LDC term "Property Line Adjustment"

The changes proposed by Staff do not affect any of the fee dollar amounts, adopted by the Urban Services Committee. The adjusted fee schedule, with changes identified, is included in **ATTACHMENT 1** to this memorandum. A clean copy of the proposed fee schedule is attached to the resolution.

Review and Concur:

James A. Patterson, City Manager

ATTACHMENT 1 - FY14-15 Land Use Application Fees[1] (Effective July 1, 2014)

Table 1: Special Development (70% Cost Recovery, unless otherwise noted)		**Base Fee**	**Per Unit Add-on**
Appeal			
	Appeal of Administrative-Level Decision	$250	
	General	10% of Base Fee[2]	
	Recognized Neighborhood Association	5% of Base Fee[2]	
Annexation *(with per acre add-on and $100 survey verification fee[3])*			
	Major	$9,173	$132
	Minor (including Health Hazard)	$2,708	
Comprehensive Plan Amendment		$11,084	
Conditional Development *(including Willamette River Greenway CD)*			
	Residential (per lot add-on)	$6,857	$41
	Non-residential (per 100 sq. ft. add-on)	$6,857	$8
	Modification	$2,796	
Zone ~~District~~ Change			
	Standard	$5,216	
	Minor Annexation (including Health Hazard)	$1,304	
	Historic Preservation Overlay (0% cost recovery/5-yr. average)	no fee	
	Administrative	$2,608	
Planned Development			
Conceptual Development Plan			
	Residential (per acre add-on)	$7,347	$81
	Non-residential (per acre add-on)	$7,347	$81
Detailed Development Plan			
	Residential (per lot add-on)	$7,838	$47
	Non-residential (per 100 sq. ft. add-on)	$7,838	$9
Conceptual and Detailed Development Plan			
	Residential (per lot add-on)	$8,328	$50
	Non-residential (per 100 sq. ft. add-on)	$8,328	$10
Major Modification to P.D.			
	Residential (per lot add-on)	$7,347	$44
	Non-residential (per 100 sq. ft. add-on)	$7,347	$9
P.D. Nullification		$5,216	
Minor Modification		$3,260	
Subdivision Tentative Plat			
	Non-residential	$6,857	$41
	Modification	$3,260	
	Major Replat	$7,809	$1
	Residential (Admin.)	$6,368	$38
Historic Preservation Permit			
	HRC-level (0% cost recovery/5-yr. average)	no fee	
	Director-level (0% cost recovery/5-yr. average)	no fee	
Director's Interpretation		$1,956	
Land Development Code Text Amendment		$5,216	
Extension of Services		$9,128	

Table 2: General Development *(70% Cost Recovery)*		
Minor Replat	$1,304	
Lot Development Option (Minor)	$1,304	
Lot Development Option (Major)	$3,912	
~~Lot~~ Property Line Adjustment	$326	
Partition	$3,260	
Plan Compatibility Review	$652	
Vacation	$1,301	
Sign Permit	$62	
Sign Variance	$3,254	
Solar Access Permit [4]	$652	
Floodplain Development Permit Variance [5]	$3,912	

Notes

1. Deposit - With the exception of appeal fees and historic preservation permits, Special Development land use applications (Table 1) shall be submitted with a $1,000 deposit. General Development land use applications (Table 2) shall be submitted with a $100 deposit. Following a determination of the actual extent of the request, the remainder of the fees shall be charged to the applicant. Applications shall be deemed incomplete until all fees have been paid.

   Concurrent Application Fees - Where development requires concurrent actions, the largest of the fees determined from Table 1 or Table 2 shall be charged, and 75 percent of the fee for each additional action shall be charged.

2. For appeals of concurrent applications, a percentage of the single highest base fee shall be charged, without inclusion of add-on fees.

3. Beginning in 2013, a survey review fee of $100 will be charged in conjunction with each Annexation application to fund the City Surveyor's time needed to review and confirm surveyed boundaries of each annexation.

~~4. Beginning in 2013, a fee has been established for review of a Solar Access Permit.~~

~~5. With adoption of Chapter 2.11 - Floodplain Development Permits, in 2011, there is a need for a fee for a Floodplain Development Permit Variance (no fees are charged for Floodplain Development Permits).~~

RESOLUTION 2014 - _____

Minutes of the June 16, 2014, Corvallis City Council meeting, continued.

A resolution submitted by Councilor _____.

WHEREAS, the Council adopted the Corvallis Land Development Code as Ordinance 2006-24, effective December 31, 2006, which establishes land use actions and processes for development review within the City of Corvallis and the Corvallis Urban Growth Boundary; and

WHEREAS, subsequent amendments to the Land Development Code have been approved to modify, in some instances, land use actions and processes for development review within the City of Corvallis and the Corvallis Urban Growth Boundary; and

WHEREAS, Ordinance 2006-24 provides that fees for development review services identified in the Land Development Code be set by resolution; and

WHEREAS, ORS 227.175(1) allows the City to charge no more than the actual or average cost of providing development review services; and

WHEREAS, the Council adopted Resolution 2012-28 on November 19, 2012, setting fees for development review services, which were intended to generally recover seventy percent of the actual or average cost of providing development review services for land use applications primarily filed with the Planning Division; and

WHEREAS, the Council desires to generally maintain the seventy percent cost-recovery level for land use application fees for Fiscal Year 2014 - 2015, from July 1, 2014 to June 30, 2015, allowing time for the preparation of a new fee methodology and new fees by July 1, 2015.

THEREFORE, the City Council of the City of Corvallis, Oregon, finds:

> That Special Development land use application fees charged by the Corvallis Community Development Department should continue to recover generally seventy percent of the actual or average cost of the processing of these applications for Fiscal Year 2014 - 2015, from July 1, 2014 to June 30, 2015; and
>
> That General Development land use application fees charged by the Corvallis Community Development Department should continue to account generally for seventy percent of the actual or average cost of the processing of these applications; and
>
> That fees shall not be charged for Historic Preservation Permits or for Historic Preservation Zoning Overlay applications; and

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF CORVALLIS RESOLVES that consistent with the above findings, the fee schedule included herewith as "Attachment 1" is hereby adopted, effective July 1, 2014, to supersede prior adopted land use application fee schedules.

_____
Councilor

Upon motion duly made and seconded, the foregoing resolution was adopted, and the Mayor thereupon declared said resolution to be adopted.

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MEMORANDUM
June 12, 2014

TO: **Mayor and Council**

FROM: **Carla Holzworth, City Recorder**

RE: **2014 Sunset Reviews**

ISSUE: Corvallis Municipal Code requires review of boards and commissions.

DISCUSSION: Per Municipal Code Section 1.16.425, the following commissions were reviewed:

Board/Commission	Standing Committee Review	Recommendation
Citizens Advisory Commission on Civic Beautification and Urban Forestry	Human Services Committee (6/3/14)	Continue for another four years
Airport Commission	Urban Services Committee (6/3/14)	Continue for another four years
Arts and Culture Commission	Human Services Committee (6/3/14)	Continue for another four years
Committee for Citizen Involvement	Human Services Committee (6/3/14)	Place on hold pending outcome of Council direction on Public Participation Task Force recommendations
Economic Development Commission	Administrative Services Committee (6/4/14)	Continue for another four years

ACTION: Staff recommends Council amend Municipal Code Chapter 1.16 by means of an ordinance.

Review and Concur:

Jim Patterson, City Manager

ORDINANCE 2014-

AN ORDINANCE RELATING TO BOARDS AND COMMISSIONS AND SUNSET REVIEWS, AMENDING MUNICIPAL CODE CHAPTER 1.16, "BOARDS AND COMMISSIONS," AS AMENDED

THE CITY OF CORVALLIS ORDAINS AS FOLLOWS:

Section 2. Municipal Code Section 1.16.410 is hereby amended as follows:

1.16.425 ~~June 30, 2014~~ **June 30, 2018.**

Citizens Advisory Commission on Civic Beautification and Urban Forestry, Airport Commission, Arts and Culture Commission, ~~Committee for Citizen Involvement~~ and Economic Development Commission.

1.16.426 Sunset for the Committee for Citizen Involvement is on hold pending Council action on recommendations provided by the Public Participation Task Force.

(Ord. 2014-** §1, 06/16/2014; Ord. 2010-13 §1, 06/21/2010; Ord. 2008-09 §4, 05/05/2008; Ord. 2006-17 §2, 06/19/06; Ord. 2002-22 §2, 07/01/02; Ord. 2002-05 §3, 03/04/02)

PASSED by the City Council this _____ day of _____, 2014.

APPROVED by the Mayor this _____ day of _____, 2014.

EFFECTIVE this _____ day of _____, 2014.

_____
Mayor

ATTEST:

_____
City Recorder

MEMORANDUM

June 10, 2014

TO: Mayor and City Council

FROM: Nancy Brewer, Finance Director NB

SUBJECT: **Transfer Appropriations for Re-issued Interfund Loan to the CD Revolving Fund & Payback of Prior Year Interfund Loan to Development Services Fund**

I. Issue

To amend the FY 13-14 budget to facilitate an interfund loan for the Community Development Revolving Fund.

II. Background

Staff has been carefully monitoring the fiscal health of the Community Development Revolving Fund since FY 10-11 when federal grant rules changed to require drawing local dollars before federal dollars. Since that time, the fund balance has been drawn down significantly as the first funding source for the various housing programs offered by the City. In FY 12-13 an interfund loan of $80,000 was required to keep the Community Development Revolving Fund in a positive cash position at fiscal year end. Local Budget Law requires the interfund loan to be re-paid within one year, thereby requiring re-payment in June 2014.

III. Discussion

Increasing program delivery costs, coupled with a relatively rapid decline in federal resources have continued to bring revenues and expenditures closer than in past years for the Community Development Revolving Fund. As of June 30, 2014, staff expects that the Fund should end with a small positive cash balance based on current projections. However, due to the lack of certainty with grant draw timing, there may be a need for up to an additional $30,000 interfund loan at the end of FY 13-14, to meet financial reporting requirements of ending the year with a positive cash and fund balance. This amount reflects what may be required after repayment of the original $80,800 Development Services Fund FY 12-13 interfund loan.

The Development Services Fund has both the unused expenditure appropriations and the fund/cash balance to make a new FY 13-14 interfund loan to the Community Development Revolving Fund, at market rates, as permitted under local budget law.

Staff is recommending that approximately $30,000 in unused appropriations from FY 13-14 be transferred to Non-Operating Financial Uses in the Development Services Fund to provide sufficient appropriations for an interfund loan of up to that amount to the CD Revolving Fund at fiscal year-end.

In addition, staff is recommending that $80,800 in unused appropriations from FY 13-14 be transferred to Non-Operating Debt Service within the Community Development Revolving Fund to provide sufficient appropriations for repayment of principal and interest back to the Development Services Fund for the FY 12-13 interfund loan.

Staff is committed to finding a mechanism to allow long-term financial stability in the Community Development Revolving Fund without the need for year end loans.

III. Requested Action

Adopt the attached resolution transferring appropriations.

Review and Concur:

City Manager

Community Development Director

RESOLUTION 2014-__

A RESOLUTION TRANSFERRING APPROPRIATIONS TO ALLOW RE-PAYMENT OF A FY 12-13 INTERFUND LOAN AND AUTHORIZING A NEW FY 13-14 INTERFUND LOAN .

Minutes of the meeting of June 16, 2014, continued.

A resolution submitted by Councilor _____.

WHEREAS, ORS 294.463 allows appropriations to be transferred within a fund after the budget has been adopted; and

WHEREAS, the Community Development Revolving Fund is in need of an interfund loan to attain a positive cash and fund balance at the end of fiscal year 2013-2014; and

WHEREAS, the Community Development department will have savings in operating appropriations available in the Development Services Fund; and

WHEREAS, the Development Services Fund has capacity to grant an interfund loan to the Community Development Revolving Fund due to operational savings and sufficient fund balance; and

WHEREAS, the Development Services Fund issued an interfund loan to the Community Development Revolving Fund at the end of fiscal year 2012-2013; and

WHEREAS, the Community Development Revolving Fund must repay principal plus interest to the Development Services Fund by June 30, 2014; and

WHEREAS, the Community Development department will have savings in operating appropriations available in the Community Development Revolving Fund to facilitate this repayment;

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF CORVALLIS RESOLVES that appropriations in the fiscal year 2013-2014 budget be transferred as shown below; and

BE IT FURTHER RESOLVED that the Finance Director be authorized to make the proper adjustments in the budget appropriations.

FUND	FROM	TO
Development Services Fund		
Community Development	$30,000	
Non-Operating Financial Uses		$30,000
Community Development Revolving Fund		
Community Development	$80,800	
Non-Operating Debt Service – Principal		$80,000
Non-Operating Debt Service – Interest		$800

Upon motion duly made and seconded, the foregoing resolution was adopted and the Mayor thereupon declared said resolution to be adopted.

City Manager Monthly
June 2014

E-Mail City Manager | Subscribe to CM Monthly

The Current State of Open Carry Laws - A message from Police Chief Jon Sassaman, who is this month's guest writer

Recently, there has been discussion at City Council regarding laws related to the "open-carry" of firearms. The discussion stems from a recent event where a person was observed walking through Cloverland Park with a firearm on the person's hip. More conversation will occur at Human Services Committee in the near future; however it is reasonable that providing some information about the current laws would be beneficial. Know that firearms issues are very complex and the information below is intended to briefly provide a "high level" overview of information.

The 2nd Amendment of the United States of America Constitution grants the right to people to keep and bear arms which shall not be infringed upon. In 2010, the United States Supreme Court (McDonald v. Chicago) ruled a ban on ownership of handguns within a private home was unconstitutional, affirming the 2nd Amendment applies to States and therefore gun ownership is an individual right and it cannot be taken away by the individual States.

