



ADMINISTRATIVE SERVICES COMMITTEE

Agenda

**Wednesday, May 20, 2015
1:00 pm**

**Madison Avenue Meeting Room
500 SW Madison Avenue**

- Discussion/**Possible Action** I. Land Use Application Fees Review (Attachment)
- Discussion/**Possible Action** II. Visit Corvallis Third Quarter Report (Attachment)
- Discussion/**Possible Action** III. Downtown Corvallis Association Economic Improvement District Third Quarter Report (Attachment)
- Information IV. Other Business

Next Scheduled Meeting

Wednesday, June 3, 2015 at 1:00 pm
Madison Avenue Meeting Room, 500 SW Madison Avenue

Agenda

- Land Use Application Fees Review
- Follow-up on Fossil Fuels Divestment Initiative
- Third Quarter Operating Report
- Majestic Theatre Third Quarter Financial Report

MEMORANDUM

From: Ken Gibb, Community Development Director 
To: Administrative Services Committee (ASC)
Date: May 12, 2015
Re: Yearly review of land use application fees – FY 15 - 16

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. In 2014, 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 year. A Land Development Code Amendment was approved in August of 2014 that changed 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. It is now time to establish land use application fees for the period following July 1, 2015.

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. In past reviews, the time spent on land use applications has been based on best estimates of staff time in various

activities. In January of 2014, Planning Division staff began “coding” their time spent in various activities, to develop a more precise understanding of time spent on various land use applications, and time spent on other tasks, including long range planning. The system that was developed (which uses the new Accela permit-tracking software) divides time between current and long range planning activities. However, the data gathered thus far does not provide a sufficient basis for the establishment of new land use fees due to the relatively small amount of data within most application types. Some refinements to our system for recording data are also needed in order to provide the most accurate information.

III. Analysis

Typically, fee reviews differentiate current planning from long range planning, with the idea that only current planning involves land use applications. However, many “long range” planning projects involve land use applications. For example, thus far in FY 14-15, Planning Division staff have processed an application for a Comprehensive Plan Amendment for the Parks and Recreation Master Plan Update, as well as the Package # 1 and Package # 2 Land Development Code Amendments. These types of City-initiated projects are also land use applications. However, the time spent on these types of projects can be significantly greater than the time spent on the same type of application submitted by a private party. For example, the Packages # 1 and # 2 LDC Amendments required work by multiple staff members over the span of many months. Package #2 also required formation and staffing (including consultant assistance) for a citizen advisory group to develop design standards. To establish fees for Land Development Text Amendments based on the level of effort put into Package #2 would result in very high fees for this type of application. A significant amount of staff time has been devoted to these types of long range projects in FY 14-15, including time spent preparing to update the Buildable Land Inventory and staff support for the OSU-Related Comprehensive Plan Review Task Force. A significant amount of staff time has also been spent on land use applications that haven’t followed a typical process (the Timberhill application was withdrawn the day of the first scheduled public hearing) or which are not yet completed (Coronado, Tract B is currently under review at the Land Use Board of Appeals). It will be important to consider these long range land use applications differently than more typical privately-initiated applications with the next fee review.

It is also important to explain that some of the essential activities of current planning staff may not be supported by land use application fees. This is because of the legal requirement that we may charge no more than the actual or average cost of processing a land use application. Such work does not include answering development questions

over the phone or at the land use counter, nor training, meetings not related to land use applications, organizational upkeep, technology development and maintenance, etc.

Given the lack of sufficient data from the past review period, staff have evaluated whether fee adjustments are warranted based on changes to the costs of processing land use applications since the last full scale fee analysis. A review of internal service charges and other materials and services costs over the past few years indicates that these costs have not risen significantly. Additionally, these costs constitute approximately 10% of our budget, with approximately 90% of the budget going to personnel costs. In reviewing personnel costs since 2011, we find that there has not been an increase due to a couple of key factors: 1) no cost of living increase for AFSCME and Exempt staff over that time period; and 2) attrition of more tenured planners, replaced by less tenured planners which results in lower personal services costs initially. Consequently, unless the Administrative Services Committee recommends that the cost-recovery percentage be increased from the current 70% level, staff has determined that no increase in current fees would be required.

Based on this analysis, Community Development Staff recommend that the current fee schedule be extended for FY 15 – 16. In the spring of 2016, we anticipate that we will have a more comprehensive set of data to evaluate.

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. For this review, staff are recommending that the current land use fees be extended for FY 15 - 16. Therefore, since no change in fees is proposed at this time, it may not be necessary to solicit public input prior to forwarding a recommendation to the City Council for their consideration.

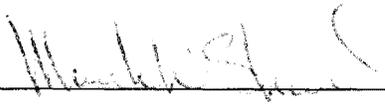
Staff have prepared a draft FY 15 - 16 Fee Schedule (**Attachment 1**) that moves forward current land use application fees, at the seventy-percent cost recovery rate. The Administrative Services Committee is provided with the following two options:

Option		Potential Fee Increase
1	Direct Staff to prepare a fee schedule for City Council review and adoption that maintains current land use application fees through June 30, 2016.	No proposed increase in fees. Maintain current land use application fees at the 70% cost recovery rate. (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 current fees, through June 30, 2016, 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 and ASC wishes to provide a future opportunity for public comment, 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. For comparative purposes, staff have provided a fee schedule that would accomplish 80% cost recovery, based on the prior methodology for land use fees **(Attachment 2)**.

For informational purposes, staff have included analysis of sample land use application fees charged by comparator jurisdictions in Oregon, which was prepared in April of 2015 **(Attachment 3)**.

Review and Concur:



