



CITY MANAGER'S REPORT

Reporting Period: September 2016

I. MAYOR'S DIARY

I have engaged in the following activities, in addition to meeting and corresponding with constituents and individual councilors and presiding at twice-monthly City Council meetings and work sessions, and multiple meetings with councilors, and Council leadership.

Speaking Engagements

- Welcomed the Leadership Corvallis Class of 2017
- Spoke briefly at grand opening of new Oregon State Credit Union Operations Center building.
- Acted as an amateur judge at Benton County Sheriff's Chili Cook-off.

Meetings of Note

- Met with Commissioner Schuster and others on Housing Opportunities Action Council (HOAC) business
- Co-chaired monthly HOAC Governance Board and multiple HOAC Leadership Committee meetings
- Met with Commissioner Jaramillo to discuss topics of joint city-county interest
- Meetings with various community members one-on-one to discuss community topics especially homeless services – included multiple extensive meetings on alternatives and plans for a 16-17 men's cold weather shelter
- Co-chaired a City Council candidate orientation with City Recorder Holzworth
- League of Oregon Cities – hosted City Hall Week event for the region and attended league's annual meeting
- Joined the first meeting of the Oregon State University 150 celebration steering committee
- Learned much by attending the National Association for the Advancement of Colored People (NAACP) "Living the Black Experience in Corvallis" meeting
- Met with representatives of NAACP, Coalition for Racial Justice, and Showing Up for Racial Justice in continuing discussions on improving inclusiveness in the city
- Joined Oregon Cascades West Council Of Government staff in briefing Representatives Rayfield and Olson on several urgent regional Economic Development needs, including wet lab space
- Participated in strategic planning workshop for Regional Accelerator and Innovation Network

Appointments

- Community Involvement and Diversity Advisory Board – Harrison Schreiber, Scott Vignos, Stewart Wershow

Proclamations

- International Days of Peace – September 23-25, 2016

II. CITY MANAGER'S OFFICE

A. Department Highlights

- The Economic Development Officer (EDO) conducted three new company visits and 10 follow-up visits. In addition, she had 27 resource partner visits, attended seven community events, and made two presentations.
- The EDO contracts with the Small Business Development Center (SBDC) for business training and advisory services for all small businesses. The SBDC provides quarterly reports.
- The EDO continues to coordinate monthly board meetings and pub talks for the Willamette Innovators Network.
- The Economic Development Manager had four follow-up visits with Start-up clients, eight follow-up visits with business expansion clients, four new recruitments, and six follow-up visits with recruitment clients.

III. COMMUNITY DEVELOPMENT

A. Department Highlights

1. Development Services

- Plan Reviews: Development Services Division staff processed 35 residential and 33 non-residential plan reviews for proposed construction projects and conducted 1,179 construction inspections in September.
- Development Services Code Compliance: For September, six new Code Compliance cases as a result of citizen complaints received, and four cases were closed.
- E-Permits: Of the 280 plumbing, mechanical, and electrical permits issued in September, 180 (64 percent) were issued online.

2. Planning

- The Planning Division received six land use applications in September, including two Conditional Development Permits, one Historic Preservation Permit, one Detailed Development Plan (Planned Development), and two Property Line Adjustments.
- The Planning Division issued decisions on six land use applications, including one Comprehensive Plan Amendment for Willamette Business Park, three Historic Preservation Permits, and two Minor Replats.
- Planning Division Highlights: Staff and other community members were available at the Corvallis Fall Festival's Imagine Corvallis 2040 booth to provide information concerning the community's vision project.

3. Housing and Neighborhood Services

- During September the Housing and Neighborhood Services Division received City Manager approval of and closed two First Time Home Buyer down payment assistance loans totaling \$40,000. A Neighborhood Improvement Program homeowner rehabilitation loan in the amount of \$32,947 was also approved and closed.
- HNS Code Compliance: In September, the HNS Code Compliance Program resolved 11 open Municipal Code cases, three of which were related to solid waste including

two cases of furniture as solid waste. One violation of the Land Development Code was also resolved in September.