Article I, Section 27 of the State of Oregon Constitution echoes in part the 2nd Amendment and grants the people of Oregon the right to bear arms. The State of Oregon enacted ORS 166.170 which preempts local governments from regulating firearms or enacting civil or criminal ordinances relating to firearms. Any ordinances contrary to ORS 166.170 are void. However, the State of Oregon did carve out a couple of very narrow areas where local government may regulate the discharge of firearms and the possession of a loaded firearm in public places. All that said, here's the practical reality as the laws stand today:

A person with or without a concealed handgun license (CHL), may open-carry a firearm (loaded or unloaded) in public places in Corvallis. This means it is legal to "open-carry" a firearm so long as the firearm can be easily observed, such as on a person's hip without a coat or anything that covers the firearm.

It is considered "Unlawful Possession of a Firearm" (a Crime) for a person to knowingly carry any firearm concealed upon their person <u>or</u> possess a handgun that is concealed and readily accessible to the person within any vehicle, unless that person has obtained and physically possesses a Concealed Handgun License, which are obtained through the local Sheriff's Office.

****

CITY MANAGER'S REPORT

JUNE 12, 2014

****

 # 2014-05

REPORTING PERIOD: MAY 2014

I. ORGANIZATIONAL HIGHLIGHTS

- Many City staff participated in numerous Get There events May 5 through 16, and several received prizes for their participation. Employees of area participating businesses logged a whopping 247,578 non-single-occupancy-vehicle miles during the 12-day period!

II. MAYOR'S DIARY

I have engaged in the following activities, in addition to meeting and corresponding with constituents and presiding at the twice-monthly City Council meetings and meetings with Council leadership:

Speaking engagements

- Memorial Day event at the National Guard Armory
- Oregon Solutions' Declaration of Cooperation signing event in support of the Regional Accelerator and Innovation Network (RAIN)
- Eugene City Club program concerning RAIN
- Service award recognition event for City of Corvallis employees

Special meetings

- Met with County Commissioner Jay Dixon to discuss items of mutual interest.
- Met with OSU President Ed Ray to discuss issues related to diversity and inclusion.
- With Commissioner Dixon, met with Community Services Consortium Executive Director Martha Lyon to discuss options for updating Benton County's 10-Year Plan To End Homelessness.
- Met with Larry Flick, Dean of Oregon State University (OSU) College of Education, to discuss regional efforts to strengthen student achievement in math.
- Met with Kent Daniels and Annette Mills concerning the upcoming report from the City's Public Participation Task Force.

- Met with fourth grader Regan Maasdam, who was selected Fire Chief for the Day on the basis of her essay concerning fire safety.
- Served as judge for OSU Inter-fraternal Council "Sing" event as part of Moms' Weekend.
- Attended annual awards dinner for OSU fraternity and sorority chapters.
- Served as judge for Kerr Cup award for most outstanding fraternity chapter.
- Led a fifth (and final) planning meeting with local agencies serving individuals with disabilities concerning the development of a photograph exhibit featuring their clients as well as photographs of clients served by a similar agency in Uzhhorod, Ukraine. The photograph exhibit is scheduled for the month of June at the Corvallis-Benton County Public Library, with an opening reception June 3.
- Attended meeting of the Cascades West Council of Governments (COG) Board of Directors.
- Participated in special meeting of the League of Oregon Cities Board of Directors.
- Attended the RAIN Board of Directors meeting.
- Attended meeting at the home of Mark and Alice Rampton to discuss issues related to homelessness.
- Was interviewed by OSU student Susan Salveson as part of a film project.
- Attended Bogrash Dinner benefiting the Corvallis Uzhhorod Sister Cities Association.

Proclamations
- Older Americans Month
- Historic Preservation Month
- Corvallis Sister Cities Week
- Get There Corvallis
- Public Service Recognition Week
- Days of Remembrance

III. PARKS AND RECREATION

A. Department Highlights

Administration/Planning
- Director Emery and Park Planner Rochefort received a Preservation award from the Historical Resources Commission for the Sunnyside School project.
- Recruiting seasonal cashiers to support summer registrations.
- Awarded a contract to Conservation Technix to complete a strategic plan for the Arts and Culture Commission.

Aquatic Center

- Friday Swim Lessons, a joint project with Boys and Girls Club of Corvallis and 21st Century Grant, had 138 participants during May.
- Saturday Bilingual swim program registrations increased from just 5 registered participants in 2013 to 45 participants in 2014.
- Hosted Corvallis Aquatic Team Long Course Invitational Meet rental May 16 - 18, with more than 600 athletes and 1,200 spectators through the weekend.
- Hosted the Heart of the Valley Triathlon May 26 (Memorial Day) with 140 athletes and approximately 100 spectators.
- Hosted Otter Beach Seasonal Grand Opening (Dollar Day) May 26 (Memorial Day) with more than 800 participants

Parks and Natural Areas

- Held the Western Region High School Ultimate Frisbee Championships at Crystal Lake May 31-June 1.
- Met with the Jana Neighborhood Association regarding the removal of the Franklin Park Playground and future replacement.
- Met with the Central Park Neighborhood Association regarding Central Park maintenance and future plans.
- Performed maintenance and repairs at the Riverfront Commemorative Park fountain.

Recreation

- 131 adult softball teams registered and began their summer leagues. There are men's, women's, and co-ed leagues, as well as a wooden bat league.
- Hired staff for summer programs.

Senior Center

- National Senior Health and Fitness Day (May 28) was observed at the Community Lifestyle Fair, featuring rafting guides, mosaic artists, local businesses, and many more vendors

IV. <u>POLICE</u>

A. Department Highlights

Officers investigated 2,783 incidents this month. Following are the highlights:

- Officers served a search warrant on a seized vehicle at the Corvallis Police impound lot from a traffic stop, where two suspects were arrested on warrants, and K9 Roxy alerted on the car. During the search, officers located dried marijuana and heroin. Also recovered was probable property from a reported residential burglary in March of this year.

- A man was seen driving recklessly downtown. When an officer tried to stop him, he refused and led officers on a short pursuit involving a minor motor vehicle crash before it was terminated by the primary officer. Benton County Sheriff's Office and Polk County Sheriff's Office picked up the pursuit and eventually took the driver into custody near Independence, Oregon, charging him with Attempt to Elude and Reckless Driving.
- Officers responded to contact a transient man who reported being assaulted. Upon contacting him, it was learned he was assaulted by four other transients and was also stabbed in the back multiple times. He was taken to Good Samaritan Regional Medical Center for treatment of his non-life-threatening injuries. Officers located the four suspects as they were leaving their camp. Detectives responded and it was determined that the camp and the incident were actually located outside the City park in Linn County. Linn County Sherriff's Office was called and completed the investigation with assistance from Corvallis Police Department patrol.
- Detectives are investigating numerous cases of Identity Theft. The victims reported someone filed tax returns using their names and Social Security Administration numbers. The cases are on-going pending contact with the Internal Revenue Service.
- Detectives assisted Albany Police Department with a homicide investigation.
- Detectives assisted the Fire Department with a fire investigation. It was determined that the fire was started on an outside balcony by a cigarette which had not been properly extinguished.
- Records staff processed 1,518 police reports, entered 620 traffic citations, and performed 306 background checks. Staff generated 102 incident reports – 14 percent of the total reports taken during this reporting period.

9-1-1 Center Calls for Service

- The Corvallis Regional Communications Center dispatched 4,065 calls for police, fire, and medical assistance this month as follows:

POLICE		**FIRE AND MEDICAL**	
Corvallis Police	2,783	Corvallis Fire/Ambulance	571
Benton County Sheriff	556	Other Fire/Medical	41
Philomath Police	114		
TOTAL	3,453	**TOTAL**	612

B. Other

- Sergeant Harvey and K-9 Xar provided a presentation to the North Albany Community Church Pre-School.
- Officer Anderson completed shadow phase and transitioned to nights as a solo officer.

- Recruit Officers Hull, Miranda, Richmond, and Thomas graduated from the Oregon Police Academy and began police field training.
- Officer Stauder conducted several presentations at Linus Pauling Middle School.
- Officer Teeter participated in the filming of an OSU traffic safety video aimed at improving International Student driving awareness.
- Officer Withington participated in a "Light it up" event with Public Works Department, which distributed bicycle lights and reflectors as part of a safety/education event.
- Officer Ameele attended reading body language class by CODE 4.
- Officers McPartlin and Teeter attended the North American Motor Officers Association Conference in Portland, Oregon.
- Sergeant Marr completed annual Taser refresher training for all sworn staff.
- Officer Hinckley attended a two-week firearms instructor course in Bend, Oregon.
- Lieutenant Wood and Detective Molina attended Homicide and Questioned Death Scene training in Las Vegas, Nevada.
- Dispatchers Andy Thompson and Michael Michalek attended the quarterly Oregon Association of Public-Safety Communications Officials and National Emergency Number Association state 9-1-1 program conference in Pendleton, Oregon.

V. PUBLIC WORKS

A. Department Highlights

Administration Division

- Negotiated terms with Pacific Power to replace existing high-pressure sodium street lights on NW Harrison Boulevard with LED fixtures. The project will be paid for with budget savings from Fiscal Year 2013-2014; the electricity savings realized in Fiscal Year 2014-2015 and beyond will be applied to replacing additional fixtures in future years.
- Finalized the Corvallis community green house gas inventory funded by the Environmental Protection Agency Climate Showcase Communities grant. Results will be provided at the June 16 Council meeting.
- Designed new residential parking district permits that include new program elements for the proposed program expansion.

Transportation Division

- Pavement marking buttons that were cut off during snow plowing this past winter are being replaced as weather permits. A minimum of one button in each set of 5 is being installed to make sure that lane lines can be seen. Full button replacement will occur in the future.

- Staffed a booth at OSU's Alternative Transportation Fair and spoke with numerous students, faculty, and staff about Corvallis Transit System service.
- Staff was involved with 15 different events during the Get There promotion, which ran from May 5 through May 16. These included discussions on such topics as "Bicycling with Kids" and "Bicycle and Pedestrian Law," bicycle repair classes, a Transit User Appreciation Breakfast, and a vanpool information lunch. All area participants working for employers such as the City, Hewlett-Packard, Samaritan Health Services, and OSU tracked 247,568 miles, including 4,424 bicycle trips, 667 bus trips, 2,025 carpool trips, 320 telework trips, 369 vanpool trips, and 1,093 walk trips.

Utilities Division

- The Chlorine Contact Basin at Taylor Water Treatment Plant underwent its first internal visual inspection and cleaning since construction in 1996. Divers found minimal sediment and filter media accumulation, which was removed during the cleaning process.

VI. CITY MANAGER'S OFFICE

A. Department Highlights

- No notices of Tort Claims were received.
- The Economic Development Office responded to seven start-up leads, one expansion, and three recruitment leads.
- The Economic Development Officer made nine first-time visits to traded-sector businesses and followed up with nine repeat clients.
- The Economic Development Manager followed up with five expansion leads.
- The Economic Development Office is coordinating logistics for the following events:
  - Monthly Willamette Innovators Network Board Meetings
  - Willamette Angel Conference event planning and due diligence meetings
  - Leadership Corvallis planning meetings
  - Coordinated the Willamette Innovators Network Pubtalk – "3-D Printing," attended by more than 100 people

VII. COMMUNITY DEVELOPMENT

A. Department Highlights

- Development Services Division staff processed 36 residential and 48 non-residential plan reviews for proposed construction projects and conducted 1,253 construction inspections.
- Created 13 new Code Enforcement cases as a result of citizen complaints received.
- Of the 313 plumbing, mechanical, and electrical permits issued during May, 150 (or 48 percent) were issued online.
- Planning Division staff received nine land use applications, including five Historic Preservation Permit applications and an application for a 240-unit apartment development in the Timberhill area.
- Planning Division staff issued decisions on six land use applications in May, including three Historic Preservation Permits and a Major Replat for the Suncrest development.
- Associate Planner Bob Richardson accepted an offer of employment to serve as the new Planning Manager for the City of Albany. Bob's last working day with the City will be June 11. We wish the best for Bob on his new adventure!
- On May 12 the Oregon Land Use Board of Appeals received two appeals of the Campus Crest application. The next step is for staff to prepare the complete record of the decision, which is due 21 days following the notice of intent to appeal.
- During May, Housing Division staff provided two down payment assistance loans totaling $21,000 to help low-income households purchase their first homes. The assisted purchases were of homes in the Willamette Neighborhood Housing Services-constructed Seavey Meadows Community Land Trust homeownership project.
- Housing Division staff received 51 Rental Housing Program-related contacts outlining 73 separate issues, with 16 issues related to habitability and 57 of a non-habitability nature. Ten of the habitability issues reported are or may be subject to the Rental Housing Code, so Housing Division staff is working with complainants to confirm violations and then, as applicable, achieve resolution or move to enforcement.
- Department staff is assisting the City Council committee working on the Fiscal Year 2013-2014 housing goal. During May, the committee worked with project consultant ECONorthwest to distribute an online survey to Corvallis employers in order to gather information about housing demand and preferences among commuters who work in Corvallis but live elsewhere.

VIII. FINANCE

A. Department Highlights

- Budget staff held a public hearing for the Fiscal Year 2014-2015 Proposed Budget and Revenue Sharing and facilitated the meeting to approve the proposed budget with amendments.
- MIS staff continued work on new system implementations, such as Accela Asset Management system, OneSolution Financial system, electronic Parking and Citation solution, electronic Traffic citation, Police in-car TabletPC and video replacement, and the Microsoft Windows Domain Controller upgrades.
- Budget and Financial Planning Manager Chenard worked with the City of Albany to select an Investment Advisory Services group through a cooperative request-for-proposals process.
- Finance Administrative staff completed the Fiscal Year 2014-2015 Liquor License Renewal process and submitted a favorable recommendation to the Oregon Liquor Control Commission.
- Risk Manager Krieg continued working with City County Insurances Services to resolve claims related to the water April line break on NW Fifth Street.
- Budget and Financial Planning Manager Chenard and MIS staff worked with a contractor to replace the outdated Library Data Center heating, ventilating, and air conditioning system with one that is more efficient and uses less energy overall.