 Mark W. Shepard, City Manager



 Nancy Brewer, Finance Director

**City of Corvallis - Fiscal Year 2015-2016 Land Use Application Fees
(Effective July 1, 2015 through June 30, 2016)**

Table 1: Special Development (70% Cost Recovery, unless otherwise noted)^{2,3}		
Special Development includes development activities that require considerable discretion. It involves a public hearing, in accordance with the provisions of Chapter 2.0 - Public Hearings, as well as approval by an established hearing Authority, such as the Historic Resources Commission, Land Development Hearings Board, Planning Commission and/or City Council. Special development application types are listed in Land Development Code Section 1.2.110.03.		
	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		
Major	\$9,173	\$132 per acre
Minor	\$2,708	
Survey Verification Fee ¹	\$100	
Comprehensive Plan Amendment		
	\$11,084	
Conditional Development Permit		
New - Residential	\$6,857	\$41 per dwelling
New - Nonresidential	\$6,857	\$8 per 100 sq. ft.
Willamette River Greenway	\$6,857	
Major Neighborhood Center – Master Site Plan	\$6,857	
Major Neighborhood Center – Master Site Plan Modification	\$6,857	
Extension of Services		
	\$9,128	
Floodplain Development Permit Variance		
	\$3,912	
Historic Preservation Permit		
HRC-Level (0% cost recovery/5-yr. average)	no fee	
Land Development Code Text Amendment		
	\$5,216	
Lot Development Option (Major)		
	\$3,912	
Planned Development		
Conceptual Development Plan	\$7,347	\$81 per acre
Detailed Development Plan - Residential	\$7,838	\$47 per unit
Detailed Development Plan - Nonresidential	\$7,838	\$9 per 100 sq. ft.
Conceptual and Detailed Development Plan - Residential	\$8,328	\$50 per unit
Conceptual and Detailed Development Plan - Nonresidential	\$8,328	\$10 per 100 sq. ft.
Major Modification - Residential	\$7,347	\$44 per unit
Major Modification - Nonresidential	\$7,347	\$9 per 100 sq. ft.
Nullification – DDP or Nonresidential CDP	\$5,216	
Refinement Plan	\$7,347	

Sign Variance		
		\$3,254
Subdivision		
	Non-residential	\$6,857
	Major Replat	\$7,809
Vacation of Public Right-of-Way / Plat		
		\$1,301
Zone Change		
	Quasi-Judicial	\$5,216
	Quasi-Judicial (associated with Minor Annexation)	\$1,304
	Legislative	\$5,216

Table 2: General Development (70% Cost Recovery, unless otherwise noted)^{2,3}
 General Development includes development activities that require at least some discretion. General Development requires less discretion than Special Development and involves review and approval by staff without a public hearing. With the exception of Property Line Adjustments, General Development requires public notice prior to a staff decision. General development application types are listed in Land Development Code Section 1.2.110.02.

	Base Fee	Per unit add-on
Conditional Development – Minor Master Site Plan Modification	\$2,796	
Conditional Development - Modification	\$2,796	
Historic Preservation Permit - Director Level (0% cost recovery/5-yr. average)	no fee	
Lot Development Option (Minor)	\$1,304	
Minor Land Partition	\$3,260	
Minor Replat	\$1,304	
Plan Compatibility Review	\$652	
Planned Development – Minor Modification	\$3,260	
Planned Development – Conceptual Development Plan Nullification for Residentially Designated Property	\$3,260	
Planned Development – Expedited Land Divisions	\$3,260	
Property Line Adjustment	\$326	
Request for Interpretation	\$1,956	
Solar Access Permit	\$652	
Subdivision - Residential	\$6,368	\$38 per lot
Subdivision - Modification	\$3,260	
Zone Change (Administrative)	\$2,608	

Table 3: Ministerial Development (70% Cost Recovery)
 Ministerial Development includes nondiscretionary development activities that are permitted outright, subject to compliance with the criteria and standards of the Land Development Code. Sign permits are subject to Chapter 4.7 of the Land Development Code.

Sign Permit	\$62
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Notes:

¹ \$100 additional survey verification fee required for an Annexation boundary survey.

² 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.

³ 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.

Concurrent Applications (Appeals) - For appeals of concurrent applications, a percentage of the single highest base fee shall be charged, without inclusion of add-on fees.

**City of Corvallis - Fiscal Year 2015-2016 Land Use Application Fees
(Effective July 1, 2015 through June 30, 2016)**

Table 1: Special Development (80% Cost Recovery, unless otherwise noted)^{2,3}		
Special Development includes development activities that require considerable discretion. It involves a public hearing, in accordance with the provisions of Chapter 2.0 - Public Hearings, as well as approval by an established hearing Authority, such as the Historic Resources Commission, Land Development Hearings Board, Planning Commission and/or City Council. Special development application types are listed in Land Development Code Section 1.2.110.03.		
	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		
Major	\$10,417	\$150 per acre
Minor	\$2,980	
Survey Verification Fee ¹	\$100	
Comprehensive Plan Amendment		
	\$12,667	
Conditional Development Permit		
New - Residential	\$7,873	\$47 per dwelling
New - Nonresidential	\$7,873	\$9 per 100 sq. ft.
Willamette River Greenway	\$7,873	
Major Neighborhood Center – Master Site Plan	\$7,873	
Major Neighborhood Center – Master Site Plan Modification	\$7,873	
Extension of Services		
	\$10,432	
Floodplain Development Permit Variance		
	\$4,471	
Historic Preservation Permit		
HRC-Level (0% cost recovery/5-yr. average)	no fee	
Land Development Code Text Amendment		
	\$5,961	
Lot Development Option (Major)		
	\$4,471	
Planned Development		
Conceptual Development Plan	\$8,436	\$91 per acre
Detailed Development Plan - Residential	\$8,999	\$53 per unit
Detailed Development Plan - Nonresidential	\$8,999	\$11 per 100 sq. ft.
Conceptual and Detailed Development Plan - Residential	\$9,562	\$56 per unit
Conceptual and Detailed Development Plan - Nonresidential	\$9,562	\$11 per 100 sq. ft.
Major Modification - Residential	\$8,436	\$50 per unit
Major Modification - Nonresidential	\$8,436	\$10 per 100 sq. ft.
Nullification – DDP or Nonresidential CDP	\$5,961	
Refinement Plan	\$8,436	

Land Use Application Fee Schedule – Effective July 1, 2015 through June 30, 2016
 City of Corvallis Community Development Department
 Page 1 of 3

Sign Variance		
		\$3,718
Subdivision		
Non-residential	\$7,873	\$47 per lot
Major Replat	\$8,966	\$1 per lot
Vacation of Public Right-of-Way / Plat		
		\$1,486
Zone Change		
Quasi-Judicial	\$5,961	
Quasi-Judicial (associated with Minor Annexation)	\$1,490	
Legislative	\$5,961	

Table 2: General Development (80% Cost Recovery, unless otherwise noted)^{2,3}
 General Development includes development activities that require at least some discretion. General Development requires less discretion than Special Development and involves review and approval by staff without a public hearing. With the exception of Property Line Adjustments, General Development requires public notice prior to a staff decision. General development application types are listed in Land Development Code Section 1.2.110.02.