- Four issues covered by the Rental Housing Code/Corvallis Livability Code and six rental habitability issues not covered by either Code were reported. Those Code-related cases have been resolved. Calls received through the City's Rental Housing Program reported 21 issues of a non-habitability nature.
- New Code Compliance Supervisor Todd Easton, who has taken on implementation of the City's Livability Code, began work on September 6.
- The HNS Manager organized a meeting of the Housing Development Task Force to finalize housing development policy recommendations for the City Council's review at the October 17 Council Meeting. At the conclusion of its meeting the Task Force agreed to recommend that its work be considered complete and that future development of Task Force recommendations be taken up by the City's Housing and Community Development Advisory Board.

IV. FINANCE

A. Department Highlights

- Budget staff began preparations for the FY 17-18 budget development, working on a calendar of due dates.
- Accounting staff completed initial training on Other Post-Employment Benefits (OPEB) financial reporting changes coming in 2017 and 2018 and the changed requirements for the actuarial valuation underway.
- Administrative staff received four proposals in response to the City's Request for Proposals for the Financial, HR/Payroll, Utility Billing, and Municipal Court Management System to provide a comprehensive, integrated Financial Management Software System solution which includes Core Financials, Electronic Bid Management, and Capital Assets; Human Resources and Payroll; Utility Billing; and Municipal Court-Case Management/Billing. Upon review of selection criteria, the City will narrow the focus to vendors to bring on-site for demonstrations. The City will award the project later in the fall.

V. FIRE

A. Department Highlights

Response Activity – May 2016	City	Non-City	Total
Fires	8	5	13
Overpressure/Rupture	0	0	0
Requests for Ambulance	353	109	462
Rescue (Quick Response Team)	197	56	253
Hazardous Condition	5	4	9
Service Requests	45	12	57
Good Intent	35	34	69
False Calls	44	9	53
Other	0	0	0
TOTAL RESPONSES OVERALL	687	229	916

B. Other

- Seven personnel have completed their probationary period.
- Eight personnel started the academy on September 22nd. The academy will end on November 10th and then they will transition to 24-hour shifts.
- Seismic upgrades have been completed at Station 2.
- There will be a pre-build conference for the new fire engine on October 17th.
- The promotional processes for Lieutenant and Battalion Chief will be completed this month. This process will also establish promotional lists for the next two years.
- In-house recruitment for a Fire Administration Manager will start October 11th with the goal of filling the position by November 16th.

VI. LIBRARY

A. Department Highlights

- Friends of the Library has their most successful ever Fall Festival Book Sale, grossing around \$5,000.
- Heather Maisel will begin in January 2017 as Supervising Librarian, supervising Adult and Youth Services. She is presently the Director of the Castlegar Public Library in British Columbia.
- New software to manage meeting room bookings and calendaring functions was installed.
- A new collection of tablets with preloaded educational apps for children was launched.
- We completed a year of offering a stamp card for new users who return multiple times to the library. There were 430 users that returned the cards and received a small prize.
- A welcome e-mail to all new users began this month as a way to continue to engage new patrons.
- OSU's School of Writing, Literature, and Film invited the library to bring the book bike to a campus-wide reading of banned books on September 27th in celebration of Banned Books Week. Community Library Specialist, Eric Sloss, brought a collection of banned and challenged books, images of banned and challenged book covers for sticker-making, and librarian-curated lists of some of the most acclaimed and popular banned and challenged books available at the library. Reference Librarian, Bonnie Brzozowski, also helped select kids and young adult banned and challenged library books that OSU staff, faculty, and students could use to read from for the event.
- Reference Librarian Bonnie Brzozowski finished up the book bike's last month of bi-weekly Wednesday Farmers' Market stops. She signed people up for library cards, checked out many items, and received lots of positive feedback about the library and the book bike. She will miss hearing vendors cheer "the book lady is here!" upon arriving to the Market. From June-September, Bonnie and Lindy interacted with about 375 people at the Wednesday Farmers' Markets.
- On September 18th Reference Librarians Heidi Weisel and Charles Dunham presented a Car Free Storytime and Parade in celebration of Pedalpalooza: A Car Free Festival and International Car-Free Day (September 22). Heidi entertained 20 storytime-goers on a rainy morning with stories and songs. The Sick Town Derby Dames and two Corvallis Police Department bicycle officers joined the group after storytime for a car-free parade to Riverfront Park for the start of Pedalpalooza. Charles helped lead the parade with the library's book bike. Charles and Heidi remained at Pedalpalooza to show off the library on two wheels and do helmet and bicycle decorating crafts with the kids. They interacted with about 40 people at the Festival.