IX. FIRE

A. Department Highlights

Operational

Response Activity – May 2014	City	Non-City	Total
Fires	20	2	22
Overpressure/Rupture	1	0	1
Requests for Ambulance	317	83	400
Rescue (Quick Response Team)	109	13	122
Hazardous Condition	14	2	16
Service Requests	46	5	51
Good Intent	36	28	64
False Calls	28	1	29
Other	0	0	0
TOTAL RESPONSES OVERALL	**571**	**134**	**705**

B. Other

- Chief Emery is still negotiating with the Corvallis Rural Fire Protection District Board. The current contract will be extended for one year (July 2015 through June 2016).
- Station 1's generator will be replaced June 10. No outages are expected.
- Bids for the drill tower will be opened June 2.

X. LIBRARY

A. Department Highlights

- The Library's annual volunteer recognition event was held on May 16. We honored 217 volunteers who gave 13,863 hours of service during 2013. That is the equivalent to about 6.6 full-time equivalent (FTE) positions and $269,000 worth of time!
- Recruitment is in process for a Library Specialist III in the Circulation Division.
- While the Belluschi wing underwent some repair and refurbishing, current issues of newspapers and some magazines, as well as other selected materials, were moved out into the lobby for the convenience of patrons.
- The Library collaborated with several community organizations, including the Corvallis Bicycle Collective, to offer several excellent programs. They included four bicycle repair workshops, bicycle touring with youth, riding bicycles with children, and car-free living.
- On Astronomy Day, the Heart of the Valley Astronomy Club helped with a program where about 75 people viewed the sky through telescopes on the front patio and interacted with fun exhibits.
- The South Benton Library Project (SBLP) in Monroe received a Historic Preservation Award from the Benton County Historic Resources Commission.
- Library staff in Monroe and in Philomath visited school classrooms in those communities to promote the Summer Reading program.

B. Other

- Interior painting and woodwork re-finishing required the closure of the Belluschi wing and the Friends 50-Cent Room for about a week. Initial work on the Liebert cooling system for the MIS computer room was also done during the month.
- New blinds were installed in the Monroe Community Library and were paid for by funds from the Margaret Hull grant.

XI. MISCELLANEOUS

- Attached is the City Attorney's Office Report to the City Council for May.

James A. Patterson
City Manager

CORVALLIS
ENHANCING COMMUNITY LIVABILITY

CORVALLIS CITY ATTORNEY
456 SW Monroe, #101
Corvallis, OR 97333
Telephone: (541) 766-6906
Fax: (541) 752-7532

CITY ATTORNEY'S OFFICE
REPORT TO CITY COUNCIL: HIGHLIGHTS

May 2014

The following are highlights of the City Attorney's Office activities in May 2014:

1. Preparation of Addendum to Development Agreement for providing electricity to barn in MLK, Jr., Park.

2. Meetings with Community Development/Development Services regarding public records request related to building code violation case.

3. Meetings with Planning Department regarding Timberhill mapping discrepancies.

4. Assistance to Human Resources Department regarding internal investigation.

5. Meeting with City Manager and Risk Manager regarding background checks for volunteers.

Ongoing/Future Matters:

1. Representation of the City before LUBA in *Hess & Goodmanson v. City* (Campus Crest consolidated LUBA appeals)

2. Assistance to Public Works Department regarding title issues for SW 26th Street/Morris Avenue Bridge.

3. Enforcement actions re: code violations (building, rental housing, land development code).

4. Continued work on public records requests.

5. Continued assistance on internal investigations, employee grievances and other employment matters.

6. Assistance in preparing findings for land use decisions.

7. Enforcement of City ordinances and prosecution of offenses in Corvallis Municipal Court.

8. Representation of City in Benton County Circuit Court regarding Hunking v. City Municipal Court Appeal.

9. Continued work on revisions to CMC 5.03.

10. Assistance to City Council on OSU Campus Master Plan update.

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COUNCIL REQUESTS

FOLLOW-UP REPORT

JUNE 12, 2014

****

1. Porter Park Ball Field Dugouts (Council)

   The attached memorandum from Parks and Recreation Director Emery and Parks Operations Supervisor Geist addresses concerns about inappropriate use of Porter Park facilities.

2, Timberhill Development Complaints (Traber)

   The attached memorandum from Community Development Director Gibb addresses concerns about a development project in the Timberhill area, specifically Tax Lot 115223500.

James A. Patterson
City Manager

MEMORANDUM

CORVALLIS
ENHANCING COMMUNITY LIVABILITY
PARKS & RECREATION

To: Mayor and City Council
From: Karen Emery, Director Parks and Recreation Department
Jude Geist, Parks Operations Supervisor
Date: June 9, 2014
Subject: Porter Park Softball Dug-out response

Issue:
An issue was raised regarding people using the Porter Park softball dug-outs to sleep in and use drugs in the park. A park neighbor has requested that the dugouts be removed to address these concerns.

Background:
In 2012 funds from the softball reserve were used to build dug-outs at Porter Park. The dug-outs were built as a sun and wind screen for players during the softball season. Staff from Corvallis Police Department and Parks and Recreation agreed to look into the issue and possible solutions.

Discussion:
Corvallis Police placed Porter Park on their Directed Patrol log. Between April 9th and May 23rd, officers conducted fifty-five (55) direct patrols in, and around, Porter Park. Most of the checks occurred during hours of night.

- 46 of the 55 checks the Officer found no activity, which means nobody was there.
- 9 of the 55 checks resulted in either warning people of noise, illegal camping, being in the park after hours, finding people in the dug-outs or contacting people walking through.
- One arrest was made of a person found sleeping in the park, but on an unrelated charge.
- No drug paraphernalia was found.
- All of the contacts made appear to have been cordial, meaning there were no conflicts. People moved along with conversation.

Corvallis Parks and Recreation staff discussed various options to make the existing dugouts inaccessible to overnight camping and drug use. The following actions have been taken or will be taken to address the issue.

- Additional park hours signs were placed at the north park entrance and on the softball dugout to help with enforcement. A no camping sign will be added to the dugout.
- Lockable gates will be placed on the entrances to the dug-outs and remain locked except during softball games.
- Chain link fencing will be added to the bottom of the dug-outs to keep people from crawling under the dug-out walls.
- Maintenance runs will be increased in the off-season.

Review and Concur:

James A. Patterson, City Manager

Memorandum

Date: June 11, 2014

To: Mayor and City Council

From: Ken Gibb, Community Development Director

Re: Councilor Traber CC Follow-up Request – Timberhill Mitigation Status

At the May 19, 2014 City Council meeting, Sarah Nemanic provided testimony during visitor propositions and submitted the attached written testimony related to the violation cases associated with vegetation removal on tax lot 3500, in the Timberhill area. The following will provide information related to the status of this case and the communication questions raised by Ms. Nemanic.

Case Status

Complaints regarding vegetation removal were received and investigated in April 2013. Notices of violation and a stop work order were issued to the owners of the property in late April 2013. Details about this case can be found by entering Case Number VIO13-00199 in the online citizen access portal, available by following this link: https://www.corvallisoregon.gov/index.aspx?page=1409 to the Development Services case search feature. GPA1, owners of the property, appealed the notices of violation in May 2013. That appeal was put on hold pending continuing efforts to cooperatively resolve the identified violations.

The property owners engaged Pacific Habitat, a consulting company with well established natural features expertise, to evaluate site conditions, develop a vegetation impact assessment and propose an outline for a mitigation plan. This report was submitted in September 2013. City staff evaluated this work product and subsequently met with Pacific Habitat and property owners on multiple occasions to review the report and to develop next steps.

Pacific Habitat has developed a specific scope of work related to the details of the mitigation plan necessary to address impacts to vegetation and riparian corridors. This project also includes development of a Significant Vegetation Management Plan that will meet Land Development Code Standards.

Pacific Habitat has started work on this project in order to meet the City required deadline of August 15, 2014 for submittal of the full mitigation plan. Implementation of mitigation work will begin prior to October 15, 2014 with a phased approach contemplated to accomplish this long-term mitigation and monitoring project.

In the mean time, an inspection was performed in April of this year to evaluate site conditions relative to erosion control. The inspection determined that all previously disturbed areas have been stabilized.

Communication

Ms. Nemanic raised questions and concerns about communication. Community Development staff have had periodic communication with Ms. Nemanic and neighbors (including the Timber Ridge Neighborhood Association) over the past year related to this case and other land use matters. As noted in the attached communication (provided in italics below), CD recently provided information to the president of that neighborhood association related to recent land use applications and the opportunity to sign up for subscription services for land use application updates.

Regarding the status of code enforcement cases, publicly accessible case notes are updated periodically over the course of the case. Complainants identified in VIO and INQ cases are informed directly when the case is resolved. In this particular situation, final resolution has not been achieved. It is not practicable for staff to proactively update the community during the course of a code enforcement case investigation and resolution process, other than via citizens accessing the case note updates and notice of resolution described above.

Looking to the future, as noted in Kevin Young's May 15 e-mail to the Timber Ridge Neighborhood Association, CD is working on an enhanced geographic based notification system for building permits and eventually land use applications. More information on this initiative will be shared with the Council soon.

Review and Concur:

Jim Patterson. City Manager

Thank you for the prompt response! I've signed this email up and will inform our members about the service as well.

Vanessa Blackstone
President
Timber Ridge Neighborhood Association

On Thursday, May 15, 2014 3:56 PM, "Young, Kevin" <Kevin.Young@corvallisoregon.gov> wrote:

Ms. Blackstone,

Thanks for your email. The best way to receive notifications regarding land use applications is to enroll on our electronic subscriber list. Here is the link:

http://www.corvallisoregon.gov/index.aspx?page=18

Towards the bottom of this web page, you will find a choice to sign up to receive "Land Use Public Notices." If you subscribe to this list, you will receive an electronic copy of all land use notices sent by the Planning Division. Unfortunately, at this time we do not have the ability to confine that search to a subarea of the City. However, we are currently developing an application that will allow a person to define an area of more limited scope for which notices would be received. We are hopeful that tool will be available in the next few months.

Currently we have received two land use applications that relate to the subject property. One is a Property Line Adjustment, which is being handled by Jason Yaich; the other is an application for a multi-family housing development located just to the north of the recently constructed apartments on Century Drive. Sarah Johnson is handling that application. I have cc'ed both planners in this communication and if you have any specific questions about those applications, I encourage you to follow up with Jason and/or Sarah. We also recently denied a Property Line Adjustment application that relates to the subject property. Jason Yaich can provide more information on that application as well.

I hope this information is helpful, and please let me know if I can be of further assistance,

- *Kevin Young, Planning Division Manager*

From: Vanessa Blackstone [mailto:timberridgeboard@yahoo.com]
Sent: Thursday, May 15, 2014 6:46 AM
To: Planning; Young, Kevin
Cc: Johnson, Sarah; Yaich, Jason
Subject: Request for notifications on land use cases, permits, and developments on lands within Timberhill Conceptual Plan

Director Gibb;

Timber Ridge Neighborhood Association is very interested in all developments, planning updates, and other permitting that occurs on Tax Lot 115223500 (TL3500). This property is referenced by a number of names across 14 years of history, including IV Hill, Timberhill, and Timberhill Ridge.

We request to be notified of any modifications and modification requests to the Timberhill Conceptual Plan as well as all developments, land use cases, and permits related to this property.

Thank you,

Vanessa Blackstone

President
Timber Ridge Neighborhood Association

Rec'd from Sarah Nemanic 5/19/14

I am requesting that the City address lack of communication with constituents regarding land use planning and development adjacent to their homes. We have requested notification regarding a specific land use case, and have not been kept informed of updates. If there is no efficient way for City staff to meet this need, then letting us know that we would need to continue to request updates would be appreciated. To give you context, here is an example.

On March 4, 2013 vegetation removal occurred within a Highly Protected Significant Vegetation Area, Riparian area, and Partially Protected Significant Vegetation Area 4 on a 211.43 acre parcel; Assessor's Map 1152200, Tax Lot 3500. This removal was reported to the City by multiple landowners in the vicinity, VIO13-0086. Removal continued until mid-April, when additional complaints by neighbors were recorded as VIO13-00199, 00452, 00201, 00202, 00203. The City inspector went on-site and violations were confirmed.

On April 16; a Stop Work Order was issued to the owners, GPA1, LLC under VIO13-00199. A formal notice of violation issued on April 25. The City informed some of us about this outcome, and many of the homeowners requested to remain informed about this issue. There have been updates to the case without communication to us.

The owners appealed the Stop Work Order on May 2 and May 7, 2013, and a vegetation assessment was completed September 9th, 2013 by Pacific Habitat Services with specific recommendations for mitigation including specific reseeding. They stated this reseeding would be best if done is Late September, which was 3 weeks after the report was generated. The property owners submitted a response on September 12, 2013 in which they stated that they would not follow LDC section 4.12.100 and have mitigation partially completed by 90 days of the notice because they wanted the timing of the mitigation to take into account the science of the mitigation/seed planting. However their own experts recommended the seed planting mitigation within the 90 days as required by LDC 4.12.100. Another meeting was held October 03, 2013, after the recommended idea time frame for seed planting mitigation was to have occurred.

Most recently, on April 18, 2014 the City uploaded mitigation requirements to the Case History; this also was not communicated to homeowners or the Timber Ridge Neighborhood Association. If this had been communicated to us at the time it was available in early September 2013, we might have been able to bring the inconsistency of the property owner's response to the city to help repair the damage done to the land within our city.

In the case history it is apparent the land managers of TL3500 lack an understanding of the City Code. On April 15, 2013 the case history entry reports that the land manager stated "City Natural Features Maps were only approximations and held no substance until site specific delineations were made by private party professionals." While this misunderstanding was corrected by the City, it is illustrative. Understandably, City inspectors cannot be on this site every day to correct any other missteps, or to applaud good efforts. Therefore, it is important that property owners abutting this property be aware of its status so that we may provide appropriate information to the City. Neighborhood associations are partners with the City to help keep Corvallis the amazing city that it is; please let us be partners, and keep communications open!
Thank you for your time.