	Base Fee	Per unit add-on
Conditional Development – Minor Master Site Plan Modification	\$3,210	
Conditional Development - Modification	\$3,210	
Historic Preservation Permit - Director Level (0% cost recovery/5-yr. average)	no fee	
Lot Development Option (Minor)	\$1,490	
Minor Land Partition	\$3,726	
Minor Replat	\$1,490	
Plan Compatibility Review	\$745	
Planned Development – Minor Modification	\$3,726	
Planned Development – Conceptual Development Plan Nullification for Residentially Designated Property	\$3,726	
Planned Development – Expedited Land Divisions	\$3,726	
Property Line Adjustment	\$373	
Request for Interpretation	\$2,235	
Solar Access Permit	\$745	
Subdivision - Residential	\$7,311	\$43 per lot
Subdivision - Modification	\$3,726	
Zone Change (Administrative)	\$2,980	

Table 3: Ministerial Development (70% Cost Recovery)
 Ministerial Development includes nondiscretionary development activities that are permitted outright, subject to compliance with the criteria and standards of the Land Development Code. Sign permits are subject to Chapter 4.7 of the Land Development Code.

Sign Permit	\$70
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Notes:

¹ \$100 additional survey verification fee required for an Annexation boundary survey.

² 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.

³ 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.

Concurrent Applications (Appeals) - For appeals of concurrent applications, a percentage of the single highest base fee shall be charged, without inclusion of add-on fees.

2015 Comparison of Land Use Application Fees of Oregon Comparator Cities

Application Type	Albany	Bend	Eugene	Gresham	Lake Oswego	Salem	Springfield	Other City Averages	Other City Median	Corvallis (70%)	Corvallis (80%)
Annexation (50 acres)		87850	5155	5970	75400	5822	5853	\$ 31,008	\$ 5,912	\$ 15,873	\$ 17,917
Comprehensive Plan Amendment	4715	11012	8777	11516	10651	1153	22232	\$ 10,008	\$ 10,651	\$ 11,084	\$ 12,667
Conditional Development (Non Resident)	2696	2463	6813	5318	5228	2532	3912	\$ 4,137	\$ 3,912	\$ 6,857	\$ 7,873
Historic Preservation Permit	41	2000	391	3546	no fee	266	180	\$ 1,071	\$ 329	no fee	no fee
LDC Text Amendment	3750	13517		5318	5327		7568	\$ 7,096	\$ 5,327	\$ 5,216	\$ 5,961
Lot Development Option (Major)	808	2156	1244	5318	3668	2528	6489	\$ 3,173	\$ 2,528	\$ 3,912	\$ 4,471
Minor Land Partition	3643	5259	4511	8509	4002	3811	7714	\$ 5,350	\$ 4,511	\$ 3,260	\$ 3,726
Planned Development	5117	8709	21625	10631	4861	6320	13975	\$ 10,177	\$ 8,709	\$ 8,328	\$ 9,562
Property Line Adjustment	269	780	897	1780	1630	367	637	\$ 909	\$ 780	\$ 326	\$ 373
Sign Permit	100	150		94	409	400	200	\$ 226	\$ 175	\$ 62	\$ 70
Subdivision	10391	24744	14931	12836	28428	8280.75	75899	\$ 25,073	\$ 14,931	\$ 10,168	\$ 11,611
Vacation of Right-of-Way / Plat	2155	4723	4013	3546	1500		4846	\$ 3,464	\$ 3,780	\$ 1,301	\$ 1,486
Zone Change (5 acres)	3367	4492	3983	5318	10651	4534	5292	\$ 5,377	\$ 4,534	\$ 5,216	\$ 5,961
Appeal	808	250	250	250	578	267	250	\$ 379	\$ 250	\$ 250	\$ 250
Traffic Impact Analysis Review	673			2015		655		\$ 1,114	\$ 673	no fee	no fee
Pre-Application Conference				537	350	419	354	\$ 415	\$ 387	no fee	no fee

¹ add on applies per acre when 4 or more acres

² when in conjunction with CPA

³ when appeal of Planning Commission / Historic Overlay

Memorandum



DATE: May 5, 2015
TO: Administrative Services Committee
FROM: Tom Nelson, Economic Development Manager *TN*
SUBJECT: Third Quarter Fiscal Year 2014-15 Visit Corvallis Program Review

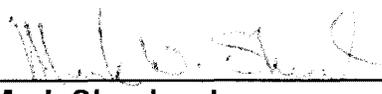
- I. Issue**
Review and acceptance of the Visit Corvallis third quarter report for Fiscal Year (FY) 2014-15.
- II. Background**
The City of Corvallis budgeted \$428,330 for Visit Corvallis for FY 2015. The contract allocates 11 monthly payments of \$35,694, and a final payment of \$35,696. The City funded \$107,082 in the third quarter. The City's contract with Visit Corvallis requires the agency to submit quarterly reports of its activities.
- III. Discussion**
Attached is the third quarter report submitted by Visit Corvallis (Attachment A). The Visit Corvallis Financial Statements (Attachment B) were reviewed by the City's Finance staff and found to be in compliance with their agreement with the City (Attachment C).
- Visit Corvallis was provided with a copy of this report and has been invited to attend and address the Administrative Services Committee.
- IV. Action Requested**
Review the report and recommend to Council acceptance of the Visit Corvallis third quarter report for Fiscal Year 2014-15.

REVIEW AND CONCUR:



Nancy Brewer
Finance Director

REVIEW AND CONCUR:



Mark Shepherd
City Manager

ATTACHMENT A



Third Quarter Report

(January through March, 2015)

Visit Corvallis

Quarterly Community Report - January, February, March 2015

Executive Director's Report

We are very pleased to report that both occupancy and average daily rates (ADR) were higher this year compared to last. March numbers are not yet available.

I have attended several Arts Committee Meetings. We have decided on a strategy where we will try to leverage the destination marketing organizations that comprise the Willamette Valley Visitors Association to create a Creative Cultural Corridor.

We've been working with various outdoor events people who are all holding events on Saturday, June 20th. We have decided in conjunction with that to create an outside festival on 1st Street from 5PM to 9PM that evening that will feature all local food and beverage vendors along with retailers like Peak that carry outdoor equipment. We will have an awards ceremony for a paddle board competition and some live music. Entry will be two cans of food for Linn-Benton Food Share and 10% of the proceeds will go to the Corvallis Environmental Center.

I've been helping Scottie Jones of Leaping Lamb Farm Stay with scripts to create three videos featuring the benefits of staying at farm stay locations throughout Oregon.

Once again we are partnering with WVVA to participate in Feast Portland. We will have two chefs from each of our areas represented at the Wine Terrace. Last year was an overwhelming success and we received great media coverage from the event.

We met with a gentleman from a program called Winterail. It's a mixed media event that is all about trains. The man that runs it used to hold the event in Stockton California, but he has now moved here and will host his first one in Corvallis in spring of 2016.

I attended a Travel Oregon marketing meeting and have made a plan to draft off their efforts.

We'll be making a video for the Maker's Fair which will be coming up on May 28th at the MU on campus to help grow and promote that event in the future.