- Regular after school fall youth programming has started! The READ Dogs program was held on September 1st and 15th; Beginning Readers Book Club met to discuss Gossie by Olivier Dunrea on September 14th; the Beginning Chapters Book Club discussed March of the Mini Beasts by Ada Hopper on September 21st; Minecraft Monday had 30 in attendance on September 19th; and the all-ages Makers Club had 45 in attendance on September 27th. The Makers Club event this month featured a vacuum chamber demonstration by Project X, a STEAM outreach program at Oregon State University. This ongoing partnership with Project X will feature a new STEAM project at one Makers Club event a month. Next month a Read with the Beavs program will begin – offering children a chance to practice their reading skills as they read aloud to Oregon State University student athletes at the Corvallis library.
- Youth Services librarians Heidi Weisel and Kristin Starnes, along with courier Brian Bucolo, will be launching a pilot program in support of outreach to Corvallis public schools beginning in October. This new program, CBCPL BookBox, will deliver a box of grade-appropriate library materials monthly to participating classrooms at Garfield, Lincoln, Mountain View, and Wilson Elementary schools. The library hopes to expand the service to more classrooms and local schools as the year progresses.
- Teen programming is kicking off again in October with Teen Advisors, Teen Writers, Teen Late Night, and a Teen Movie program. Teen librarian Kristy Kemper Hodge will be expanding her middle school outreach book clubs to include programs at all local middle schools: Cheldelin, Franklin, and Linus Pauling.
- Extensions Librarian Kyra Cardella with new Library Specialists Marco Gonzalez and Charneé Rose attended the Beaver Fair and made 80 new library cards for OSU students.
- Jesse Adams, Library System Analyst, also attended the OSU Beaver Fair and partnered with OSU's Project X. Project X is an Oregon State Student organization dedicated to spreading STEAM Education through multimedia, web-based, and live presentations. A trough of oobleck, a non-Newtonian liquid, was set up for students to walk through.

VII. PARKS AND RECREATION

A. Department Highlights

- Held a community meeting to discuss the renovation and expansion of Chintimini Senior and Community Center and the park improvements.
- Completed the playground replacement project at Franklin Square Park.
- Adult sports leagues are underway, including Ultimate Frisbee, soccer, dodgeball, and coed volleyball.
- Registration is underway for the winter adult basketball and volleyball leagues.
- Registration for youth sports activities is underway.
- Chip Ross Oak Habitat Restoration project continued with Douglas fir removals. The park closure has been extended into October.
- Parks crews prepared Central Park for the annual Fall Festival and followed up with turf renovations after the Festival.
- There is ongoing illegal camps posting and cleanup at Crystal Lake Sports Park and Pioneer Park. Posting and cleanup is scheduled at Orleans Natural Area, Berg Natural Area, and again at Crystal Lake Sports Park.
- The Chintimini Senior and Community Center offered two help sessions for small devices such as cell phone and tablets. Both sessions were full, with a full waiting list for both. More are planned.
- Over 50 people took advantage of the “free drop-in,” an opportunity to try out a class for free at the Senior Center. Of those, 13 people registered for the class.

- Nearly a dozen people stopped by the Senior Center and received their flu vaccines.
- Nearly 200 school-age guests took part in the Back to School Fiesta; swimming, enjoying games, and celebrating the end of summer.
- There were 861 people that became stronger swimmers and more water safe by taking swimming lessons.
- The Parents' Night Out program had 31 youth participants at the aquatic center.
- There were 1,095 participants that worked on their health and fitness by participating in one of the exercise classes at the aquatic center.
- The trail network at Bald Hill took a step forward with the route blazing of a new trail linking the Reservoir Avenue entrance to the summit. The new path, a collaborative process involving the generous contribution of Corvallis Rotary After-5, will provide park users a year-round access to the top of Bald Hill and the greenways beyond in a setting featuring a variety of natural habitats. Blazing the route has involved a wide variety of volunteer participation including OSU GEO 300 students, numerous OSU Greek chapters, OSU College of Earth, Ocean and Atmospheric Sciences, Hewlett-Packard, Marys Peak Group of the Sierra Club, and the Benton County United Way. Surfacing of the path is underway with the official path opening set for Summer 2017.