CITY OF CORVALLIS – COUNCIL REQUESTS – TRACKING REPORT
PENDING REQUESTS

Council Request Item	Requested By	Date of Request	CR Report Due Date	Assigned to	Response in CR Rpt No.	Comments
Porter Park ball field dugouts	Council	04-07-14	06-10-14	Emery, K.	ccr 06-12-14	
Timberhill development complaints	Traber	05-19-14	06-10-14	Gibb	ccr 06-12-14	

Corvallis / Benton County Economic Development Office
Monthly Business Activity Report to Corvallis City Council
May 30, 2014

Monthly Business Activity and Metrics Report

Start-ups:

- Responded to a request for information from a potential business start-up (Project Malone)
- Responded to a request for information from a business startup (Project Vermont)
- Responded to a request for startup information (Project Sauce)
- Assisted a start-up business with resource info (Project Grow)
- Responded to a start-up lead (Project Storefront)
- Responded to a start-up lead (Project Cleanup)
- Responded to a start-up lead (Project BBQ)

Retention / Expansion:

- Met with project Lion to discuss expansion
- Held 12 follow-up meetings with 7 existing expansion or relocation clients

Recruitment:

- Developed a proposal and had site tours with Project First Source
- Developed and submitted a response for Project Clark
- Developed and submitted a response to Project Symmetry

Assisted with	Past Month	Since July 1, 2013
Start-up	7	32
Expansion	1	17
Retention	0	5
Economic Development Officer visits	9	73
Recruitment	3	30

Monthly EDC Strategic Plan Update

Big Ideas:

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

    - Responded to requests for information concerning financing alternatives
    - Responded to requests for information concerning Enterprise Zone incentives
    - Sought sponsor approval and prepared for E-Commerce designation for Enterprise Zones

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

    - Participated in OSU Advantage Accelerator Advisory Board Meeting
    - Participated in a ½ day Corporate Recruitment Day at OSU which included five Business Development Officers and National Recruitment Specialists from Business Oregon, along with Deputy Director, Karen Goddin, as well as Ron Adams and his crew.

3. Support business growth by providing properly zoned and serviced land and maintaining a timely and predictable development review process. Verify via benchmarking that Corvallis is best-in-class regarding comparable university towns across the U.S. Supports goals 2a, 2b, 3.

    a. In particular, pursue opportunities to develop a research park for science intensive companies, ideally ones that have strong synergy with OSU research strengths. Consider public investment opportunities for such a park, ranging from public ownership to infrastructure development and business financing tools.

        - Significant properties have been identified to address this idea
        - Coordinated and participated in a meeting with local commercial brokers to introduce them to www.OregonProspector.com

    b. An opportunistic, but nevertheless valuable, strategy is to recruit new tenants for vacant space in Enterprise Zone areas (HP campus, Sunset Research Park, Airport Industrial Park) as well as to invest in additional land and

building resources designed to meet the needs of scientific- and technology-oriented business and industry.

- On-going referral to businesses seeking land and building space
- Worked with five ongoing expansion projects

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

   - The Corvallis / Benton County Economic Development Office (EDO) is fully staffed.

Smaller Steps:

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

   - The City website continues to be updated with current demographic information, links for assistance, and upcoming events.
   - A Marketing Plan has been developed to keep the site current, and use it to address the primary focus of the strategy.
     - Assist with business start-ups
     - Leverage the OSU-Corvallis relationship and promote the OSU Advantage Accelerator
     - Promote business retention and expansion efforts
     - Promote "good" development in industrial areas
     - Promote Economic Development efforts to the community at large

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

   - Coordinated WiN board meetings and planning meetings
   - Coordinated the WiN Pubtalk – "3-D Printing" (over 100 in attendance)
   - EDO participated in a successful WAC in Eugene

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

- EDO has had nine new business visits the past month and nine repeat visits.

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

    - Coordinated and participated in a Business Oregon International Trade Luncheon.

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

    - Developed partnership and an IGA with the Small Business Development Center to provide business development services. (See attached report)

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

    - We've engaged Civic Outreach for this service and they greeted 3 businesses, and 11 executives this month.

ADMINISTRATIVE SERVICES COMMITTEE
SCHEDULED ITEMS

June 12, 2014

MEETING DATE	AGENDA ITEM
June 18	• Visit Corvallis Third Quarter Report • Downtown Corvallis Association Economic Improvement District Third Quarter Report • Republic Services Annual Report • Casco Telecommunications Franchise • Third Quarter Operating Report
July 9	• Council Policy Review and Recommendation: • 96-6.03, "Economic Development Policies"
July 23	•
August 6	•
August 20	•
September 3	• Visit Corvallis Fourth Quarter Report • Downtown Corvallis Association Economic Improvement District Fourth Quarter Report
September 17	•

October 8	• Fourth Quarter Operating Report
	• Council Policy Reviews and Recommendations:
	  • 91-2.01, "Meeting Procedures"
	  • 94-2.08, "Council Liaison Roles"

October 22	• Utility Rate Annual Review
November 5	•
November 19	• FY 2013-14 Parks and Recreation Department Cost Recovery Review • da Vinci Days Financial Status Update
December 3	• Visit Corvallis First Quarter Report • Downtown Corvallis Association Economic Improvement District First Quarter Report • Comprehensive Annual Financial Report • First Quarter Operating Report
December 17	•

ASC PENDING ITEMS

- Comcast Franchise Renewal Update — Public Works
- Council Policy Review and Recommendation:
  - 98-2.10, "Use of E-Mail by Mayor and City Council" (Jan 15) — CMO
- Economic Development Policy on Tourism — CMO
- Municipal Code Review: Chapter 4.01, "Solid Waste Regulations" — Community Development
- Tax Incentive Program for Downtown Area — Community Development

Regular Meeting Date and Location:

Wednesday of Council week, 3:30 pm – Madison Avenue Meeting Room

HUMAN SERVICES COMMITTEE
SCHEDULED ITEMS

June 12, 2014

MEETING DATE	AGENDA ITEM
June 17	• Council Policy Review and Recommendation: • 92-5.04, "Hate/Bias Violence"
July 8	• Corvallis Farmers' Market Annual Report • Parks and Recreation Draft Master Plan Recommendation to Relocate Senior Center • Open Carry of Weapons in Parks
July 22	•
August 5	•
August 19	• Social Services Semi-Annual Report
September 2	•
September 16	• Rental Housing Program Annual Report
October 7	• Council Policy Reviews and Recommendations: • 93-4.11, "Public Library Policy for Selecting and Discarding Materials"
October 21	•
November 4	• Council Policy Review and Recommendation: • 95-4.08, "Code of Conduct on Library Premises"
November 18	•

December 2	• 2015-2016 Social Services Priorities and Calendar
	• Council Policy Reviews and Recommendations:
	  • 91-1.03, "Naming of Public Facilities and Lands"
	  • 91-4.01, "Guidelines for Selling in Parks"

December 16	•

HSC PENDING ITEMS

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

Regular Meeting Date and Location:
Tuesday of Council week, 2:00 pm – Madison Avenue Meeting Room

URBAN SERVICES COMMITTEE
SCHEDULED ITEMS

June 12, 2014

MEETING DATE	AGENDA ITEM
June 17	No meeting
July 8	• Municipal Code Review: Chapter 7.08, "Corvallis Fire Code" • Demolition Permit Changes - Collaboration Recommendation
July 22	•
August 5	•
August 19	•
September 2	No meeting
September 16	• Council Policy Review and Recommendation: • 02-7.15, "Fee-in-Lieu Parking Program"
October 7	• Council Policy Review and Recommendation: • 08-9.07, "Traffic Calming Program"
October 21	•
November 4	• Council Policy Review and Recommendation: • 98-9.06, "Transportation Corridor Plans"
November 18	•
December 2	•
December 16	•

<u>USC PENDING ITEMS</u>

- Council Policy Review and Recommendation:
  - 91-9.03, "Parking Permit Fees" — Public Works
- Municipal Code Review: Chapter 8.13, "Mobile Food Units" — Community Development, Public Works

Regular Meeting Date and Location:
Tuesday of Council week, 5:00 pm – Madison Avenue Meeting Room

UPCOMING MEETINGS OF INTEREST

City of Corvallis

JUNE – SEPTEMBER 2014
(Updated June 12, 2014)

JUNE 2014

Date	Time	Group	Location	Subject/Note
14	10:00 am	Government Comment Corner	Library Lobby - Biff Traber	
16	***6:00 pm***	**City Council Executive Session**	**Downtown Fire Station**	
16	**6:30 pm**	**City Council**	**Downtown Fire Station**	
17	2:00 pm	Human Services Committee	Madison Avenue Mtg Rm	
17		*No* Urban Services Committee		
18	12:00 pm	Housing and Comm Dev Cmsn	Madison Avenue Mtg Rm	
18	3:30 pm	Administrative Services Committee	Madison Avenue Mtg Rm	
18	5:30 pm	Arts and Culture Commission	Parks and Rec Conf Room	
18	7:00 pm	Planning Commission	Downtown Fire Station	
19	6:30 pm	Parks, Natural Areas, and Rec Brd	Downtown Fire Station	
21		No Government Comment Corner		
24	5:15 pm	Cmsn for Martin Luther King, Jr.	Osborn Aquatic Center	
25	5:15 pm	Watershed Management Adv Cmsn	Madison Avenue Mtg Rm	
28	10:00 am	Government Comment Corner	Library Lobby - Mike Beilstein	

JULY 2014

Date	Time	Group	Location	Subject/Note
1	7:00 am	Airport Commission	Madison Avenue Mtg Rm	
1	4:00 pm	Downtown Parking Committee	Downtown Fire Station	
2	7:00 pm	Planning Commission	Downtown Fire Station	
5		No Government Comment Corner		
7	***6:00 pm***	***City Council Work Session***	***Downtown Fire Station***	***HRC interview***
7	**6:30 pm**	**City Council**	**Downtown Fire Station**	
8	8:20 am	Citizens Advisory Cmsn on Transit	Madison Avenue Mtg Rm	
8	2:00 pm	Human Services Committee	Madison Avenue Mtg Rm	
8	5:00 pm	Urban Services Committee	Madison Avenue Mtg Rm	
8	6:30 pm	Historic Resources Commission	Downtown Fire Station	
9	3:30 pm	Administrative Services Committee	Madison Avenue Mtg Rm	
9	5:30 pm	Downtown Commission	Madison Avenue Mtg Rm	
10	8:30 am	Citizens Advisory Cmsn on Civic Beautification and Urban Forestry	Parks and Rec Conf Room	
12	10:00 am	Government Comment Corner	Library Lobby - PennyYork	
14	3:00 pm	Economic Development Cmsn	Madison Avenue Mtg Rm	
16	12:00 pm	Housing and Comm Dev Cmsn	Madison Avenue Mtg Rm	
16	4:00 pm	Public Art Selection Commission	Parks and Rec Conf Room	
16	5:30 pm	Arts and Culture Commission	Parks and Rec Conf Room	
16	7:00 pm	Planning Commission	Downtown Fire Station	
17	6:30 pm	Parks, Natural Areas, and Rec Brd	Downtown Fire Station	
18	7:00 pm	Planning Commission	Downtown Fire Station	
19		No Government Comment Corner		
21	**6:30 pm**	**City Council**	**Downtown Fire Station**	
22	2:00 pm	Human Services Committee	Madison Avenue Mtg Rm	
22	5:00 pm	Urban Services Committee	Madison Avenue Mtg Rm	
22	5:15 pm	Cmsn for Martin Luther King, Jr.	Osborn Aquatic Center	
23	3:30 pm	Administrative Services Committee	Madison Avenue Mtg Rm	
23	5:15 pm	Watershed Management Adv Cmsn	Madison Avenue Mtg Rm	
26		No Government Comment Corner		

AUGUST 2014

Date	Time	Group	Location	Subject/Note
1	7:00 am	Bicycle and Pedestrian Adv Cmsn	Madison Avenue Mtg Rm	
2		No Government Comment Corner		
4	**6:30 pm**	**City Council**	**Downtown Fire Station**	
5	7:00 am	Airport Commission	Madison Avenue Mtg Rm	
5	2:00 pm	Human Services Committee	Madison Avenue Mtg Rm	
5	4:00 pm	Downtown Parking Committee	Downtown Fire Station	
5	5:00 pm	Urban Services Committee	Madison Avenue Mtg Rm	
6	3:30 pm	Administrative Services Committee	Madison Avenue Mtg Rm	
6	7:00 pm	Planning Commission	Downtown Fire Station	
6	7:30 pm	Library Board	Library Board Room	
9		No Government Comment Corner		
11	3:00 pm	Economic Development Cmsn	Madison Avenue Mtg Rm	
12	8:20 am	Citizens Advisory Cmsn on Transit	Madison Avenue Mtg Rm	
12	6:30 pm	Historic Resources Commission	Downtown Fire Station	
13	5:30 pm	Downtown Commission	Madison Avenue Mtg Rm	
14	8:30 am	Citizens Advisory Cmsn on Civic Beautification and Urban Forestry	Parks and Rec Conf Room	
16	10:00 am	Government Comment Corner	Library Lobby - Mike Beilstein	
18	**6:30 pm**	**City Council**	**Downtown Fire Station**	
19	2:00 pm	Human Services Committee	Madison Avenue Mtg Rm	
19	5:00 pm	Urban Services Committee	Madison Avenue Mtg Rm	
20	12:00 pm	Housing and Comm Dev Cmsn	Madison Avenue Mtg Rm	
20	3:30 pm	Administrative Services Committee	Madison Avenue Mtg Rm	
20	5:30 pm	Arts and Culture Commission	Parks and Rec Conf Room	
20	7:00 pm	Planning Commission	Downtown Fire Station	
21	6:30 pm	Parks, Natural Areas and Rec Brd	Downtown Fire Station	
23	10:00 am	Government Comment Corner	Library Lobby - Julie Manning	
26	5:15 pm	Cmsn for Martin Luther King, Jr.	Osborn Aquatic Center	
27	5:15 pm	Watershed Management Adv Cmsn	Madison Avenue Mtg Rm	
30		No Government Comment Corner		