Last but not least we re-launched our brand and unveiled a new logo and tag line for Visit Corvallis. Our brand new Visitor Guide is now available for 2015-2016.

Visitor Information Report

During the months of January, February and March 2015, we greeted 520 walk-in visitors. We distributed 1,175 visitor guides, and 1,620 maps to Corvallis lodging properties, OSU and various other Corvallis businesses upon request.

Lead requests received for our visitor guide through VisitCorvallis.com, OregonWineCountry.org and leads

received in response to online and print advertisement placed by Visit Corvallis and/or the Willamette Valley Visitors Association totaled 5,451. Relocation packet requests received through VisitCorvallis.com totaled 32 for the quarter.

We placed 880 table tents promoting Corvallis and Benton County events occurring during the months of January thru April, 2015 were distributed to local restaurants and other various businesses in the city and county.

Social and Digital Media Report

VisitCorvallis.com had 42,945 sessions during January, February and March 2015, down 24% over last year. We had 31,903 users, down 22% from last year. This extreme "downward" trend is false, attributed to switching to Google Calendar and using Bitly.com to track links.

Our top five traffic-referring sites this quarter were, in order from most to least, mobile Facebook, VisitCorvallis.com (we're investigating why we're showing up as a major referrer for our own site), CorvallisOregon.gov, our Tumblr blog and OregonState.edu.

Our most popular pages, not including our home page, were the events calendar, our "Coming Up in January" blog post, our Culinary Week landing page, our Lodging landing page and our Things To Do landing page.

We sent 13,726 outclicks to our members and area businesses this quarter, according to Google Analytics. The top five receivers of traffic were all Google Calendars or Google Calendar single-view pages. According to Bitly.com, we sent another 8,100 outclicks to outside websites, including member sites and area businesses.

Our Facebook Page's post reach averaged about 20,000 users this quarter. Post engagement remains good as well, particularly on video posts and paid posts.

Twitter Analytics report that our tweets have had 1.6K impressions this quarter, sending 675 clicks back to our website and other shared sites, with an average engagement rate of 1.3%.

Other social media sites currently lack meaningful metrics.



VISIT
CORVALLIS
press play

5:49 PM
 04/15/15
 Accrual Basis

Visit Corvallis
Balance Sheet
 As of March 31, 2015

ATTACHMENT B

	<u>Mar 31, 15</u>
ASSETS	
Current Assets	
Checking/Savings	
Checking - OSUFCU	56,693.72
Money Market-OSUFCU	20,516.61
Paypal Checking	463.45
Savings - OSUFCU	<u>5.00</u>
Total Checking/Savings	77,678.78
Accounts Receivable	
Accounts Receivable	<u>1,216.20</u>
Total Accounts Receivable	1,216.20
Other Current Assets	
Petty Cash	<u>40.00</u>
Total Other Current Assets	<u>40.00</u>
Total Current Assets	78,934.98
Fixed Assets	
Accumulated Depreciation	-1,997.98
Office Equipment & Furniture	<u>12,147.30</u>
Total Fixed Assets	10,149.32
Other Assets	
Rent Deposit	<u>1,700.00</u>
Total Other Assets	<u>1,700.00</u>
TOTAL ASSETS	<u>90,784.30</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Credit Cards	
OSU Fed Visa	<u>2,050.84</u>
Total Credit Cards	2,050.84
Other Current Liabilities	
Corvallis Book Sales	449.20
HWW Ticket Sales	90.84
Payroll Liabilities	-35.00
Payroll liabilities - Other	5,234.21
Payroll tax liabilities	<u>5,853.06</u>
Total Other Current Liabilities	<u>11,592.31</u>
Total Current Liabilities	<u>13,643.15</u>
Total Liabilities	13,643.15
Equity	
Net Assets	83,263.93
Temp Restricted Net Assets	1,000.00
Net Income	<u>-7,122.78</u>
Total Equity	<u>77,141.15</u>
TOTAL LIABILITIES & EQUITY	<u>90,784.30</u>

5:50 PM

04/15/15

Accrual Basis

Visit Corvallis
Profit & Loss
 January through March 2015

	Jan - Mar 15
Ordinary Income/Expense	
Income	
City of Corvallis	107,082.00
Interest Income	5.05
Membership	275.00
Refund	2,044.96
Relocation Packets	18.00
Total Income	109,425.01
Expense	
Administration	12,357.18
Conferences/Education	2,221.22
Marketing/Advertising	16,551.09
Marketing/Branding	8,705.64
Marketing/Community Relations	198.00
Marketing/Contract Services	1,950.00
Marketing/Dues	1,975.00
Marketing/Entertainment	152.82
Marketing/Internet	1,208.90
Marketing/Postage-Shipping	2,617.26
Marketing/Printing	225.00
Marketing/Promotions	842.06
Marketing/Sales Trips	6,187.69
Marketing/Telephone	112.96
Marketing/Visitor Services	973.54
Payroll Expenses	38.40
Personnel	55,018.75
Total Expense	111,335.51
Net Ordinary Income	-1,910.50
Net Income	-1,910.50

5:54 PM

Visit Corvallis

Profit & Loss Prev Year Comparison

04/15/15

January through March 2015

Accrual Basis

	<u>Jan - Mar 15</u>	<u>Jan - Mar 14</u>	<u>\$ Change</u>	<u>% Change</u>
Ordinary Income/Expense				
Income				
City of Corvallis	107,082.00	97,086.00	9,996.00	10.3%
Interest Income	5.05	6.73	-1.68	-25.0%
Membership	275.00	225.00	50.00	22.2%
Refund	2,044.96	1,571.10	473.86	30.2%
Relocation Packets	18.00	18.00	0.00	0.0%
Total Income	109,425.01	98,906.83	10,518.18	10.6%
Expense				
Administration	12,357.18	19,105.03	-6,747.85	-35.3%
Conferences/Education	2,221.22	638.00	1,583.22	248.2%
Marketing/Advertising	16,551.09	10,200.65	6,350.44	62.3%
Marketing/Branding	8,705.64	0.00	8,705.64	100.0%
Marketing/Community Relations	198.00	745.70	-547.70	-73.5%
Marketing/Contract Services	1,950.00	1,300.00	650.00	50.0%
Marketing/Dues	1,975.00	870.00	1,105.00	127.0%
Marketing/Entertainment	152.82	230.03	-77.21	-33.6%
Marketing/Internet	1,208.90	1,164.82	44.08	3.8%
Marketing/Postage-Shipping	2,617.26	4,629.12	-2,011.86	-43.5%
Marketing/Printing	225.00	358.40	-133.40	-37.2%
Marketing/Promotions	842.06	-344.95	1,187.01	344.1%
Marketing/Sales Trips	6,187.69	4,623.42	1,564.27	33.8%
Marketing/Telephone	112.96	141.36	-28.40	-20.1%
Marketing/Visitor Services	973.54	1,725.00	-751.46	-43.6%
Payroll Expenses	38.40	34.80	3.60	10.3%
Personnel	55,018.75	51,385.15	3,633.60	7.1%
Total Expense	111,335.51	96,806.53	14,528.98	15.0%
Net Ordinary Income	-1,910.50	2,100.30	-4,010.80	-191.0%
Net Income	-1,910.50	2,100.30	-4,010.80	-191.0%



