



**CITY OF CORVALLIS  
COUNCIL WORK SESSION**

**AGENDA**

**April 17, 2006  
5:30 pm**

**Downtown Fire Station  
400 NW Harrison Boulevard**

**COUNCIL ACTION**

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- I. ROLL CALL
  
- II. UNFINISHED BUSINESS
  - A. Mayor/Council/Manager Quarterly Meeting
    - 1. Councilor Discussion (issues/topics not identified below)
    - 2. Council Policy Review – CP91-2.03, “Expense Reimbursement”
    - 3. Van Buren Street Bridge Project
    - 4. Progress on 2005-2006 Goals and Values
    - 5. Relationships Using Self-Evaluation Tools
      - \* General and Specific Practices; Code of Conduct
    - 6. Associate Planner/Code Enforcement Officer Position
    - 7. Whiteside Theater
    - 8. Other
  
- III. ADJOURNMENT

For the hearing impaired, a sign language interpreter can be provided with 48 hours’ notice prior to the meeting. Please call 766-6901 or TTD/TDD telephone 766-6477 to arrange for such service.

**A LARGE PRINT AGENDA CAN BE AVAILABLE BY CALLING 766-6901**

*A Community that Honors Diversity*

**CITY OF CORVALLIS**  
**COUNCIL POLICY MANUAL**

**POLICY AREA 2 - COUNCIL PROCEDURES**

**CP 91-2.03**            **Expense Reimbursement**

**Adopted June 6, 1983**

Affirmed October 7, 1991

Amended November 4, 1996

Reviewed March 5, 2001

2.03.010        Purpose

To establish a policy regarding expense reimbursement and reporting requirements for the Mayor and City Council.

2.03.020        Policy

2.03.021        Mayor Stipend; Work/Time Loss

To cover miscellaneous expenses inherent with her/his duties, the Mayor will receive a \$100 monthly stipend. This stipend is not subject to the reporting requirements outlined below. In addition, Council members and the Mayor will be eligible for reimbursement for additional out-of-pocket expenses, as outlined below, but shall not be compensated for any time or work lost at their jobs.

2.03.022        Reporting Requirements

Out-of-pocket expenses directly attributable to Council service and incurred during incumbency, as well as expenses in excess of the Mayor's stipend, shall be reimbursed at the same rates and in conformance with the reporting requirements as established by the Administrative Policy for City employees.

## **Council Policy 91-2.03**

### 2.03.023 Reimbursement Limits

No specific dollar limit is established for reimbursement of expenses, but each individual is obligated to use prudent judgement in relation to expenses incurred.

### 2.03.024 Policy Clarification

Necessary clarification of the reimbursement policy will be presented to the Administrative Services Committee.

### 2.03.030 Review and Update

This Council Procedures Policy shall be reviewed every five years by the Council and updated as appropriate.

# STATUS OF CITY COUNCIL GOALS FOR 2005-2006

**Preface:**

Overarching Council goals and values throughout the Corvallis 2020 Vision Statement and within the goals listed below include:

★ Diversity

★ Citizen Involvement

★ Sustainability

★ Cost Efficiency

<u>GOALS</u>	<u>Corvallis 2020 Vision Statement Categories</u>
<p>Develop Watershed Stewardship Plan</p> <p><u>Status as of March 31, 2006:</u></p> <ul style="list-style-type: none"> <li>• Public Works selected a consultant to lead the plan development; began the plan development process with the Watershed Advisory Commission.</li> </ul> <p><u>Next Steps:</u></p> <ul style="list-style-type: none"> <li>• Consultants to begin gathering resource information.</li> <li>• First public workshop to gather input on the policy issues in the plan development will be held in early June, as will an opportunity for the public to tour the watershed.</li> </ul>	<p>Culture and Recreation Economic Vitality Governing and Civic Involvement Protecting the Environment</p>
<p>Enhance organizational sustainability efforts</p> <p><u>Status as of March 31, 2006:</u></p> <ul style="list-style-type: none"> <li>• Community Development (CD) took possession of two bio-diesel Jeep Liberty vehicles through the Public Works purchasing process.</li> <li>• The City Manager tested using electronic packets at Council meetings. Several Councilors expressed interest and will begin using e-packets in the near future.</li> <li>• Finance Department continues to explore opportunities with on-line payments and E-commerce.</li> <li>• Public Works is leading the monthly Steering Committee meetings; developed one, five and ten year goals for water and paper reduction in City operations.</li> <li>• Friends of the Library gave new homes to thousands of books and earned \$23,000 for library activities as a result of their annual Book Sale.</li> </ul> <p><u>Next Steps:</u></p> <ul style="list-style-type: none"> <li>• Develop similar goals for energy and fuel reduction.</li> <li>• Perform waste audits; create a strategy for providing information and education for sustainability activities to all employees.</li> </ul>	<p>Culture and Recreation Economic Vitality Governing and Civic Involvement Protecting the Environment</p>
<p>Pursue Economic Vitality:</p> <ul style="list-style-type: none"> <li>– South Corvallis industrial lands shovel ready</li> <li>– Development Impact Team</li> <li>– Support Economic Vitality Partnership (EVP) Consolidated Economic Health Strategy</li> </ul> <p><u>Status as of March 31, 2006:</u></p> <ul style="list-style-type: none"> <li>• The Economic Vitality Partnership conducted a survey and held a series of outreach meetings.</li> <li>• Public Works is nearly complete with the Airport Industrial Park wetlands mitigation plan. We are working with the state for an additional wetlands delineation grant and loan for mitigation.</li> </ul> <p><u>Next Steps:</u></p> <ul style="list-style-type: none"> <li>• Community Development will facilitate the process for allocation of the FY 06-07 Economic Development Funds. There is a request from EVP for \$9,500 for project completion next fiscal year.</li> <li>• Public Works will complete the wetlands mitigation plan - receive grant and delineations - continue with developing a loan agreement.</li> </ul>	<p>Central City Economic Vitality Education and Human Services Protecting the Environment Where We Live</p>

<b><u>GOALS</u></b>	<b><u>Corvallis 2020 Vision Statement Categories</u></b>
<p>Support completion and assist with implementation of Downtown Master Plan and Downtown Housing Study</p> <p><u>Status as of March 31, 2006:</u></p> <ul style="list-style-type: none"> <li>• CD continues to assist the Downtown Corvallis Association (DCA) in the next steps toward the development of a Downtown Strategic Plan.</li> <li>• CD developed a contract addendum for DCA to receive Council goal funds related to this project.</li> <li>• CD continues to work with other partners on evaluating opportunities for housing development in the downtown area.</li> <li>• The Vertical Housing Tax Credit rules were finalized by the State in March. Staff will complete an analysis of both the Vertical Housing Tax Credit program and a Multi-Unit Housing Tax Credit for City review.</li> <li>• A review of downtown SDC fees is underway by Public Works Department staff.</li> </ul> <p><u>Next Steps:</u></p> <ul style="list-style-type: none"> <li>• Completion of the downtown SDC review is expected this fiscal year. A report to Council will follow.</li> </ul>	<p>Central City Culture and Recreation Economic Vitality Protecting the Environment Where We Live</p>
<p>Match funding strategies to defined capital projects</p> <p><u>Status as of March 31, 2006:</u></p> <ul style="list-style-type: none"> <li>• The City Council held a work session to discuss alternatives. Staff was directed to develop a time line and information/outreach recommendations for a possible May 2007 election. In addition, staff was asked to secure an update on costs for the Senior Center, and identify a process for the Parks &amp; Recreation Advisory Board to provide information on any related Parks projects.</li> <li>• Staff was directed to initiate a public outreach process for the Telecommunications Service Tax as a possible new revenue source to fund replacement fire vehicles and costs for construction of a new Fire training facility.</li> </ul> <p><u>Next Steps:</u></p> <ul style="list-style-type: none"> <li>• Complete the public outreach process for the Telecommunications Service Tax.</li> <li>• Review the consultant's updated costs for the Senior Center. Discuss any additional Parks projects the Parks &amp; Recreation Advisory Board would want to include for discussion of a possible bond project.</li> </ul>	<p>Culture and Recreation Governing and Civic Involvement</p>
<p>Assess organizational diversity efforts and develop goals and objectives</p> <p><u>Status as of March 31, 2006:</u></p> <ul style="list-style-type: none"> <li>• The Human Services Committee approved a diversity plan and a consultant request for proposals was issued.</li> </ul> <p><u>Next Steps:</u></p> <ul style="list-style-type: none"> <li>• The consultant is expected to be hired by May 1 and, at Council direction, a budget proposal will return to the Council on June 5, 2006.</li> </ul>	<p>Culture and Recreation Governing and Civic Involvement</p>
<p>Strengthen citizen involvement by working with Committee for Citizen Involvement (CCI) to identify new strategies to improve and increase broad-based involvement</p> <p><u>Status as of March 31, 2006:</u></p> <ul style="list-style-type: none"> <li>• CD staff facilitated the review of Neighborhood Empowerment Grant requests by CCI with a recommendation approved by Council.</li> <li>• The CCI work program and future was reviewed by HSC and approved by Council.</li> </ul> <p><u>Next Steps:</u></p> <ul style="list-style-type: none"> <li>• Grant agreements with neighborhood organizations will be developed for grant funding.</li> <li>• CCI will hold a "Fishbowl" community forum in May.</li> </ul>	<p>Governing and Civic Involvement Where We Live</p>