SEPTEMBER 2014

Date	Time	Group	Location	Subject/Note
1		*City holiday - all offices closed*		
2	*7:00 am*	*Airport Commission*	*Madison Avenue Mtg Rm*	
2	*2:00 pm*	*Human Services Committee*	*Madison Avenue Mtg Rm*	
2	*4:00 pm*	*Downtown Parking Committee*	*Downtown Fire Station*	
2		*No Urban Services Committee*		
2	***6:30 pm***	***City Council***	***Downtown Fire Station***	
3	*3:30 pm*	*Administrative Services Committee*	*Madison Avenue Mtg Rm*	
3	*7:00 pm*	*Planning Commission*	*Downtown Fire Station*	
3	*7:30 pm*	*Library Board*	*Library Board Room*	
5	*7:00 am*	*Bicycle and Pedestrian Adv Cmsn*	*Madison Avenue Mtg Rm*	
6		*No Government Comment Corner*		
8	*3:00 pm*	*Economic Development Cmsn*	*Madison Avenue Mtg Rm*	
9	*8:20 am*	*Citizens Advisory Cmsn on Transit*	*Madison Avenue Mtg Rm*	
9	*6:30 pm*	*Historic Resources Commission*	*Downtown Fire Station*	
10	*5:30 pm*	*Downtown Commission*	*Madison Avenue Mtg Rm*	
11	*8:30 am*	*Citizens Advisory Cmsn on Civic Beautification and Urban Forestry*	*Parks and Rec Conf Room*	
13		*No Government Comment Corner*		
15	***6:30 pm***	***City Council***	***Downtown Fire Station***	
16	*2:00 pm*	*Human Services Committee*	*Madison Avenue Mtg Rm*	

16	*5:00 pm*	*Urban Services Committee*	*Madison Avenue Mtg Rm*	
17	*12:00 pm*	*Housing and Comm Dev Cmsn*	*Madison Avenue Mtg Rm*	
17	*3:30 pm*	*Administrative Services Committee*	*Madison Avenue Mtg Rm*	
17	*5:30 pm*	*Arts and Culture Commission*	*Parks and Rec Conf Room*	
17	*7:00 pm*	*Planning Commission*	*Downtown Fire Station*	
18	*6:30 pm*	*Parks, Natural Areas, and Rec Brd*	*Downtown Fire Station*	
20		*No Government Comment Corner*		
23	*5:15 pm*	*Cmsn for Martin Luther King, Jr.*	*Osborn Aquatic Center*	
24	*5:15 pm*	*Watershed Management Adv Cmsn*	*Madison Avenue Mtg Rm*	
27		*No Government Comment Corner*		

OCTOBER 2014

Date	Time	Group	Location	Subject/Note
1	*7:00 pm*	*Planning Commission*	*Downtown Fire Station*	
1	*7:30 pm*	*Library Board*	*Library Board Room*	
3	*7:00 am*	*Bicycle and Pedestrian Adv Cmsn*	*Madison Avenue Mtg Rm*	
4	*10:00 am*	*Government Comment Corner*	*Library Lobby - Penny York*	
6	***6:30 pm***	***City Council***	***Downtown Fire Station***	
7	*7:00 am*	*Airport Commission*	*Madison Avenue Mtg Rm*	
7	*2:00 pm*	*Human Services Committee*	*Madison Avenue Mtg Rm*	
7	*4:00 pm*	*Downtown Parking Committee*	*Downtown Fire Station*	
7	*5:00 pm*	*Urban Services Committee*	*Madison Avenue Mtg Rm*	
8	*3:30 pm*	*Administrative Services Committee*	*Madison Avenue Mtg Rm*	
8	*5:30 pm*	*Downtown Commission*	*Madison Avenue Mtg Rm*	
8	*7:00 pm*	*Budget Commission*	*Madison Avenue Mtg Rm*	
9	*8:30 am*	*Citizens Advisory Cmsn on Civic Beautification and Urban Forestry*	*Parks and Rec Conf Room*	
11		*No Government Comment Corner*		
13	*3:00 pm*	*Economic Development Cmsn*	*Madison Avenue Mtg Rm*	
14	*8:20 am*	*Citizens Advisory Cmsn on Transit*	*Madison Avenue Mtg Rm*	
14	*6:30 pm*	*Historic Resources Commission*	*Downtown Fire Station*	
15	*12:00 pm*	*Housing and Comm Dev Cmsn*	*Madison Avenue Mtg Rm*	
15	*4:00 pm*	*Public Art Selection Commission*	*Parks and Rec Conf Room*	
15	*5:30 pm*	*Arts and Culture Commission*	*Parks and Rec Conf Room*	
16	*6:30 pm*	*Parks, Natural Areas, and Rec Brd*	*Downtown Fire Station*	
16	*7:00 pm*	*Planning Commission*	*Downtown Fire Station*	
18		*No Government Comment Corner*		
20	***6:30 pm***	***City Council***	***Downtown Fire Station***	
21	*2:00 pm*	*Human Services Committee*	*Madison Avenue Mtg Rm*	
21	*5:00 pm*	*Urban Services Committee*	*Madison Avenue Mtg Rm*	
22	*3:30 pm*	*Administrative Services Committee*	*Madison Avenue Mtg Rm*	
22	*5:15 pm*	*Watershed Management Adv Cmsn*	*Madison Avenue Mtg Rm*	
25	*10:00 am*	*Government Comment Corner*	*Library Lobby - Mike Beilstein*	
28	*5:15 pm*	*Cmsn for Martin Luther King, Jr.*	Osborn Aquatic Center	

Bold type – involves the Council

~~Strikeout~~ type – meeting canceled

Italics type – new meeting

CIP – Capital Improvement Program

HRC – Historic Resources Commission

PC – Planning Commission

TBD – To be Determined

June 12, 2014

Mayor and City Council
City of Corvallis
501 SW Madison Avenue
Corvallis, OR 97333

Re: Proposed LDC amendment for density calculations involving fractions

Dear Mayor Manning and City Councilors:

One of the Land Development Code text amendments you will be considering would allow a property owner the option of "rounding down" when the calculation of the property's density would normally require them to "round up," which could result in having to re-develop at a higher density when they are just trying to replace their existing home. This change was proposed by the Neighborhood Planning Work Group (NPWG).

The NPWG, and the Planning Commission during their LDC Amendment hearing, also heard testimony requesting the elimination of "rounding up" when a density calculation results in a fraction greater than 0.5, since the end result is a density higher than the LDC maximum for the zone. The Work Group and the Planning Commission both decided not to make a recommendation regarding "rounding up," because of the complications noted by staff in their Memo to the Planning Commission. However, the Planning Commission indicated an interest in pursuing the matter in the future.

Up-zoning (increasing density above that of the original plat) has occurred throughout the OSU-City Collaboration Study Area, and other older neighborhoods in Corvallis. Many of these neighborhoods have been negatively impact by development of housing that maximizes density, building footprint, and building height. Maintaining compatibility upon re-development is a challenge in these neighborhoods, simply because of the higher density, but it is even less likely when properties can develop at a density greater than the new (up-zoned) maximum due to "rounding up."

The following proposed LDC modification is a simple solution to one of the issues identified by staff, namely that elimination of "rounding up" could result in some small lots, with a calculated density less than 1.0 units, could be considered an unbuildable lot even if the lot was greater than the minimum square footage. This amendment would allow at least one unit on any existing lot that meets the minimum lot size for the zone and housing type. "Existing lot" is an important qualification, in order to avoid subsequent lot divisions which could be proposed to try to exceed the maximum density.

This language was reviewed and supported by the Infill Task Force, in attendance at our meeting on May 29, 2014.

Proposed changes are in bold, with strikeout for deletions and double-underlined for additions:

LDC Section 1.6.30 Definitions

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

a. Density, Gross – …

b. Density, Net – …

c. Fractions - When the **calculated gross or net density results in a number of** ~~**sum of the**~~ dwelling units **that includes** ~~**is**~~ a fraction of a dwelling unit, ~~**and the fraction is equal to or greater than 0.5, an additional dwelling unit shall be required (minimum density) or allowed (maximum density). If the fraction is less than 0.5,**~~ an additional dwelling unit shall not be required **(for minimum density)** or allowed **(for maximum density)**. **Nothing in this section shall preclude the development of at least one dwelling unit on an existing lot meeting the minimum lot size for the zone and residential building type.**

This language also clarifies the meaning of some existing language that Infill Task Force members found ambiguous.

Although I will not be able to attend the hearing on June 16, I believe other members of the Infill Task Force are planning to attend, and can answer any questions you may have.

Thank you for considering this proposal.

Sincerely,

Tony Howell
[redacted] Street
Corvallis, OR 97333
541-[redacted]
howellt@[redacted]

MEMORANDUM

TO: City council
FROM: BA Beierle, former Downtown Commissioner
DATE: June 16, 2014
SUBJECT: Downtown Hotel proposal

Background

In March 2012, the Downtown Commission voted to support a hotel proposal on 1st Street. That proposal called for a 5-story (not 7-story) hotel with 130 (not 121) rooms, 130,000 square feet and 113 (not 155) parking spaces, four (4) available for public use. Developers agreed to provide additional required parking of 20 spaces on a lease basis in the south Riverfront parking lot (2nd & B). No variances were sought and the Planning Commission approved the proposal May 2012. Not until June 11, 2014, did any of the current hotel developers attended a Downtown Commission meeting. They did not present the proposal for comment or review or approval.

The current proposal was not approved by your Downtown or Planning Commissions.

In April 2012, the Downtown Commission – with support from the Parking Committee and Public Works – authorized a parking utilization study to update the 2002 study. That study was conducted on April 26 27, 2012. In August 2012, Jim Mitchell, city public works, reported that the study concluded **"No large changes are needed and that the current approach for handling parking is going in the right direction."** Parking demand was well below the 85% threshold for maximum parking need. In response to questions, Mitchell reminded the Downtown Commission, that the City/County Master plan called for a parking structure across from City Hall between 5th & 6th Streets.

In January 2014, the Downtown Commission and Parking Committee discussed impacts of proposed parking districts on downtown and voted to exempt 6th Street from any district program.

There was no discussion regarding a need for a parking structure.

Conclusion

Your Downtown Commission and the Parking Committee have not had the opportunity to vet the proposal before you.

Council failure to seek the advice of the Downtown Commission and the Parking Committee displays disrespect and disregard for those citizen advisory groups you empower to evaluate proposals on your behalf.

Based upon the most recent parking study conducted April, 2012 **downtown does not need a parking structure,** and the hotel proposal approved by the Downtown Commission determined that **additional parking demand created by a downtown hotel at the same location could be satisfied with existing infrastructure.**

June 16, 2014

Corvallis City Council
501 SW Madison Ave
Corvallis, OR 97333

Re: Proposed Draft Land Development Code Amendment

Dear City Councilors,

Thank you for this opportunity to provide testimony regarding the proposed changes to the Land Development Code (LDC) in LDT13-0003.

The mission of Benton Habitat for Humanity is to bring people together to make decent homes achievable for everyone in our community. Like the Neighborhood Planning Workgroup, Benton Habitat is also concerned about the lack of housing variety and stock, which is producing an array of problems throughout the Corvallis community.

As you are already aware, the housing dilemma not only affects people with low to middle incomes, but is forcing long-time residents out of town, stifling economic development, causing commuter traffic congestion, and threatening support for our schools.

To prepare for our testimony, we sought the input of members of the Neighborhood Planning Workgroup and City of Corvallis staff, and we thank them for their constructive feedback. We understand the goals of the OSU Neighborhood Collaboration, and are hopeful that you will find our proposals to be compatible with those objectives.

This evening, we are formally requesting an amendment to the written definition of Select Affordable Housing Units per the handout you were supplied. Our proposed amendment will

- Clearly identify the particular affordable units that are eligible for this exemption
- Eliminate language that may be misunderstood to mean the wider category of residential units that "qualify" as Affordable Housing
- Clarify that this exemption is applicable to "housing unit(s)" whether or not they are part of a "development"
- Explain that the "combined" income of those residing in a select affordable housing unit must be at or below 60% of median

Benton Habitat would also like to express its concerns with two additional proposed code changes including:

- **Revise Property Line Adjustment criteria to not allow "unusable areas"** (Item 2-5 found in 3/7/2014 Staff Report C.4 pp 21-24 and 4/10/14 Staff Memo).
- **Increase setback standards for zero lot line, single attached units AND modify current definition of "Infill"** (Item 2-6 found in 3/7/2014 Staff report C.5 pp. 24-27).

Both of these proposed code changes could have the unintended consequence of further restricting the ability to build smaller (less than 1,300 sq. ft) single family homes which would be ideal for lower income, starter families, or single level homes for aging in place seniors. We have supplied information that details our concerns and amendments to address them in the packets you were given. In relation to these two proposed changes; Benton Habitat for Humanity would like additional time to fully research the potential impact on affordable housing and present an alternative at a future meeting.

To summarize, this evening we are asking for two things.

- The first is that the City Council amend the written definition of Select Affordable Housing Units per the handout you were supplied.

- The second is that the City Council considers delaying approval for the **Revise Property Line Adjustment criteria to not allow "unusable areas"** and considers delaying approving for the **Increase setback standards for zero lot line, single attached units AND modify current definition of "Infill"** until Benton Habitat has the ability to fully research the possible negative ramifications these two proposed codes could have on affordable housing.

We applaud the workgroup and the City of Corvallis for its efforts to address this housing need. Thank you for allowing us the opportunity to testify, and for your full consideration of our requests.