ATTACHMENT C

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

MEMORANDUM

5/5/2015

TO: Tom Nelson, Economic Development

FROM: Tom Johnston, Accountant *TJ 5/5/2015*

SUBJECT: Visit Corvallis Financial Report – Third Quarter, FY 14/15

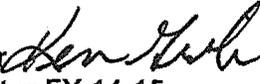
This review consists of inquiries and analytical procedures and is very limited in nature. The financial statements have not been reviewed by a Certified Public Accountant and are the representation of the management of Visit Corvallis. Visit Corvallis uses the accrual method of accounting.

During the third quarter of fiscal year 2014/2015, Visit Corvallis reported revenues of \$109,425 and expenditures of \$111,336, resulting in a net loss of \$1,911. Visit Corvallis maintains a strong cash position with current assets totaling \$78,935 and current liabilities of \$13,643.

The City of Corvallis budgeted \$428,330 for Visit Corvallis for fiscal year 2014/2015 in monthly payments of \$35,694 with a final payment of \$35,696. The City has funded a total of \$107,082 in the third quarter which has been accurately accounted for on the Visit Corvallis report. The City funding represents over 97% of all revenue for the quarter.

Acceptance of the Visit Corvallis quarterly report is recommended.

MEMORANDUM

DATE: May 20, 2015
TO: Administrative Services Committee
FROM: Ken Gibb, Community Development Director 
SUBJECT: Downtown Corvallis Association Third Quarter FY 14-15
EID Program Review

I. Issue

Review and acceptance of Downtown Corvallis Association's Economic Improvement District Program third quarter report for FY 14-15.

II. Background/Discussion

The City Council, on July 16, 2012, approved Ordinance 2012-14, amending Municipal Code Chapter 10.07 (Economic Improvement District), establishing a boundary, and imposing assessments on property within the Downtown Voluntary Economic Improvement District (EID). The EID provides specific benefits to the members of the District by promoting commercial activity and public events in the Downtown district. Pass through revenue billed for FY 14-15 is \$89,978.26.

The Community Development Department administers the invoicing of EID participants, the "pass-through" payment of these program funds to the Downtown Corvallis Association (DCA), as well as the contract with the DCA. In support of these City services, the DCA pays an annual fee of \$3,585. This amount was adjusted in 2012 from \$4,500 to the current charge due to the reduction in the amount of pass-through revenue in the current EID program. The contract requires that the DCA provide quarterly reports to the City that provide at a minimum, 1) a brief summary of services performed, 2) a balance sheet as of the last day of the quarter, 3) a comparison of actual revenues and expenses through the quarter. The contract does not require a formal City Finance Department review of the agency's financial reports.

Attached is the third quarter report submitted by the DCA (Attachment A). The DCA has been provided with a copy of this report and invited to attend and address the Committee.

On May 12, DCA submitted a request (Attachment B) that the existing agreement between the City and DCA, dated August 23, 2012 be amended to eliminate the provision that DCA pay the City \$3,585 for the cost of services in billing, collecting and transmittal of the EID assessments. For background, Staff notes that the current reimbursement for city services provided was established in the early 2000s as part of Budget Commission/City Council approved measures to address project shortfalls and achieve cost recovery for city services provided. Staff will be prepared to provide additional information at the ASC meeting.

IV. Action Requested

- That the Administrative Services Committee consider this report and recommend City Council approve acceptance of the Downtown Corvallis Association's FY 14-15 EID Program third quarter report.

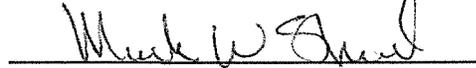
- That ASC review the request from DCA (Attachment B) regarding an amendment to the existing agreement to eliminate payment for city services provided in EID administration and provide direction as determined appropriate.

REVIEW AND CONCUR:



Nancy Brewer
Finance Director

REVIEW AND CONCUR:



Mark W. Shepard
City Manager



To: City of Corvallis – Planning Department
 From: Joan Wessell, Executive Director
 Downtown Corvallis Association
 Date: 11 March 2015
 Subject: 3rd Quarterly Report 2014-2015 &
 2012-17 Economic Improvement District

A Main Street Community

460 SW Madison, Suite 9
 Corvallis OR 97333
 PO Box 1536
 Corvallis OR 97339
 (541) 754-6624
 FAX (541) 758-4723
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Knight Vision Security
 John Coleman, Vice President
Coleman Jewelers
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Downtown Property Owner
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 Jennifer Moreland
Heartland Humane Society
 Lori Stephens,
Broadleaf Architecture
 Greg Teune,
Holiday Inn Express
 Lonny Wunder,
Benton County Fair

Joan Wessell,
 Executive Director
joan@downtowncorvallis.org

Ex-Officio

City Council
 Corvallis Police Dept.
 Corvallis Tourism
 City Planning
 Corvallis Chamber
 Corvallis Econ. Dev. Manager

The Downtown Corvallis Association, provides economic development services for Downtown, recruits appropriate businesses to Downtown vacancies, works with Downtown property and business owners and retailers, prospective tenants and customers. The DCA collects and markets Downtown vacancies for property owners and works to fill those spaces with excellent tenants. The DCA doesn't charge for services provided, and those services give extensive benefit to Downtown business and building owners while enhancing the Corvallis community. The DCA recently closed on a loan for extensive improvements to the former Sivetz building to convert it to an evening gathering venue.

Economic development services provided by The Downtown Corvallis Association help keep Downtown healthy and more livable. A sampling of those services: targeted recruitment and retention activities, educational business training, Downtown advocacy, promotional activities to increase foot traffic, and events that give businesses increased exposure to strengthen Downtown's economy. To enhance relationships between Downtown businesses, the DCA sponsors monthly gatherings so Downtown folks can get better acquainted. Those get-togethers include, but are not limited to: monthly Membership meetings, Downtown After Hours, and Downtown Red Carpet Welcomes. Members express their appreciation to DCA for offering these valuable services.

Since submitting the last Quarterly report, The DCA has sponsored the 24th Rhapsody in the Vineyard (Wine Walk) on March 14, attracting attendees from throughout the state, as well as a Free Shredding event on April 18 which drew "shreddees" from throughout the local area! We had 15 folks waiting with their boxes of paper before the shredding truck arrived!!