<b><u>GOALS</u></b>	<b><u>Corvallis 2020 Vision Statement Categories</u></b>
<p>Complete work and provide direction on Transportation Funding, Street Light Acquisition, and Utility Business Tax by December, 2005</p> <p><u>Status as of March 31, 2006:</u></p> <ul style="list-style-type: none"> <li>• Transportation Funding: City Council voted to approve the Transportation Maintenance Fee with an effective date of July 1, 2006. Staff continued the internal work to implement the fee on the City Services bills rendered after July 1, 2006, including re-designing the bill format to include the fee.</li> <li>• Street Light Acquisition: Pacific Power agreed to use existing City-GIS streetlight inventory database to calculate inventory valuation. Pacific Power used replacement cost new, less depreciation formula based on an 80-year depreciation rate schedule. The formula increased the purchase price of the streetlight system well above staff's previous estimate. Staff is continuing discussions concerning code requirements and will attempt to negotiate the purchase price with Pacific Power if the new parent company permits the sale of existing streetlight assets.</li> <li>• Utility Business Tax: The City Council has initiated a public review process to introduce the tax and obtain public input.</li> </ul> <p><u>Next Steps:</u></p> <ul style="list-style-type: none"> <li>• Transportation Funding: Fee will be implemented in July.</li> <li>• Street Light Acquisition: Discussions are on hold pending approval of acquisition of Pacific Power by Mid-American Energy Company and authorization for Pacific Power to sell existing assets.</li> <li>• Utility Business Tax: A public forum will be held on April 13, with a decision by the City Council expected in May.</li> </ul>	<p>Governing and Civic Involvement</p>
<p>Evaluate strategies to maximize delivery of parks and recreation, youth, and cultural services</p> <p><u>Status as of March 31, 2006:</u></p> <ul style="list-style-type: none"> <li>• The advisory boards and commissions met in two focused sessions to develop a list of ideas to be pursued. The report from the boards and commissions was accepted by City Council in January and a Council subcommittee was appointed to work with staff to develop next steps. Two subcommittee meetings have been held.</li> </ul> <p><u>Next Steps:</u></p> <ul style="list-style-type: none"> <li>• Staff is in the process of identifying elements from the consultant report that can be accomplished in the near term without additional resources.</li> </ul>	<p>Culture and Recreation Economic Vitality Education and Human Services Governing and Civic Involvement</p>
<p>Review Charter for diversity and State law consistency purposes</p> <p><u>Status as of March 31, 2006:</u></p> <ul style="list-style-type: none"> <li>• A series of focus group meetings were held in February and a public forum was conducted in March to receive comment about how the Charter could be modified to address diversity issues. The City Attorney reviewed the Charter and found it to be in compliance with State law.</li> </ul> <p><u>Next Steps:</u></p> <ul style="list-style-type: none"> <li>• The Administrative Services Committee will consider revised Charter language at their April 6 meeting.</li> </ul>	<p>Governing and Civic Involvement</p>