Sincerely,

Karen Rockwell
Executive Director

Issue:	**Exemption of Affordable Housing Projects from 4/5 Bedroom Parking Requirements** ***(Item 2-1 found in 3/7/2014 Staff Report C.1 pp. 16 – 19)***

Concern: The current definition does not go far enough in defining who would benefit from this exemption. This ambiguous language could result in misunderstandings and misuse. Benton Habitat for Humanity makes the following recommendation:

- Clearly identify the particular affordable units that are eligible for this exemption
- Eliminate language that may be misunderstood to mean the wider category of residential units that "qualify" as Affordable Housing
- Clarify that this exemption is applicable to "housing unit(s)" whether or not they are part of a "development"
- Explain that the "combined" income of those residing in a select affordable housing unit must be at or below 60% of median

Proposal: See changes in **bold** below to text adapted from the proposal presented on page 17 of the 3/7/2012 Staff Report.

See also; ***Select*** *Affordable Housing* ***Units.***

Select Affordable Housing Units – Housing units that are *designed to serve residents through ownership or rental costs that comprise no more than 30 percent of the gross monthly income of a household that has* ***a combined gross income*** *at or below 60% of the Corvallis area median.* ***Select*** *Affordable Housing* ***Units*** *shall demonstrate commitment to providing affordable housing through deed restrictions, restrictive covenants, or other acceptable form of assurance, for a period of not less than 20 years.*

Benefits: The proposed amendment:

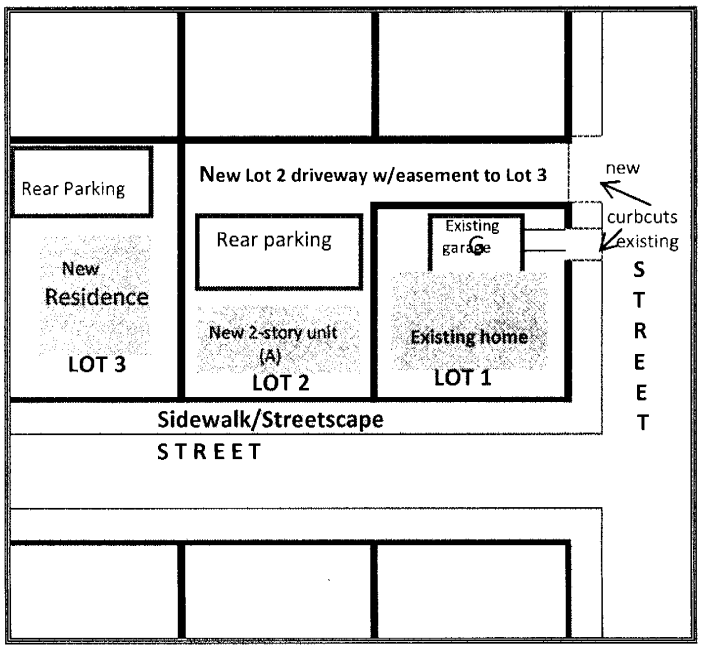
- makes it harder for developers of student housing units to claim this exemption;
- confirms BHfH's eligibility for this exemption since we generally build homes on scattered and infill sites rather than "developments" and
- pinpoints the exempted category of Affordable housing.

Summary: BHFH is requesting the above modification to the written definition of Select Affordable Housing Units.

CONCERN #1: Revise Property Line Adjustment criteria to not allow "unusable areas" *(Item 2-5 found in 3/7/2014 Staff Report C.4 pp 21-24 and 4/10/14 Staff Memo).*

BHfH AMENDMENT/PURPOSE: To remove unintended limitations to property line adjustments so developers are encouraged to replace front-loaded lots with rear driveways and parking. The following example shows one way other communities have been able to promote pedestrian oriented features for neighborhood compatibility.

OPTION FOR REAR LOADED DRIVEWAY CREATED BY A PROPERTY LINE ADJUSTMENT



This unscaled sketch demonstrates a rear 13' wide driveway that minimizes curb cuts, and provides adequate off-street parking.

IMPACT: Allowing rear driveways contributes to City aims for pedestrian friendly development and improves neighborhood compatibility in existing by reducing the number of "garage centric" homes.

PROPOSAL: See changes in **bold** to the language approved by the Planning Commission at their 4/16/2014 meeting.

LDC Section 2.14.60.b:
A Property Line Adjustment shall be approved if the following criteria have been met:
1. The Property Line Adjustment shall not result in creation of an additional unit of land;
2. Any unit of land reduced in size by the Property Line Adjustment shall comply with all applicable zoning regulations;
3. The Property Line Adjustment shall not increase the degree of nonconformity that may exist on the subject lots; ~~and~~
4. The availability of both public and private utilities and required access shall not be adversely affected by a Property Line Adjustment; and
5. In addition to applicable lot width requirements, any opposing or parallel side property lines shall be separated by a minimum distance of 15 feet, **except where the developer demonstrates that a lesser distance is adequate for and will be used for a driveway or alley access connection between a street and rear yard, onsite parking.** Existing side property lines that do not meet this standard are allowed to be maintained or adjusted, as long as the Property Line Adjustment does not worsen the non-compliant configuration.

CONCERN #2: Increase setback standards for zero lot line, single attached units AND modify current definition of "Infill" *(Item 2-6 found in 3/7/2014 Staff report C.5 pp. 24-27).*

NOTE: Comprehensive Plan Policy 9.2.7 - **To facilitate neighborhood-oriented development, the Land Development Code shall include provisions for:**

A. Reduced setbacks and minimum lot size requirements in residential districts;
B. Varied lot dimensions within a neighborhood development; and
C. The consideration of an average lot size within a neighborhood development.

BHfH AMENDMENT/PURPOSE: Increasing the stock of smaller homes that are appropriate to the neighborhood and suitable for retirees, small families, the elderly and disabled, and first-time home buyers.

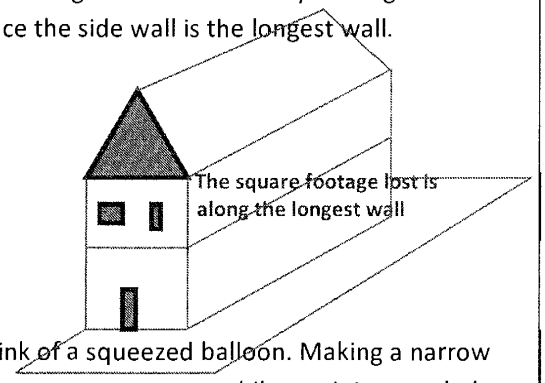
BACKGROUND: Narrow lots created by 2006 LDC changes were intended to provide diverse housing options. Single Attached housing units built on narrow lots have resulted in some three-story homes with front yards full of cars, rather than the pedestrian friendly features envisioned in the 2006 LDC.

CONCERN: Increasing side setbacks from 8-feet to 10-feet on *all* Single Attached lots will not alleviate development of disproportionately large homes, but it may eliminate options for the type of small homes needed in our community.

1. Not all lots are equal. On narrow, deep lots, the longest walls typically run parallel to the side property line. An increase in the side setback has much greater impact on a narrow lot than a lot with wider frontage and shorter sides. (see drawing below)
2. As lots become narrower and housing is forced higher, opportunities for small and single story homes are lost...homes that would be appropriate for retirees, for starter homes, for people with disabilities.

The Long - Skinny

On long, very narrow lots, the impact of increasing the side setback by 2' is significant since the side wall is the longest wall.

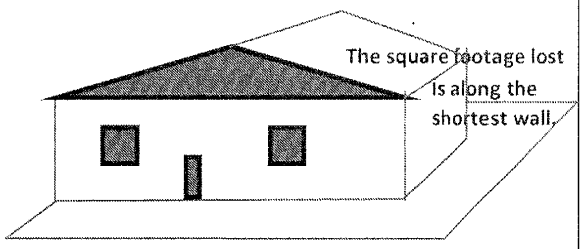


Think of a squeezed balloon. Making a narrow house even narrower while retaining needed living spaces causes one or more of the following.

- Adding a higher level – requires adding stairways
- Pushing the house forward – reduces options for usable porches and other pedestrian friendly features
- Expanding to the rear – minimizes or eliminates rear yard gardens/privacy

The Squarish

With shorter, wider lots, the impact of a 2' increase in the side yard setback is much less because the length of the side wall is less.

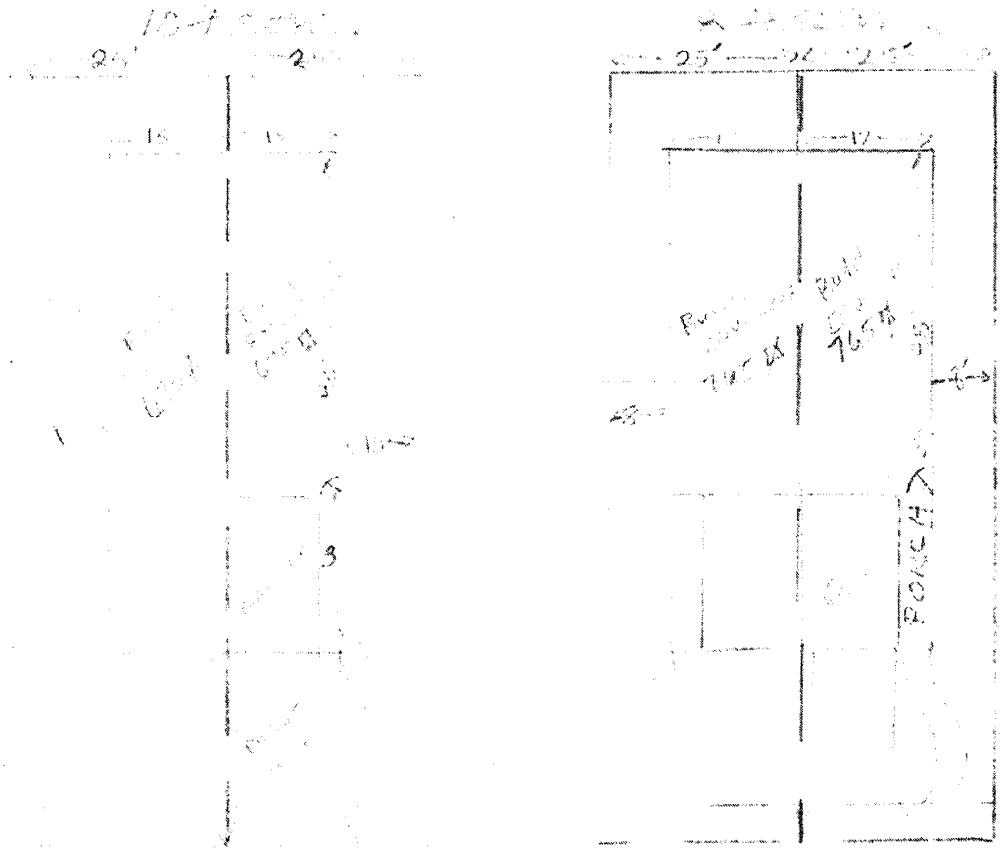


Less living space is lost so fewer alterations are needed to adjust to the minimal loss of square footage.

The sketch below compares 8' and 10' setbacks on a lot that is 25 feet wide by 100 feet deep.

10-FOOT SETBACK: In this scenario, by increasing the setback to 10', 90 square feet are lost (equivalent to losing 1 bedroom). This loss is doubled to a 180 square foot loss if the unit is two stories, the equivalent of losing two (2) bedrooms.

- The maximum interior width is reduced to only 14-feet.
- The dimensional size and proportions make it difficult to create an adequate sized single story home.
- Adding a second floor means adding a stairway which eliminates these lots from development for many retirees and people with disabilities.
- A second floor for walled, private rooms such as bedrooms and baths becomes problematic because they must share the narrow space with a stairwell opening and hallways.



8-FOOT SETBACK: The combination of an additional 90 square feet on each floor with better proportions, significantly improves and expands the potential livability of these lots.

- The maximum interior width is 16-feet.
- The dimensional size and proportions make it possible to create a small but adequate sized single story home without adding a second floor.
- These lots may be developed for homes that suit many retirees and people with disabilities.
- If a stairway is added for second story, there is less effect on the layout of living spaces on both floors.

IMPACT: Conditionally allowing the 8-ft side setback on narrow lots $\leq$30 ft. wide will encourage smaller, more compatible homes to be built and provides more opportunities for diverse housing options in both established and new neighborhoods.

Below are two examples of the impact of side-yard setbacks on Benton Habitat for Humanity homes.

Example 1: Two Habitat zero-lot line homes were built, each on lots approximately 25′ wide. Both are 3-bedroom, 1 ½ bath homes with back yards filled with projects and growing areas.

If an additional two-feet were subtracted along the side of these two-story homes, 324 *square feet* would be eliminated, *the equivalent of four bedrooms.* ***To make up for this loss in width, a 3rd story would have been required. The additional cost of a 3rd floor significantly limits the ability of BHfH to build affordable homes.***

Example 2: Due to the mother's walking disability, the family needed an accessible bedroom and bath on the main floor. Fortunately the lot was wide enough for BHfH to build a 2-story zero lot-line home with a small bedroom and bath on the main floor, next to the kitchen/dining area. A single car garage, just off the kitchen, was also integrated into the "universal design" house plan.

The combination of a narrow lot and a 10-foot side setback would make this type of accessible design impossible for a family sized home on a small lot under 30-feet wide.

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PROPOSAL: See text in BOLD below. Adapted from the proposal presented on pages 24 and 25 of the 3/7/2012 Staff Report.

e. Setbacks

1.	Front yard	10 ft. minimum; 25 ft. maximum Also, unenclosed porches may encroach into front yards, provided that a minimum front yard of 5 ft. is maintained.
2.	Rear yard ~~and Side yards~~	5 ft. minimum. ~~Additionally, the setbacks listed below apply for side yards not being used as the usable yard described above.~~
3.	Side yards	
	Interior attached townhouses exempt from interior side yard setbacks.	
	a) Single Detached	5 ft. minimum each side yard
	b) Single Attached	~~0 ft. one side; 8 ft. minimum on opposite side~~[1] 0 ft. one side; 10 ft. minimum on opposite side[2]
	c) Zero Lot Line Detached	0 ft. one side; 8 ft. minimum on opposite side[1]
	d ~~c~~) Duplex, Triplex and Fourplex	10 ft. minimum each side
	e ~~d~~) Abutting a more restrictive zone	10 ft. minimum
4 3.	Exterior Side Yard and Rear Yard abutting a Street	10 ft. minimum vision clearance areas in accordance with Section 4.1.40.c of Chapter 4.1 - Parking, Loading, and Access Requirements.
	See also "k," and "l," below.	