VIII. POLICE

Officers investigated 2,821 incidents this month.

A. Department Highlights

- A man was arrested for menacing with a firearm after he pointed the firearm at a postal carrier and yelled profanities at him. The altercation stemmed from a driving dispute. The handgun was later located in the suspect's vehicle and seized.
- A woman was arrested after officers located her leaving the area from a car she stole in Albany. The woman was also wanted for Burglary and Theft associated with the residence from which she took the car.
- A man was arrested after he was seen at Starbucks with a knife. When officers contacted him he reached for a knife in his shirt pocket. After a struggle over the knife, officers were able to take him into custody. One officer was injured as a result of the altercation. The man was lodged at the Benton County Jail.
- An 18-year-old male fostered a relationship with a 14-year-old girl that developed into a sexual relationship, including intercourse and intimate images being sent electronically. He was arrested.
- A man caused a disturbance and was trespassed at a residence in south Corvallis. The man left on his motorcycle and eluded officers across town, finally stopping in the parking lot of the emergency room. The man was arrested and taken to the Benton County Jail.
- Detectives investigated the death of a four-month old female who rolled off a bed and died as the result of asphyxiation. The death was determined to be accidental.
- Detectives are investigating the death of a transient male at the BMX park. The case is open and under active investigation.
- Community Livability Officers (CLOs) attended the Beaver Community Fair, participated in OSU Recreation night at Dixon, conducted two bicycle registration events, and partnered with OSU Community Relations for Fall Festival Good Neighbor Canvas.
- School Resource Officer (SRO) Stauder is on light duty. Officer Stauder designed three presentations to provide schools. She also successfully implemented TAP 7 "Back to School Blitz," met with the CEO of the Boys and Girls Club, did one CHS Presentation,

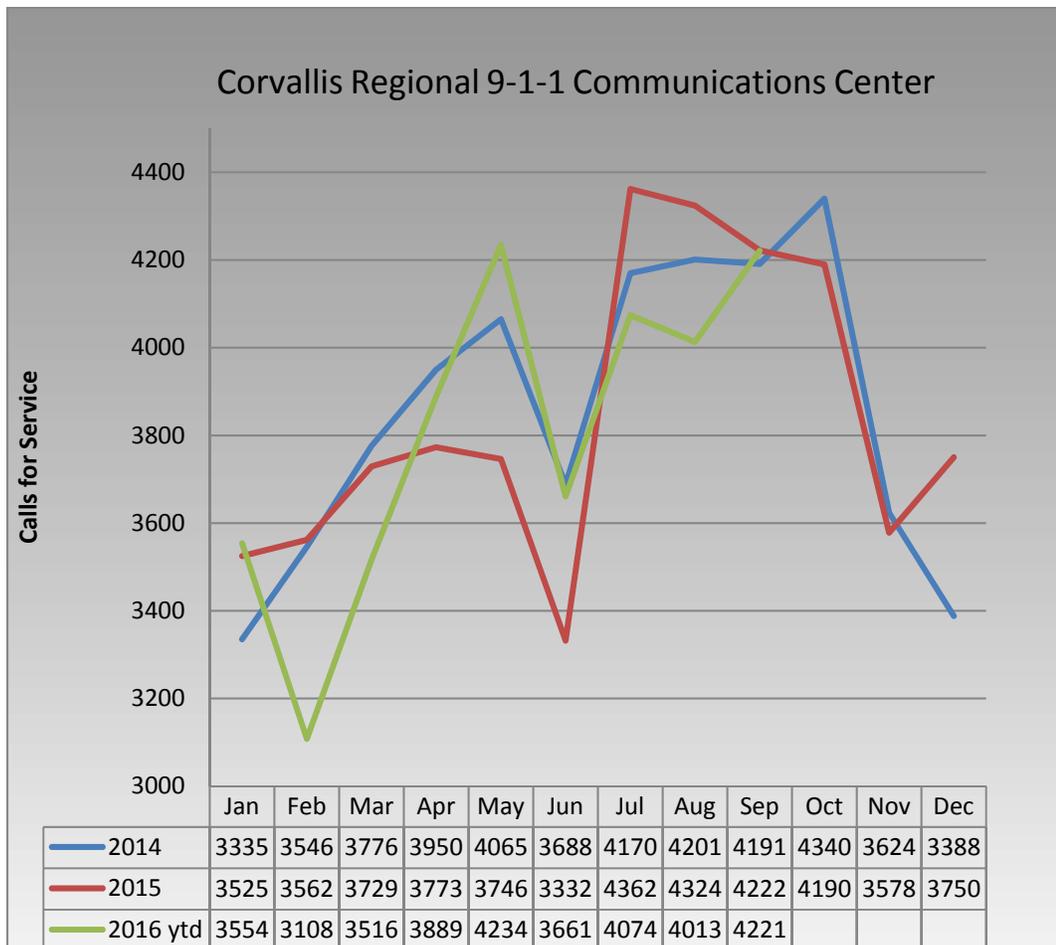
two consults at CHS and CMS, one intervention, one student check in, two parent student consults and three Student Support Team meetings.