Downtown Corvallis property owners continue paying their Economic Improvement District assessments which provides the wherewithal to keep The DCA office doors open. The DCA appreciates City Staff for collecting and passing through those assessments.

"To improve and promote the economic, aesthetic and cultural vitality of Downtown Corvallis as a regional center"

**DOWNTOWN CORVALLIS ASSOCIATION
BALANCE SHEET
March 31, 2015**

ASSETS

Checking and Savings accounts	267,408.52
Other Current Assets	350.20
Fixed Assets	2,745.52
Façade Improvements loans	0.00
UF Residential loans	18,749.00
Interior Development Loans	26,249.78
TOTAL ASSETS	<u><u>315,503.02</u></u>

LIABILITIES & EQUITY

Accounts Payable	0.00
Other Current Liabilities	32,492.90
Total Equity	283,010.12
TOTAL LIABILITIES & EQUITY	<u><u>315,503.02</u></u>

**PROFIT AND LOSS
March 31, 2015**

	Month	Year-to- Date	Budget 2014-2015	Remaining Budget
INCOME				
General Revenue	2,218.59	96,644.42	135,625.00	38,980.58
Program Revenue	0.00	3,105.00	4,730.00	1,625.00
Red, White & Blues	50.00	31,877.97	35,000.00	3,122.03
Rhapsody	10,975.00	27,740.00	36,000.00	8,260.00
Promotions	0.00	0.00	1,500.00	1,500.00
TOTAL INCOME	<u><u>13,243.59</u></u>	<u><u>159,367.39</u></u>	<u><u>212,855.00</u></u>	<u><u>53,487.61</u></u>
EXPENSE				
Personnel	9,777.75	80,515.05	106,020.00	25,504.95
Services and supplies	2,820.99	17,623.00	29,180.00	11,557.00
Programs	213.18	8,026.42	14,100.00	6,073.58
Red, White & Blues	0.00	19,840.23	20,000.00	159.77
Rhapsody	7,245.53	18,164.67	8,000.00	(10,164.67)
Promotions/OSU	0.00	3,862.44	2,500.00	(1,362.44)
TOTAL EXPENSE	<u><u>20,057.45</u></u>	<u><u>148,031.81</u></u>	<u><u>179,800.00</u></u>	<u><u>31,768.19</u></u>
NET INCOME	<u><u>(6,813.86)</u></u>	<u><u>11,335.58</u></u>	<u><u>33,055.00</u></u>	<u><u>21,719.42</u></u>

Plus: Beginning unrestricted cash balance	(364.14)
Checking/Money Market	205,035.23
Held in reserve - Contingency Fund	3,000.00
Total beginning cash	<u>207,671.09</u>
Net Excess (deficit) budgeted for 2014-2015	<u><u>240,726.09</u></u>

Downtown Corvallis Association, Inc.
Balance Sheet
 As of March 31, 2015

04/22/15

	<u>Mar 31, 15</u>
ASSETS	
Current Assets	
Checking/Savings	
1010 · Cash - Umpqua Bank	34,699.25
1015 · MMF - Umpqua Bank	172,315.71
1050 · Cash - US Bank-Rhapsody	7,191.16
1104 · MMF-Citizens-Design Committee	2,646.79
1106 · Cash-Citizens-RW&B	24,041.12
1109 · MMF-Citizens-Facade/Upper Floor	
1109-1 · Designated City Funds	26,301.22
1109-2 · Undesignated Funds	213.27
Total 1109 · MMF-Citizens-Facade/Upper Floor	<u>26,514.49</u>
Total Checking/Savings	267,408.52
Other Current Assets	
1116 · Prepaid Expenses	
1120 · Rent	350.20
Total 1116 · Prepaid Expenses	<u>350.20</u>
Total Other Current Assets	<u>350.20</u>
Total Current Assets	267,758.72
Fixed Assets	
1258 · Fixed Asset	13,750.39
1259 · Accumulated depreciation	-11,004.87
Total Fixed Assets	<u>2,745.52</u>
Other Assets	
1700 · UF Residential Loans	
1738 · Reynolds Law Firm	18,749.00
Total 1700 · UF Residential Loans	<u>18,749.00</u>
1800 · Interior Development Loans	
1806 · Flat Tail	3,000.27
1807 · Brew BQ	500.11
1809 · Aqua	4,000.40
1810 · Reynolds Law Firm	18,749.00
Total 1800 · Interior Development Loans	<u>26,249.78</u>
Total Other Assets	<u>44,998.78</u>
TOTAL ASSETS	<u><u>315,503.02</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
2111 · Pass-thru money	25.90
2113 · Deferred RW&Blue	
2113-1 · Revenue	
2113-13 · Sponsors	500.00
Total 2113-1 · Revenue	<u>500.00</u>
Total 2113 · Deferred RW&Blue	500.00
2115 - Gift certificates o/s	2,470.44
2125 · Compensated Absences	25,920.00
2142 · Federal/FICA/Medicare	2,436.49
2143 · State Withholding	459.00
2144 · Federal Unemployment	46.49
2145 · State Unemployment	614.52
2146 · Workers Compensation	20.06
Total Other Current Liabilities	<u>32,492.90</u>

Downtown Corvallis Association, Inc.
Balance Sheet
 As of March 31, 2015

04/22/15

	<u>Mar 31, 15</u>
Total Current Liabilities	<u>32,492.90</u>
Total Liabilities	32,492.90
Equity	
3312 - Reserved - City loan \$	71,300.00
3318 - Undesignated funds	-3,835.80
3311 - Designated - Christmas	3,471.66
3900 - Retained Earnings	200,738.68
Net Income	<u>11,335.58</u>
Total Equity	<u>283,010.12</u>
TOTAL LIABILITIES & EQUITY	<u><u>315,503.02</u></u>

Downtown Corvallis Association, Inc.