1. For Detached Zero Lot Line dwelling units, prior to Building Permit approval, the applicant shall submit a recorded easement between the subject property and abutting lot next to the yard having the zero setback. This easement shall be sufficient to guarantee rights for maintenance purposes of structures and yard, but in no case shall it be less than five ft. in width.

2. A side setback reduction to "0 ft. one side; 8 ft. minimum on opposite side" shall be applied where lot width is ≥30 ft. and where, upon City review, the site development and building plans indicate that the finished floor plan is equal to or less than 1,300 square feet.

LWV Corvallis
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June 16, 2014

To: Mayor Manning and Members of the City Council

From: Ann Brodie and Laura Lahm Evenson, Co-Presidents

Re: Land Development Code Amendments, Package #1

The League of Women Voters of Corvallis supports the adoption of the staff recommended Land Development Code (LDC) amendments – Change in the Fee schedule, and numbers 1 and 2 from the Economic Development Commission. We also support the proposed amendments from the Neighborhood Planning Work Group with one exception. We recommend that you change the definition of **Density Calculation: c. Fractions** in **Section 1.6.30** in exhibit A, page 2. (All of these amendments are found in the June 9, 2014 Staff Report, exhibit A, pages 2 thru 6.) League did not review the amendments proposed by the Historic Resources Commission.

League would like you to consider in this package of LDC Amendments, elimination of the practice of rounding of fractions in the density calculation. This would mean going back to the density calculation definition in the LDC prior to 2006. The current practice has resulted in densities higher than the stated maximums for the zone, and has had unintended consequences especially as infill occurs in established neighborhoods. This is not the clear and objective standard we strive for.

The following wording changes suggested by the Infill Task Force might be considered.

c. Fractions - When the **calculated gross or net density results in a number of** ~~**sum of the**~~ dwelling units **that includes** ~~**is**~~ a fraction of a dwelling unit, ~~**and the fraction is equal to or greater than 0.5, an additional dwelling unit shall be required (minimum density) or allowed (maximum density). If the fraction is less than 0.5,**~~ an additional dwelling unit shall not be required **(for minimum density)** or allowed **(for maximum density)**. **Nothing in this section shall preclude the development of at least one dwelling unit on an existing lot meeting the minimum lot size for the zone and residential building type.**

In addition to our support for the amendments above, on March 17, League recommended that LDC **Section 1.1.60 Conflict of Interest** be amended to reflect the interpretation adopted by this Council last November. Has this amendment already been approved for inclusion in Package #1?

As always, League supports measures to insure effective, impartial, prudent, and lawful or legitimate enforcement of the implementation of the plan.

Thank you for the opportunity to present this testimony.

Good evening. My name is Annette Mills, and I'm speaking to you tonight as an individual, representing no one but myself. I am here to ask you to bring the City's Greenhouse Gas Inventory to the forefront of your decision-making process and to take steps to develop and implement a Corvallis Climate Action Plan.

In the past several months, both public opinion and the mainstream media have awakened to the reality that climate change is not a belief, but a fact. The Fifth Assessment Report of the Intergovernmental Panel on Climate Change and the Third National Climate Assessment were both issued this spring. These reports by the world's foremost climate scientists make it clear that climate change is already having an impact on people's lives and, if we fail to take quick and decisive action, we risk extreme and possibly irreversible disruptions to life as we know it.

Tonight's presentation of the Corvallis Greenhouse Gas inventory is a landmark event for our community. Now that we have the data, there are no excuses for legislative inaction. Across the country, hundreds of local communities have adopted climate action plans. The Portland/Multnomah County Climate Action Plan was adopted five years ago in 2009, and there are plenty of other existing plans that can serve as models for a Corvallis Climate Action Plan. All that is stopping us is the will to make this a priority.

The goals that you selected for this biennium all assume that our global life-support system will continue to function as it has throughout our lifetimes. But that is no longer a given, and forecasts indicate that the social and economic matters that concern us will only worsen if we fail to address climate change.

Some of the world's most highly respected economists are telling us that the financial costs of moving toward a fossil fuel-free world are modest when compared to the devastating economic consequences of our failure to act on climate change.

While decisions to address climate change at the national and international levels would greatly accelerate the kind of systemic change that we need, we shouldn't underestimate the importance of the decisions that we make at the local level. The cumulative impact of decisions made in hundreds of thousands of communities across the globe are determinative. What you say and how you vote as leaders of our community are very important, not only to residents of Corvallis, but to the rising tide of communities around the world that are already suffering from the impacts of climate change.

My request to you is two-fold:

First, bring the City's Greenhouse Gas Inventory to the forefront of your decision-making process. Please do not allow this document to sit on a shelf. Instead, please consider every decision you make from the perspective of how that decision will impact our community's carbon footprint. And, second, if you are planning to run for city council this fall, please prioritize the development and implementation of a Corvallis Climate Action Plan as your highest goal.

Thank you.

Annette Mills

My name is Leonard Higgins. My residence is in Ward 5.

I'm here because it appears that there is a lot of pressure on City Council to approve the $4.2 million City investment in the hotel parking structure. I don't think there has been adequate public process or prudent consideration of alternatives to support a decision in today's meeting.

My primary request to City Council is for at least 10 days of public notice for a dedicated public hearing on this topic (not limited to the 3 minute clock).

If City Council will not provide a dedicated public hearing, I request that the resolutions before Council be amended. I think Council could approve the concept of a public-private partnership but defer decisions on the Earnest Money Agreement and Lease Agreement pending Council consideration of alternative solutions for a City investment in downtown parking and economic development.

Finally, if City Council will not provide a dedicated public hearing and if City Council decides to move forward in this meeting to approve the resolutions, I request that they be amended to eliminate the proposed Municipal Bond issuance, and instead guarantee the Hyatt Hotel TRT revenues directly to the alternative investors or lending institution until the City has contributed (through the TRT revenue stream) $4.2 million (plus interest costs of alternative financing). There is a possibility that the required 30% of TRT dedicated by state law to tourism could also be applied since the stated purpose of the investment is to increase tourism visits to the City.

I have attached for Council a 2012 Moody's credit rating and report on the City of Corvallis. The negative findings and risks described in that report are pertinent to this decision. First, because of the negative findings, and since the proposed Municipal Bond issuance is intended as a taxable rather than a non-taxable issuance to investors, the City interest costs for this issuance (and future City borrowing) may be higher than expected. Second, I believe that more emphasis is needed on the importance of basic City services to economic development. There are unstated costs for city streets and other infrastructure related to this proposal, as well as the possible downturns in TRT revenue that could require higher than expected payments from other City funding sources. These unexpected costs could require cuts in basic City services. Also, the issuance of $4.2 million in Municipal Bonds for this project will make it less likely that the City can invest in other worthwhile projects.

I want to go on record as supporting the developers of this project and commending their commitment to development in the downtown core. However, I think the City Manager, the City Economic Development Manager and the City Attorney were mistaken legally, were out of line with Corvallis community values, and embarked on a flawed strategy when recommending that this deal be negotiated in secret Executive Sessions of the Council.

"The Moody's information referred to above is copyrighted material and therefore it is not attached to this written testimony."

June 16, 2014

Mayor Manning and City Councilors:

An "All-Neighborhoods Meeting" (The Meeting) was held June 10, 2014 in Corvallis to provide Corvallis residents an opportunity to share their views on two topics that have been discussed in Council Executive Sessions in the last six months, and made public only in the last few weeks. Following is a summary of the key points raised during The Meeting. We ask that you give these questions and concerns your full attention and discussion as the topics appear on the Council meeting agenda.

City Bond Funding for Downtown Hotel Parking Garage

The City would assume significant long-term financial risks by issuing a bond to construct a parking garage for which there is:

- The City is on a credit watch: how would funding this project affect our credit rating?
- Transitory Room Taxes are an unstable funding source. When revenues are not sufficient, from which other Programs would the City extract funds to meet obligations?
- After three years, will projected occupancy rates be all new Corvallis visitors, or *poached* from other area hotels and motels?
    - Occupancy rates of 75% or greater are difficult to maintain long-term.
    - Corvallis is not considered a destination location.
- There is no clear, demand-driven need for more parking in that area of downtown.
- This parking structure would offer very little new parking when it is most needed (evenings).
- A downtown parking garage is not identified as a priority for City economic development investment.
    - An open, competitive process should identify priorities for economic development funding.
    - What other economic development projects will be delayed or foregone if this project is financed?

Sale of Washington Park for Benton Center Expansion and Parking

Many questions must be answered before the City sells the only green space in a large mixed-use neighborhood. It's important that you consider the following:

- Residents of the neighborhoods adjacent to Washington Park have not been notified of the proposed sale, nor have they been given an opportunity to express their opinions of it.
    - Green space in this area can't be replaced, nor can its open, amenity-free qualities.
- It's not clearly evident that Linn-Benton Community College (LBCC) has actively sought alternative solutions to limited parking or expansion needs at the Benton Center.
- Before further considering the sale of Washington Park to LBCC, a committed collaborative dialog between the City, LBCC, Good Samaritan, and other businesses near the Benton Center should fully analyze:
    - Sharing the existing parking lots west and north of the Benton Center
    - Improving Corvallis Transit System services to better meet Benton Center class schedules, e.g.
        - Adjusted arrival/departure times
        - Added routes and/or more frequent service

We realize that the proposed sale of part of Washington Park to LBCC will be considered first by the Parks, Natural Areas, and Recreation Board at its June 19 meeting. These comments and suggestions also will be submitted to the Parks Board.

Thank you for the many hours, and considerable energy, you give to Corvallis and the community.

Courtney Cloyd

Courtney Cloyd
[redacted]

Comments, Corvallis City Council meeting,
June 16, 2014

Carl M. Finley
[redacted] Street
Corvallis, OR 97330
Finleycm@[redacted]

1) There is a need for more parking, but the location of the hotel is peripheral to where public parking is needed. If the city were to build a stand-alone parking garage, it would be more centrally located, perhaps built on an existing city parking lot.

2) Developers are overstating the number of public spaces that will be available. The developer proposal does not break out how many public parking spots would be utilized by staff and the ancillary businesses and their customers. All parking in excess of spots needed for the hotel patrons is labeled for the public. The first block of large public use will be the hotel staff, and the staff and customers of the businesses located at the hotel. Will the hotel include a restaurant that would use parking at night; apparently the parking problem is worse at night, so an additional restaurant would tighten the parking problem. Any businesses wanting to locate will want guaranteed parking.

3) The debt service will be paid by a combination of TRTs and property taxes. The TRTs and property taxes have dedicated purposes; does this project divert taxes from these usages? Perhaps downtown businesses need there own taxing district to accommodate their desires.

4) The developers state that the project should be considered independent of the process. This is incorrect, since the project is dependent on public revenues, and thus the public process is integral to approving these taxes.

5) It can be argued that the proposed hotel, as well as all downtown property owners, have greatly benefited from the public monies that developed the Riverfront Park project in the first place. All riverfront property owners have already received a huge increase in the value of their property when the public voted to subsidize the Riverfront Park project. How much more is the public going to subsidize these property owners?

6) The City is not going to "buy" the garage until it is finished. What if opposition grows, resulting in a public vote on the project? Will the city be tied to a contract by a council vote, eliminating the possibility of a public vote?

7) The developers say that the project is financially ~~viable~~ viable without this public involvement. Have they provided any documentation to support this?

ECONOMIC & HEALTH BENEFITS OF ELECTRIC VEHICLES

Conversion to electric vehicles (EVs) provides major economic and public health benefits. The financial advantage for commuters and two-car families, was determined by comparing the Leaf EV with the fossil-fueled Prius (hybrid) and the fossil-fueled Camry (non-hybrid). All are mid-size vehicles.

The 2011 Leaf's EPA rating for highway travel is 92 miles per gallon (gasoline equivalent) and 106 for city travel. Compare this with the 2011 Prius (48 and 51 mpg) and the 2011 Camry (33 and 22 mpg). Those who commute 50 miles round trip each workday in a 2011 Prius, spend about $1,000 per year on gasoline. The Leaf's electricity cost for this same commute is less than $300 when it is charged at home on CPI's hydropower ($0.08 per kilowatt-hour). Each year this Leaf will provide at least a $700 savings over the Prius and $1,150 over the Camry. On Pacific Power's Blue Sky Program it will save $550 and $1,000. These savings will increase as gasoline prices rise. Leaf maintenance cost is also much lower, because electric motors have fewer moving parts than engines (e.g. there is no engine oil to change). Other systems, such as regenerative braking which reduces brake wear, contribute to the Leaf's cost advantage.

There is an even more economic and environmentally-friendly way to charge EVs. If your home has solar access, you can have a 3.2 kilowatt solar electric system installed for an out-of-pocket cost of about $1000 under the Seeds for the Sol Program. See https://sites.google.com/site/sftsv04/ for details. The savings on your power bills will pay back that $1000 in three years. After that you will have cost-free electricity for charging your EV. This will reduce your annual electricity cost for commuting or family travel to zero for daily driving that averages 40 miles or less. As the price of gasoline increases, the annual profit from your EV investment will grow.

The 2011 Leaf has a 5-star, NHTSA safety rating. It is EPA-rated for a 73-mile range. Because 95% of daily travel in the U.S. is 40 miles or less, the Leaf is an ideal second car for nearly all families. It seats five. The 2011 Leaf SL has an excellent backup monitor, navigation system, Bluetooth, telematics, a cabin air filter that removes pollen, keyless entry and many other safety and convenience features. Motors are quieter, so the Leaf's passenger compartment is quieter.