<u>GOALS</u>	<u>Corvallis 2020 Vision Statement Categories</u>
<p>Accomplishments that reflect the Overarching Goals and Values:</p> <ul style="list-style-type: none"> <li>• Community Development Department Development Services Division continues to meet with development stakeholders to advise of progress and seek input on software purchases, implementation of service enhancements, and development of policies for phased development, deferred submittals and temporary occupancy.</li> <li>• CMO staff participated in a Community Needs Assessment with Benton County and United Way. (Citizen Participation)</li> <li>• The Comprehensive Communications Plan Report for 2005 was presented to the Council. (Citizen Participation)</li> </ul>	

## **OTHER ACCOMPLISHMENTS**

### **CITY MANAGER’S OFFICE**

- Results of the 2005 Citizen Attitude Survey were presented to Council at their January 3 meeting.
- The Administrative Policy for handling public records requests was finalized.
- A consultant was selected to redesign cablecasting equipment for the City Council Chambers.

### **COMMUNITY DEVELOPMENT DEPARTMENT**

- Staff is preparing for a CC public hearing on the CDBG/Home Action Plan for FY 06-07 in May. The Housing and Community Development Commission (HCDC) has reviewed the Action Plan which includes the Human Services Fund and capital project allocation recommendations.
- Staff continues to work with Corvallis Neighborhood Housing Services and other funding partners for the development of the CoHo Cohousing project.
- Implemented new write and cite corrections as mandated by the State Building Codes Division.
- Staff continues, with stakeholder input, to plan on the purchase and implementation of software to allow for on-site, real-time report delivery at construction sites by inspectors.
- Planning Commission review of Land Development Code (LDC) amendments to historic provisions was completed in March. The PC recommendations will be forwarded for City Council public hearing, review of and adoption of amendments.
- Strategies are under development for implementation of the LDC, Phase I Update after all appeal processes are completed as anticipated in the near future.
- Economic Development Program application for FY 05-06 fund have been received. Ten organizations are requesting \$278,500. The amount of funds available is \$202,390, leaving a funding gap of a \$76,100.

### **FINANCE DEPARTMENT**

- The Finance Department relocated operations to the newly renovated Madison Avenue Building.
- Completed initial design of new utility services bill and met with Cascade Printing to finalize design and

- formalize agreement. New utility bill will be mailed out beginning May 1<sup>st</sup>.
- Staff met with United Way to develop a low-income payment assistance program for City services.

### **FIRE DEPARTMENT**

- Work on the Fire Department’s Homeland Security Grant to improve radio infrastructure county-wide is nearing completion.
- Fire submitted federal appropriations requests (through Congresswoman Hooley and Congressman DeFazio) for a training facility & props and an aerial ladder.
- An extensive review and update of the Department’s Advanced-Life-Support Protocols was performed.