**Budget Comparison
As of March 31, 2015**

	Month Of Mar	7/1/14 Through Mar 2015	7/1/13 Through Mar 2014	Annual Budget	Percent Annual Budget
Income					
General Revenue					
EID Receipts	735.92	66,676.95	64,283.13	90,000.00	74.1%
Improvement Contributions	0.00	800.00	800.00	0.00	0.0%
Membership Dues	1,060.00	25,111.25	31,807.75	40,000.00	62.8%
Interest Income	12.67	126.22	119.19	5.00	2524.4%
Rental Income - Sublet	410.00	3,890.00	3,280.00	4,820.00	80.7%
Miscellaneous	0.00	40.00	0.00	800.00	5.0%
Reimbursed Expenses	0.00	0.00	0.00	0.00	0.0%
Program Fees	0.00	0.00	0.00	0.00	0.0%
Total General Revenue	2,218.59	96,644.42	100,290.07	135,625.00	71.3%
Program Revenue					
Membership Workshops	0.00	0.00	0.00	0.00	0.0%
Christmas Lights	0.00	0.00	0.00	25.00	0.0%
Website/Newsletter Advertising	0.00	0.00	0.00	0.00	0.0%
Group advertising	0.00	0.00	0.00	0.00	0.0%
Directory advertising	0.00	0.00	0.00	0.00	0.0%
Fund Raiser	0.00	2,132.00	2,673.34	2,500.00	85.3%
Fund Raiser - DT After Hours	0.00	973.00	1,797.50	2,200.00	44.2%
Design Aesthetics	0.00	0.00	0.00	5.00	0.0%
Red, White & Blue	50.00	31,877.97	29,823.80	35,000.00	91.1%
Total Program Revenue	50.00	34,982.97	34,294.64	39,730.00	88.1%
Promotions Revenue					
Promotions - Misc	0.00	0.00	0.00	1,500.00	0.0%
Rhapsody in the Vineyard	10,975.00	27,740.00	31,701.00	36,000.00	77.1%
Total Promotions Revenue	10,975.00	27,740.00	31,701.00	37,500.00	74.0%
TOTAL INCOME	13,243.59	159,367.39	166,285.71	212,855.00	74.9%

Expense

Administration - Personnel

Personnel	7,791.50	67,379.88	60,598.31	79,000.00	85.3%
Accrued Vacation Expense	0.00	0.00	0.00	0.00	0.0%
Director - Medical Benefit	624.00	3,578.90	3,293.90	4,000.00	89.5%
Director - Expense	0.00	20.00	0.00	2,000.00	1.0%
Contract Labor	0.00	0.00	0.00	2,000.00	0.0%
Staff Expenses	0.00	0.00	0.00	2,000.00	0.0%
Volunteer - Expense	317.75	1,844.65	1,332.50	4,000.00	46.1%
Staff Development	30.00	30.00	77.15	2,500.00	1.2%
Payroll taxes	821.90	5,878.66	5,294.75	7,800.00	75.4%
Workers Compensation	3.80	(50.64)	(50.28)	320.00	-15.8%
IRA Expense	188.80	1,833.60	1,699.20	2,400.00	76.4%
Total Personnel	9,777.75	80,515.05	72,245.53	106,020.00	75.9%

Administration - Services & Supplies

Accounting	347.80	1,955.20	1,865.25	3,000.00	65.2%
Accounting Review	945.00	945.00	1,860.00	2,300.00	41.1%
Bad Debt	0.00	0.00	0.00	0.00	0.0%
Bank Charges	0.00	0.00	5.54	10.00	0.0%
Subscriptions	110.00	228.23	170.00	350.00	65.2%
Insurance	0.00	0.00	0.00	1,200.00	0.0%
Equipment Replacement	0.00	0.00	0.00	1,800.00	0.0%
Equipment Lease	233.21	1,961.21	2,147.93	2,900.00	67.6%
Office Supplies	5.58	910.69	752.06	1,500.00	60.7%
Permits & Fees	45.00	547.00	543.00	620.00	88.2%
Postage	0.00	402.77	639.93	650.00	62.0%
Rent	810.00	7,290.00	7,290.00	9,600.00	75.9%
Utilities	67.40	623.46	585.66	850.00	73.3%
Miscellaneous	0.00	74.00	50.00	200.00	37.0%
Repair & Service Equipment	0.00	322.18	33.91	500.00	64.4%
Telephone/Cell	257.00	2,363.26	3,409.48	3,700.00	63.9%
Depreciation	0.00	0.00	0.00	0.00	0.0%
Total Services & Supplies	2,820.99	17,623.00	19,352.76	29,180.00	60.4%

Programs

Membership Drive	0.00	82.33	195.88	500.00	16.5%
Red Carpet Welcome	0.00	39.69	119.12	500.00	7.9%
Downtown Updates	0.00	0.00	0.00	0.00	0.0%
Website Updates	0.00	0.00	0.00	0.00	0.0%
Meetings & Public Relations	155.00	1,116.31	1,314.05	1,500.00	74.4%
Design Committee	0.00	0.00	0.00	0.00	0.0%
Design Committee-Awards	0.00	40.00	83.07	300.00	13.3%
Mainstreet Expenses	0.00	385.44	836.28	800.00	48.2%
Mainstreet Dues	0.00	350.00	250.00	300.00	116.7%
EID Expense	0.00	123.44	123.44	0.00	0.0%
EID Task Force Expense	0.00	0.00	0.00	0.00	0.0%
EID Expense-City Collection Fee	0.00	3,585.00	3,585.00	4,500.00	79.7%
Annual Reports, proposal	0.00	0.00	0.00	0.00	0.0%
Misc. Printing	0.00	0.00	0.00	0.00	0.0%
Directory Printing	0.00	0.00	0.00	0.00	0.0%
OSU Relations	0.00	31.20	103.07	100.00	31.2%
Christmas Lights	0.00	0.00	0.00	100.00	0.0%
Flower Baskets	0.00	0.00	18.62	0.00	0.0%
Design Aesthetics	0.00	0.00	0.00	0.00	0.0%
Design Aesthetics-Reimbursement	0.00	0.00	0.00	0.00	0.0%
Fund Raiser	0.00	1,717.50	2,015.57	3,000.00	57.3%
Economic/Image Enhancement	58.18	555.51	2,245.98	2,500.00	22.2%
Total Programs	213.18	8,026.42	10,890.08	14,100.00	56.9%

Promotions					
Red, White & Blue	0.00	19,840.23	20,453.95	20,000.00	99.2%
Promotions - Misc	0.00	3,862.44	474.82	2,500.00	154.5%
Rhapsody in the Vineyard	7,245.53	18,164.67	16,997.78	8,000.00	227.1%
Total Promotions	7,245.53	41,867.34	37,926.55	30,500.00	137.3%
Total expense	20,057.45	148,031.81	140,414.92	179,800.00	82.3%
Excess (deficit) income over expense	(6,813.86)	11,335.58	25,870.79	33,055.00	
Plus: Beginning restricted/unrestricted cash balance				(364.14)	
Checking/Money Market				205,035.23	
Held in reserve-Contingency Fund				3,000.00	
Total beginning cash				207,671.09	
Net Excess (deficit) budgeted for 2014-2015				240,726.09	