Until quick charging stations are installed along all highways, I recommend that single-car families replace their only fossil-fuel vehicle (FFV) with a Plug-in Hybrid, such as the Volt. This will enable travel to all destinations and still have a positive impact on both personal finance and public health. However, the "electric range" of Plug-in Hybrids is only half that of EVs. That is primarily because Plug-in Hybrids are burdened by the additional weight of their engines during their electricity-powered travel and with the additional weight of their motors during fossil-fuel-powered travel. Maintenance cost is much higher.

Two-car families can avoid this costly compromise by owning a "Composite Hybrid". This is the combination of one EV and one FFV. The EV will be used for substantially more than 95% of a family's daily travel on average. The FFV will be used for the part of a family's travel that is along routes that do not yet have quick charging stations. This is less than 5% of its travel on average. Those who go much more than 50 miles per day can do so with their EV, if they travel along a major highway, which has quick charge stations (e.g. I-5 & 99W). Commuters, who work near a standard charge station, can recharge while at work, because these stations provide up to a 100% recharge in up to 7 hours.

Although most electricity from commercial chargers is still supplied by fossil-fueled power plants, the efficiencies of those plants are more than twice that of FFVs. So EVs, powered by them, emit much less greenhouse gas per mile than do FFVs. Unlike FFVs, the exhaust gases from fossil-fueled plants are localized, enabling removal of much of their health-damaging and climate-changing pollutants. EPA is on track to require major reductions in emissions from these plants. The emissions of many are from tall stacks, located in areas of low population and where winds cause wider dispersal of their emissions.

This contrasts with toxic FFV exhaust which is predominately released in populated areas, the atmospheres of which are constrained by surrounding mountains and frequently capped by temperature-inversions. These conditions maximize the concentrations of toxic gases where we live and breathe. FFVs also emit greenhouse gasses that cause climate-related catastrophes. Both effects are why California has highly incentivized the replacement of FFVs with EVs. See the report, prepared for the California Air Resources Board, which compares the life-cycle emissions of the Leaf with FFVs, including hybrids. It is at: ww.environment.ucla.edu/.../BatteryElectricVehicleLCA2012-rh-ptd.p.... For more on the adverse health effects of automobile exhaust see Appendix, below.

To save more money I recommend low mileage, pre-owned EVs in outstanding condition. The reason: In August 2011 I purchased a 2011 Leaf SL (top trim line) with optional quick charger and splash guards for $35,800 (before $7500 tax credit). Now this vehicle with only 14,000 miles and in outstanding condition is appraised by Edmunds.com at $17,668 for a private party sale (PPS). Appraisals for PPS of a comparably-equipped 2011 Prius and Camry are $18,723 and $17,674. This indicates that the public is not yet aware of the advantages of owning EVs. Because I want a secure, healthy future for my grandchildren, I will do everything possible to create this awareness. One of the ways is to help you find a pre-owned EV in outstanding condition that fits your specific needs. This will be done as a non-profit community service. Contact me at (541) 753-5837.

Walt Eager, Retired Automotive Design & Fleet Operations Engineer
Oregon Registered Professional Engineer

APPENDIX: ADVERSE EFFECTS OF AUTO EXHAUST & MEANS TO ELIMINATE

Abstract: National Institutes of Health Report on Auto Exhaust Effects

http://www.ncbi.nlm.nih.gov/pubmed/14650202 Wei Sheng Yan Jiu. 2003 Sep;32(5):504-7.
The progresses on the latest studies at home and abroad on adverse health effects of automobile exhaust were reviewed in this paper. Particulates and poisonous gases from automobile exhaust were considered to be harmful to respiratory system, immune system and reproductive system. It showed that increased prevalence of respiratory disease (e.g. chronic bronchitis and asthma), and decreased lung function, immunity were associated with automobile exhaust. The carcinogenic potential from the exposure to automobile exhausts needs to be further explored because the carcinogenesis is multifactorial.

http://www.ncbi.nlm.nih.gov/pmc/articles/PMC1241821/
http://www.psr.org/chapters/boston/health-and-environment/air-pollution-and-primary.html
http://oem.bmj.com/content/61/4/350.full
http://www.epa.gov/teach/chem_summ/BENZ_summary.pdf
http://oehha.ca.gov/public_info/facts/fuelstoi.html
http://www.healtheffects.org/
http://www.ehhi.org/reports/exhaust/summary.shtml
http://www.nutramed.com/environment/cars.htm
http://www.nutramed.com/environment/carschemicals.htm
https://www.osha.gov/SLTC/dieselexhaust/
http://journalistsresource.org/studies/environment/pollution-environment/health-effects-costs-air-pollution-research-roundup#
http://www.transport.govt.nz/ourwork/vehicleemissions/
http://www.ehjournal.net/content/6/1/23
http://www.atsdr.cdc.gov/phs/phs.asp?id=37&tid=14
http://www.nrdc.org/health/kids/ocar/chap4.asp
http://www.scientificamerican.com/article/car-exhaust-premature-birth/

As confirmed by the foregoing reports, our health is being degraded by toxic gasses, emitted by our own fossil-fueled vehicles (FFVs). It follows that public health will improve each time an EV replaces an FFV. If your family does not yet own an EV, there is no better time to buy one than now. Then send a copy of this report to family and friends with a note that you have taken this life-saving action and are deriving financial benefits from it. Become active in the Citizens Climate Lobby. It is promoting legislation, requiring that fossil fuel prices be increased -- progressively raised until they include all hidden costs that fossil fuels impose on our health care and national security systems. We now pay for these, independently and excessively. The collected fees will be divided and paid as annual dividends to each household, according to its size. This will compensate for higher fossil fuel prices paid by families that minimize their use and incentivize others to do so. This legislation will motivate replacement of fossil fuels with safe sources of energy. It will provide immense health, security and financial benefits, including new markets for businesses and higher-paying jobs for their employees. Google "Citizens Climate Lobby" for details.

June 16, 2014

TO: Mayor and City Council

From: John H. Detweiler, Citizen of Corvallis

Subj: Downtown Hotel-Parking Garage

I urge you to postpone consideration of the downtown hotel-parking garage for 90 days giving staff time to analyze the risk to the taxpayer of this deal not working. A measure of that risk should be the probability of this project having a negative effect on the general fund. If that probability is too great, the City Council should not spend public money on this project.

I have reviewed the documents on the city's website and do not see a convincing risk analysis. The fuzziest and most critical number I have seen so far is the hotel occupancy rate. The report from Rick Williams Consulting dated June 6, 2014, references industry data saying that hotel occupancy rates have remained above 60% in seven of the last ten years. However, looking at that data, the highest occupancy rate during this time is 63.2% -- significantly less than the 75% and 80% used in the analyses of the deal. Moreover, I do not see any analysis showing that this hotel would not take business from existing hotels resulting in existing hotels paying reduced Transient Room Tax.

Based upon the documents currently posted on the Corvallis website, it appears to me that this project is too risky for the taxpayer. If the City Council has to vote on the project now, the Council should vote it down.

Richard Gretz

2020 VISION STATEMENT

Commercial Center

A stable business core in the downtown offers a wide selection of quality goods and services. The business complement includes retail and specialty stores, restaurants and services. The downtown is pedestrian and bicycle friendly, with easy access to mass transit. Shoppers can also find plenty of free parking (including a parking structure) and such attractive amenities as awnings and covered walkways at street level and above. Historic buildings have been preserved, while less distinctive structures have been replaced or remodeled in keeping with Central City's character. Professional offices are also located on the upper floors of many buildings.

COMPREHENSIVE PLAN

8.6 Visitor and Conference Activities
Policies
8.6.1 The City shall encourage adequate support facilities for Corvallis' expanding visitor and conference activities.
8.6.2 City policies shall encourage lodging and conference facilities in close proximity to visitor services and public transportation.

Article 11. Transportation
Policies
11.11.3 The City shall work with the Downtown Parking Commission and shall develop, adopt, and implement a parking plan for the Central City which re-evaluates the distribution of free and metered parking, develops an equitable mechanism for new development to contribute to shared parking in lieu of on-site parking, and may include provisions for multi-level parking structures
11.4 Auto Parking
Policies
11.4.4 Multiple-level parking facilities near major traffic generators should be encouraged where practical.

13.5 Central City
Policies
13.5.2 The City shall help overcome limitations that would otherwise lead to a declining downtown. Opportunities to enhance the downtown include providing additional parking, establishing a sidewalk weather protection program, and leading an effort to produce a long-range plan for the downtown

13.5.2 The City shall help overcome limitations that would otherwise lead to a declining downtown. Opportunities to enhance the downtown include providing additional parking, establishing a sidewalk weather protection program, and leading an effort to produce a long-range plan for the downtown
C. Parking requirements that focus on shared parking and district-wide parking options rather than strict on-site requirements.

1.1 Local Planning Context . The following specific objectives, with minor modifications, have been in the Comprehensive Plan since 1980:
C Encourage flexibility and innovation in development techniques to permit diversity within the community and to slow the increase in development costs.

Good evening.

My name is Linda Lovett and I represent the Corvallis Climate Action Plan Task Force. We are a grassroots group of individual members and representatives from the Sierra Club, 350Corvallis, the Corvallis Sustainability Coalition, and the League of Women Voters who came together with the shared goal of encouraging and assisting the City of Corvallis to develop and implement a Climate Action Plan, to set an emissions reduction target, and to regularly report on progress.

We would first like to commend City staff and the community volunteers who completed the inventory for a well-written, highly accessible report that greatly increases our understanding of our community's greenhouse gas emissions. It is a major accomplishment and an important benchmark.

However, we are concerned about two things:

1. The Recommendations section of the staff report says, "No action is necessary" and
2. The greenhouse gas inventory took 14 years.

Regarding number one, yes, I am being slightly facetious: I know what it means when a staff report says "No action is necessary." However, it does raise the question of what the City plans to do next. Action not only is necessary, the City needs to be a leader in that action. The goal of the EPA grant that funded the inventory was "to assist local and tribal governments in developing plans, conducting demonstrations, and implementing projects that reduce greenhouse gas emissions," as is quite clear from the grant RFP.

This is so important because, according to the latest report from the Intergovernmental Panel on Climate Change, urban infrastructure accounts for over 70% of global energy use. The IPCC's *Cities Summary* urges integrated climate action at the local level, led by local governments along with business and civil society. Local governments guide land use policies; shape development and building codes; invest in transportation systems and infrastructure; work with utilities; and manage parks, urban forests, and natural areas.

I might not press this so strongly were it not for our second concern, which is that this inventory is so overdue. In April 2000, the City Council adopted Resolution 2000-15 committing to participation in the Cities for Climate Protection Campaign. It pledged to complete a greenhouse gas inventory for the jurisdiction and to develop and implement a local climate action plan with emissions reduction targets.

That was 14 years ago. Nine years ago, Mayor Berg signed the US Mayors' Climate Protection Agreement, and Mayor Tomlinson signed it again in 2007. Again the City committed to conduct greenhouse gas inventories, set reduction targets, and create an action plan, as it did the following year when it joined ICLEI-Local Governments for Sustainability. And again, nothing happened.

So, rather than "No action is necessary; this report is for information only," what we would like from the City is an unambiguous commitment to start working on a climate action plan and to set an emissions reduction goal. And we don't mean in 14 years.

That doesn't mean we expect the City to do it all. Ronald Reagan once famously said, "The nine most terrifying words in the English language are: "I'm from the government and I'm here to help." That fear of government intervention in their lives and choices is a key reason many people resist the reality of climate change. However, those of us with the Climate Action Plan Task Force and others present tonight want to say what public officials may find to be the most terrifying words: "We're from the community and we're here to help." What we're asking is that you lead.

RESOLUTION 2000-15

A RESOLUTION RELATING TO PARTICIPATION IN THE *CITIES FOR CLIMATE PROTECTION* CAMPAIGN

Minutes of the meeting of April 17, 2000, continued.

A resolution submitted by Councilor Barlow-Pieterick.

WHEREAS, based on scientific evidence that carbon dioxide and other greenhouse gases released into the atmosphere are having a profound effect on the Earth's climate, the United States joined with 160 countries and signed the United Nations Framework Convention on Climate Change which calls on nations to reduce greenhouse gas emissions; and

WHEREAS, energy consumption, specifically the burning of fossil fuels, e.g. coal, oil and gas, accounts for more than 85% of U.S. greenhouse gas emissions; and

WHEREAS, local governments greatly influence their community's energy usage by exercising key powers over land use, transportation, building construction, waste management, and, in many cases, energy supply and management; and

WHEREAS, local government actions taken to reduce greenhouse gas emissions and increase energy efficiency provide multiple local benefits by decreasing air pollution, creating jobs, reducing energy expenditures, and saving money for the City government, its businesses and its citizens; and

WHEREAS, the Cities for Climate Protection Campaign, sponsored by the International Council for Local Environmental Initiatives and the U.S. Environmental Protection Agency, has invited the City of Corvallis to become a partner in the Campaign;

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Corvallis, Oregon, pledges to join with jurisdictions from all over the world in the Cities for Climate Protection Campaign and, as a participant in the Cities for Climate Protection Campaign, the City of Corvallis pledges to:

1. Take a leadership role in increasing energy efficiency and reducing greenhouse gas emissions from municipal operations;

2. Develop and implement a local action plan which describes the steps the community will take to reduce both greenhouse gas and air pollution emissions; the plan will include:

- a greenhouse gas emissions analysis and forecast using software provided by Cities for Climate Protection to determine the source and quantity of greenhouse gas emissions within the jurisdiction;

- a carbon dioxide or greenhouse gas emissions reduction target as determined by City staff;

- a strategy for meeting the greenhouse gas reduction target, e.g. an outline of the programs and measures that will be implemented to achieve the target.

Upon motion duly made and seconded, the foregoing resolution was adopted and the Mayor thereupon declared said resolution to be adopted.