### **LIBRARY**

- The circulation workroom remodel project was completed. Because of workflow changes possible with the remodel, materials are getting back to the shelf much more rapidly. This, in turn, has meant the items can go on to the next user faster. In March, the Corvallis library checked out an all time record number of over 123,000 items.
- The Library implemented “Library2Go,” a downloadable audio book service. As one of 8 Oregon libraries participating in the project, the library is able to provide access to thousands of downloadable audio books to users at a very reasonable price. The service has been extremely well received and we have been advised by the vendor that it has taken off much faster in Oregon than in any other state.
- Alsea Community Effort received the “Library Supporter of the Year” award from the Oregon Library Association in recognition of their fundraising for and completion of the Alsea Community Library.
- Library staff found a new architect to complete the feasibility study for a new Monroe Community Library. The study, funded by the Friends, will be forwarded to the City of Monroe when completed for their planning and consideration, since they will be responsible for funding and building any new facility.
- A new self-check machine is now available in Youth Services, donated by the Library Foundation as one of

their gifts to the Library from the 2005 Annual Campaign.

- City planning review has been completed for the Brookes patio enclosure project, funded by friends and family of Victor Brookes through the Library Foundation. It is expected that construction will begin in the next few months.

## **PARKS & RECREATION DEPARTMENT**

- The Department Safety Committee updated and distributed copies of the Emergency Procedures Manual to all staff.
- The Department's Management Team did strategic planning for 2 half-day sessions.
- The Administrative Services Team is utilizing its meeting minutes to capture Administrative marketing ideas, ways to maintain the Council goal of sustainability, and to note job efficiencies.
- Operations staff have been working with stakeholders on the planned relocation of the Community and Youth Gardens.
- Three Parks Operations staff have earned graduate certificates from the Pacific NW Resource Management School.
- Wetlands delineations and wildlife surveys are being conducted at Herbert Open Space by Salix and Associates as part of the management development process.
- Recreation coordinators held a youth sports festival to introduce community youth to a variety of sports and recreation activities to encourage less TV time and more activity.
- Approximately 55 youth participated in the Annual Elks Hoop Shoot.
- The Corvallis Aquatic Team Swim Invitational attracted approximately 1,500 people; 950 people attended the Rumbaugh Swim Invitational; approximately 1,000 people were in Corvallis for the District High School Swim Championships, whereas the State High School Swim Championships drew 2,000, and another 1,200 attended the 11-14 age group swim championships all hosted by Osborn Aquatic Center.
- The youth basketball program drew 520 participants.
- To date, approximately 1,800 Corvallis and Philomath residents have been assisted by the Tax Aide Program.

## **POLICE DEPARTMENT**

- The Police Department achieved a three-year re-accreditation by the Commission For Law Enforcement Accreditation. Following the on-site assessment in December, staff attended hearings in Jacksonville, Florida, at which time re-accreditation was awarded.
- Staff organized and facilitated Joint training with Benton County Sheriff's Office, Oregon State Police and Philomath Police Department given by "The Character Institute."
- A tactical action plan (TAP) was conducted to address pedestrian safety. The TAP focused on three intersections. An educational press release was issued in advance, followed by two weeks of enforcement and continuing education.
- A TAP was implemented to address speeding vehicles in the Downtown area and over the Harrison Street Bridge.

- Two TAPs were initiated to address illegal drug activity.
- Patrol Division completed annual shift rollover of personnel.
- A new speed monitoring trailer, purchased with Local Law Enforcement Block Grant funds, was received, and put into operation to educate the motoring public on speeding problems in the community prior to actual enforcement in neighborhood, school zones and work zones.
- Four new patrol vehicles and one supervisors' vehicle were purchased, set up and put into operation.

## **PUBLIC WORKS**

- Achieved a transit ridership record for the quarter.
- Completed the Madison Avenue Building remodel.
- Established transit group-pass program with Corvallis Clinic.
- Completed Library Circulation workroom remodel.
- Issued RFP for transit maintenance and operations facility preliminary design and environmental documentation.