- K-9 Max was deployed eight times resulting in two finds. Officer Hackstedt and K-9 Max completed 25 hours of training. K-9 Bolt was deployed four times resulting in one capture. Officer Parrish and K-9 Bolt completed 34 hours of training.
- There were 714 items were received into Evidence. An additional 224 items were returned, purged, or permanently transferred.
- Records staff processed 1,299 police reports, entered 428 traffic citations, and performed 164 background checks. Staff generated 138 incident reports, 18 percent of the total reports taken during this reporting period.
- 62 incident reports were submitted via Coplogic saving an estimated \$3,100 in officer time.

9-1-1 Center Calls for Service

The Corvallis Regional Communications Center dispatched 4221 calls for police, fire, and medical assistance this month as follows:

POLICE		FIRE AND MEDICAL	
Corvallis Police	2,821	Corvallis Fire/Ambulance	667
Benton County Sheriff	565	Other Fire/Medical	64
Philomath Police	104		
TOTAL	3,490	TOTAL	731



B. Other

- Parking Enforcement Officers Sanyang, McMullin, and Sargent Marr presented an overview of downtown parking regulations at the monthly Downtown Corvallis Association meeting.
- Motor officers Teeter and McPartlin attended monthly training; this time with Clackamas County Sheriff's Office.
- Officers attended annual firearms training at Albany Rifle and Pistol Club.
- Officers Samuels and Raybould attended bicycle patrol training.
- Officers Parrish and Hackstedt attended the Oregon Police Canine Association Fall Seminar.
- Lieutenant Harvey, Detective Roach and Detective Kantola attended the annual Oregon Homicide Investigation conference.
- Animal Control Officer Tracy completed two presentations to Heartland Humane Society Staff.
- Sergeant Goodwin, Officer Dodge, and Officer Anderson facilitated the annual Greek Liaison Program Fall Orientation presentation for 40 Greek students.
- Sergeant Hinckley facilitated an Oregon Liquor Control Commission Liquor Licensee meeting.
- Dispatcher Frances Facey attended the Criminal Justice Information Services Workshop in Seaside Oregon.

- Dispatcher Ben Martin attended a class on Veteran's issues as they pertain to law enforcement.
- Corvallis Regional Communication Center Dispatchers had a booth at the Benton County Sheriff's Office Chili Cook Off.

C. Community Policing Department Advisory Committee/Department Stakeholder Meeting:

- Last Month's Activity: The Community Policing Department Advisory Committee met in September to discuss the coming year. Planning occurred whereas the Police Department will be focusing on receiving input/feedback this next year from the committee which represents Neighborhoods, Liquor Licensee, OSU/OSP, OSU Student Conduct, OSU ASOSU, COI, 509J, NAACP, and Business. Discussed were communication efforts of the police department with the community surrounding Recruitment, Hiring, and Training as well as a public demonstration of the on-body camera system which is expected to be deployed at the start of 2017.
- Coming Soon/Future: The committee will meet in October to discuss the Community Livability Officer team efforts and work, review statistics since the Academic year has begun compared to prior years.