Downtown Corvallis Association, Inc.
Income Statement
 March 2015

04/22/15

	<u>Mar 15</u>	<u>Jul '14 - Mar 15</u>
Ordinary Income/Expense		
Income		
General Revenue		
4110 - EID Receipts	735.92	66,676.95
4111 - Improvement Contributions	0.00	800.00
4120 - Membership dues	1,060.00	25,111.25
4141 - Interest income	12.67	126.22
4160 - Miscellaneous	0.00	40.00
4195 - Rental Income - Sublet	410.00	3,890.00
Total General Revenue	<u>2,218.59</u>	<u>96,644.42</u>
Program Revenue		
4260 - Fund Raiser		
4260-1 - Fundraiser	0.00	50.00
4260-2 - Snowflakes	0.00	2,082.00
Total 4260 - Fund Raiser	<u>0.00</u>	<u>2,132.00</u>
4265 - Fund Raiser - DT After Hours		
4265-1 - Entry Fees	0.00	829.50
4265-2 - Bucket of Bucks	0.00	143.50
Total 4265 - Fund Raiser - DT After Hours	<u>0.00</u>	<u>973.00</u>
4310 - Red, White & Blue		
4310-1 - Beer	0.00	7,004.00
4310-2 - Gate	0.00	11,173.80
4310-3 - Sponsors	0.00	3,935.00
4310-4 - Vendor	50.00	9,485.17
4310-5 - Miscellaneous	0.00	280.00
Total 4310 - Red, White & Blue	<u>50.00</u>	<u>31,877.97</u>
Total Program Revenue	50.00	34,982.97
Promotions Revenue		
4460 - Rhapsody in the Vineyard	10,975.00	27,740.00
Total Promotions Revenue	<u>10,975.00</u>	<u>27,740.00</u>
Total Income	13,243.59	159,367.39
Expense		
Administration		
Personnel		
5105 - Personnel	7,791.50	67,379.88
5120 - Director-Medical Benefit	624.00	3,578.90
5130 - Director-Expense	0.00	20.00
5150 - Volunteer expense	317.75	1,844.65
5160 - Staff Development	30.00	30.00
5180 - Payroll Taxes	821.90	5,878.66
5190 - Workers Compensation	3.80	-50.64
5195 - IRA Expense	188.80	1,833.60
Total Personnel	<u>9,777.75</u>	<u>80,515.05</u>
Services and supplies		
5410 - Accounting	347.80	1,955.20
5415 - Accounting Review	945.00	945.00
5440 - Subscriptions	110.00	228.23
5460 - Office supplies	5.58	910.69
5470 - Permits & fees	45.00	547.00
5480 - Postage	0.00	402.77
5490 - Rent	810.00	7,290.00
5600 - Utilities	67.40	623.46
5610 - Miscellaneous	0.00	74.00
5620 - Repair & service equip.	0.00	322.18
5630 - Telephone/Cell	257.00	2,363.26
5456 - Equipment Lease	233.21	1,961.21
Total Services and supplies	<u>2,820.99</u>	<u>17,623.00</u>

04/22/15

Downtown Corvallis Association, Inc.
Income Statement
 March 2015

	<u>Mar 15</u>	<u>Jul '14 - Mar 15</u>
Total Administration	12,598.74	98,138.05
Programs		
6110 - Membership Drive	0.00	82.33
6180 - Meetings & public relati	155.00	1,116.31
6185 - Red Carpet Welcome	0.00	39.69
6410 - Main Street Expense	0.00	385.44
6420 - Mainstreet Dues	0.00	350.00
6440 - EID Expense	0.00	123.44
6590 - Fund Raiser		
6590-1 - Fundraiser	0.00	60.00
6590-2 - Snowflakes	0.00	1,657.50
Total 6590 - Fund Raiser	0.00	1,717.50
6191 - Design Comm.-Awards	0.00	40.00
6445 - EID Expense-City Collection Fee	0.00	3,585.00
6570 - OSU Relations	0.00	31.20
6580 - Economic/Image Enhancement	58.18	555.51
Total Programs	213.18	8,026.42
Promotions		
7110 - Red, White & Blue		
7110-1 - Advertising	0.00	375.00
7110-2 - Entertainment	0.00	9,787.00
7110-3 - Infrastructure	0.00	3,110.75
7110-4 - Miscellaneous	0.00	2,921.00
7110-5 - Beer	0.00	3,131.73
7110-10 - Volunteer Expense	0.00	514.75
Total 7110 - Red, White & Blue	0.00	19,840.23
7120 - Promotions	0.00	3,862.44
7125 - Rhapsody in Vineyard	7,245.53	18,164.67
Total Promotions	7,245.53	41,867.34
Total Expense	20,057.45	148,031.81
Net Ordinary Income	-6,813.86	11,335.58
Net Income	-6,813.86	11,335.58



A Main Street Community

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Board Members

Fredrick J. Edwards, President
Knight Vision Security
 John Coleman, Vice-President
Coleman Jewelers
 Steve Hessel, Treasurer
Downtown Property Owner
 Christine Hackenbruck, Secretary
Corvallis Fall Festival
 Luisa Arreola
Footwise
 Liz Coulombe
Citizens Bank
 Randy Joss
KEZI9
 Jennifer Moreland
Heartland Humane Society
 Greg Teune
Holiday Inn Express
 Lori Stephens
Broadleaf Architecture
 Lonny Wunder
Benton County Fair
 Joan Wessell,
Executive Director
joan@downtowncorvallis.or

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Ex-Officio

City Council
Corvallis Police Dept.
Corvallis Tourism
City Planning
Corvallis Chamber
Corvallis Econ. Dev. Manager

To: Ken Gibb, Director
 City of Corvallis Community Development Department

From: The Downtown Corvallis Association
 Fred Edwards, Board President and
 Joan Wessell, Executive Director

Date: 11 May 2015

Subject: Request to remove Economic Improvement District (EID) fees charged by the City of Corvallis (City) to the Downtown Corvallis Association (DCA)

Lacking bandwidth (staff, software, and/or the budget) to collect EID funds, the DCA wishes to maintain having the City continue with that task. Receipt of EID funds allows the DCA to continue with work to enhance the Downtown investment, and wishes an opportunity to negotiate our understanding with the City of Corvallis.

The DCA's non-profit status, nimbleness, flexibility, and streamlined staff allows the organization to operate more cost effectively, efficiently and with the ability to leverage funds unlike what a public entity can. Tasks undertaken by the DCA are often those on which the City would normally spend staff time and tax dollars.

The DCA requests that the City consider an amendment to DCA's current agreement with the City, dated August 23, 2012 to reflect a removal of fees charged for collecting and passing through EID funds.

The DCA will continue providing year-around services on behalf of the City to facilitate, improve and expand the Downtown community's livability.