**\* \* \* MEMORANDUM \* \* \***

**APRIL 12, 2006**

**TO: MAYOR AND CITY COUNCIL**

**FROM: KATHY LOUIE, ASSISTANT TO CITY MANAGER/CITY RECORDER** 

**SUBJECT: SELF-EVALUATION FORMS**

A total of eight self-evaluation forms were received and tabulated. Attached is a compilation of the responses for your discussion at the April 17 quarterly work session.

Feel free to give me a call at 766-6901 if you have questions.

c: City Manager Nelson

Attachment

**CORVALLIS CITY COUNCIL**

**April 17, 2006**

**Self-Evaluation  
General Practices**

	1	1.5	2	2.5	3	04/17	02/06
<b>How are we doing on <i>General Practices</i>?</b>	<b>Low</b>		<b>Mid-range</b>		<b>High</b>	<b>Average</b>	<b>Average</b>
1. Thinking and acting strategically	1		3		4	2.38	2.39
2. Understanding and demonstrating the elements of teams and teamwork			4		4	2.50	2.39
3. Mastering "small group" decision-making			4		4	2.50	2.50
4. Clearly defined roles and relationships			4		4	2.50	2.56
5. Council/staff partnership			3		5	2.63	2.44
6. Systematic evaluation of policy implementation			5		2	2.29	2.28
7. Allocation of Council time and energy			6		1	2.14	2.33
8. Clear rules and procedures for Council meetings			4		4	2.50	2.67
9. Response to the public's concerns and evaluation of Council performance	1		2		5	2.50	2.06
10. Continuous personal learning and leadership development			3		5	2.63	2.44

*1 = NA*  
*1 = NA*

**Additional Comments:**

- #1 – I feel we have not thought through the consequences of our actions on Resolution to withdraw troops and resulting "credibility" issues resulting, especially if we then ask community to support us in other actions.
- #9 – see #1 comments above.
- I appreciate the reduction in side-talk.
- Thank you to the Mayor and staff for ending the meetings at or near 1:30 pm.

**Self-Evaluation  
Specific Practices**

	1	1.5	2	2.5	3	04/17	02/06
<b>How are we doing on <i>Specific Practices</i>?</b>	<b>Low</b>		<b>Mid-range</b>		<b>High</b>	<b>Average</b>	<b>Average</b>
1. Effective chartering of committees and acceptance of committee work			2		6	2.75	2.56
2. Prioritizing goals and initiatives and avoiding over-commitment			4	/	3	2.43	2.39
3. Educating ourselves about issues	1		2	/	4	2.44	2.56
4. Limiting amount of time spent on “small-picture” activities	1		3		4	2.38	2.17
5. Regular evaluation of our effectiveness as a Council			3		5	2.63	2.39
6. Celebrating success – our own and that of others			7		1	2.13	2.11

**Additional Comments:**

- #3 and #4 – I don’t feel we educated ourselves on all aspects of the withdraw the troops resolution so we could make an unbiased decision. Results and outcomes are negligible, yet time spent and potential “credibility issues” could result.

**Self-Evaluation  
Code of Conduct**

	1	1.5	2	2.5	3	04/17	02/06
<b>How are we doing on <i>Code of Conduct</i>?</b>	<b>Low</b>		<b>Mid-range</b>		<b>High</b>	<b>Average</b>	<b>Average</b>
1. Show consideration and civility to everyone			2		6	2.75	2.83
2. Allow for disagreement, but strive to keep conflict at a level where we are working together to address the issues			3		5	2.63	2.83
3. Apply meeting principles to staff and public			3		5	2.63	2.39
4. Explain reasoning and intent			5		3	2.38	2.44
5. Focus on understanding interests, not positions, of people			4		4	2.50	2.56
6. Be concise and respectful while focusing on issue			3		5	2.63	2.22
7. Assume best intentions as you seek common ground			3		5	2.63	2.63
8. Respect decisions of the body			2		6	2.75	2.63

**Additional Comments:**

- I continue to see this Council as good representation of this community. I also believe we do a good job of agreeing to disagree and moving on after a contentious decision.
- “Kumbyah my lord kumbyah ....”