IX. PUBLIC WORKS

A. Department Highlights

- Corvallis Transit System (CTS) provided 238,439 rides in the first quarter of FY16-17. This is essentially equal to the ridership of the first quarter of FY15-16.
- Transportation staff participated in multiple outreach events, including Oregon State University's Beaver Fair and Graduate Student Fair, and the Linn-Benton Health Equity Alliance strategic priorities workshop.
- Transportation staff teamed up with community volunteers and partners on a number of active transportation events, including Pedalpalooza; four "breakfast stops" for bicyclists, walkers, skaters, and transit users on Car Free Corvallis Day; the Corvallis Bicycle Collective's Bike Swap; and the Corvallis Sustainability Coalition's Fall Festival bicycle valet parking service.
- Special Transportation added a new Ford Transit ADA-accessible small bus into service. The vehicle holds ten passengers including two wheelchair riders.
- Pedestrian and bicycle crossing improvements were completed at the 35th Street and Washington Way railroad crossing. Landscaping will be completed when plants are available and weather permits.
- The Dixon Creek log crib replacement was completed. The crib replaced old railroad ties and is a form of retaining wall made of rocks placed against the bank to allow water to get through without eroding the bank into the creek.



Before



After

- The Sidewalk Safety Program is underway, making repairs to City sidewalks and improving user safety by addressing lifted and damaged sidewalks. The program will address over 14,500 square feet of sidewalks.
- Benton County completed a pavement marking project for the City. This has restored visibility of pavement striping within Corvallis, improving roadway safety for motorists and pedestrians by improving nighttime and wet weather visibility for drivers.
- The Public Works Asset Management consultant completed an on-site inventory assessment for the Wastewater Reclamation Plant assets. We now have a more complete picture of the plant infrastructure and replacement needs.
- Public Works Information Technology staff held an Accela kick-off meeting for Water Treatment, Wastewater Reclamation, and Technical Services staff. These workgroups, along with Buildings and Grounds staff, will be transitioning to the new computerized maintenance management system over the next several months.
- Fleet Maintenance staff began the seasonal evaluation and preparation of vehicles used for leaf season and heavy rain/snow storm response.
- The Climate Action Task Force conducted the final public outreach meeting September 13. Next steps will be to draft and submit a proposed Climate Action Plan to City Council for consideration in December.

X. MISCELLANEOUS

- Attached is the City Attorney's Office Report to the City Council for July.

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**CITY ATTORNEY'S OFFICE
 REPORT TO CITY COUNCIL
 SEPTEMBER 2016**

Current Cases

CAO Cases: Description	Venue	Case Name	Ex Parte Contact?
Challenge to Oregon SB 1573 bill against voter-approved annexations	Benton Cty Circuit Ct	<i>City of Corvallis v. State of Oregon, et al.</i>	Not Applicable
Impounded vehicles case	Benton Cty Circuit Ct	<i>City of Corvallis v. Jones Auto, LLC</i>	Not Applicable
Hosting ordinance municipal court appeal	Ct of Appeals	<i>City of Corvallis v. Pi Kappa Phi</i>	Not Applicable
Kings Blvd Extension 2 nd appeal	LUBA	<i>GPAI, LLC v. City of Corvallis</i>	Applicable

Disclosure requirements for ex parte contacts could apply to any active land use cases, and do apply to any active land use cases appealed to the City Council. For a list and description of all land use cases not included above that are currently active, go to the following link and click on the button labeled “active land use cases”:

<http://www.corvallisoregon.gov/index.aspx?page=112>

Highlights This Month

1. Preparation of draft Response Brief in Kings Blvd. Extension 2nd LUBA case.
2. Assistance to Planning and Development Review Engineering Departments regarding Kings Blvd. Corridor Study and Plan.
3. Assistance to and meetings/correspondence with Planning Department regarding “Bell Turbo” code violation case.
4. Preparation and mailing of annual letter to City auditors.
5. Appearance at court hearing for impounded vehicles case.

Ongoing/Future Matters

1. Enforcement actions re: code violations (building, rental housing, land development code).
2. Public records requests.
3. Assistance to City staff on reports and findings for land use decisions.
4. Enforcement of City ordinances and prosecution of offenses in Corvallis Municipal Court.
5. Revisions to CMC 5.03 and other policy matters.
6. OSU/City issues
7. Contract reviews for all departments.