

**CITY OF CORVALLIS
COUNCIL WORK SESSION**



AGENDA

**February 6, 2006
5:00 -7:00 pm**

**Downtown Fire Station
400 NW Harrison Boulevard**

COUNCIL ACTION

I. ROLL CALL

II. UNFINISHED BUSINESS

A. Mayor/Council/Manager Quarterly Meeting

1. Councilor Discussion (issues/topics not identified below)
2. City Council Goal – South Corvallis Industrial Lands Shovel Ready
3. Tree Protection Legislation
4. Progress on 2005-2006 Goals and Values
5. Relationships Using Self-Evaluation Tools
 - * General and Specific Practices; Code of Conduct
6. 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

**** MEMORANDUM ****

January 6, 2006

TO: MAYOR BERG, COUNCILORS TOMLINSON AND GRIFFITHS
FROM: JON NELSON, CITY MANAGER
SUBJECT: AIRPORT WETLAND ISSUES, "SHOVEL-READY" DESIGNATION

Following our December 12, 2005 meeting, I met with Public Works Director Steve Rogers to review the City's actions on airport wetlands. An update on the components follows.

Berg Park: Berg Park appears promising for mitigating a small amount of acreage associated with the airfield and/or industrial park. Regarding using Berg Park for a mitigation site, in addition to the Parks and Recreation Advisory Board, the Riverfront Commission was approached due to their interest in the linkages with the parks across the river. In meeting the Airport Industrial Park (AIP), Phase I (50 acres) "shovel ready" status, Berg Park may be large enough to meet all mitigation needs, but not the needs for the remainder of the AIP (140 acres).

Airport Industrial Park Mitigation: Grant funding was secured for mitigation planning purposes and is underway. Berg Park is part of this effort.

Additional Delineation: Both Berg Park (to be used for mitigation purposes) and lands at the Airport (primarily south of Airport Road that were processed under old rules) required further delineation. Grant funding is being pursued. To stay "on track" the delineation needs to occur Spring 2006, so Council will be updated and other funding sources considered should a grant not materialize.

Wetland Mitigation Bank: Efforts are underway to identify a site. Once identified, City participation could occur in at least two ways.

One approach is to locate funds and/or partners, purchase a site, and manage a wetland mitigation bank for an appropriate return on investment. This has significant front-loaded financing costs and uncertainty of payback. Cascades West Council of Government partners will have a discussion on the feasibility of this approach.

A second approach is to negotiate a cost certain agreement with a property owner for a wetland mitigation bank site. Costs to participate would be from developers seeking to develop at the Airport Industrial Park. Working in conjunction with potential partners could also be considered under this approach.

Airport Wetland Issues
January 6, 2006
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Shovel-Ready Designation: A policy discussion on the relative value of the designation, with the Oregon Economic and Community Development Department (OECDD) strings, minimal acreage requirements, etc., will occur. This will involve the City Council, EDP, and other partners after the work has progressed beyond the delineation work and as part of the mitigation bank site identification.

c: Steve Rogers, Public Works Director
Ken Gibb, Community Development Director

4002

Nelson, Jon

From: Gibb, Ken
Sent: Tuesday, January 03, 2006 8:00 AM
To: Nelson, Jon
Subject: FW: Prohibition for cutting trees in protected significant vegetation area FYI

Here is the provision in LDC III that prohibits cutting in significant vegetation areas without approval.

-----Original Message-----

From: Gager, Kathy
Sent: Thursday, December 29, 2005 11:58 AM
To: Gibb, Ken; Schlesener, Kelly; Towne, Fred
Subject: Prohibition for cutting trees in protected significant vegetation area FYI

4.12.50- PROCEDURES

- a. Compliance with the provisions of this chapter shall be determined through the development review processes identified in Chapter 1.2 - Legal Framework (Section 1.2.110) and/or through the building permit or construction permit review processes. Applications for building permits, other land development permits, and/or permits for vegetation removal on sites containing Significant Vegetation shall be reviewed to assure that existing vegetation is preserved, enhanced, and/or its removal mitigated for based on and consistent with the standards contained in this Chapter. No building permits, other land development permits, and/or permits for vegetation removal shall be approved for sites containing Significant Vegetation without an approved Significant Vegetation Management Plan, which may be applied for as a concurrent application.

Within Significant Vegetation Areas, the following activities are prohibited unless they are specifically exempted in Section 4.12.30, or are allowed as a result of the approval of a Significant Vegetation Management Plan (Section 4.12.90), a land use development permit, or a construction permit:

- a. Removing, damaging, destroying, or cutting any tree greater than four (4) inches in diameter as measured four (4) feet above grade;
- b) Removing, damaging, destroying, or cutting any shrub over four (4) feet in height;
- c) Removing any ground covers or soil;
- d) Preparing a site for development (excavating, grading, clearing); and
- e) Constructing fences over four (4) feet in height or of a material that will prevent small animal passage.

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 December 31, 2005:</u></p> <ul style="list-style-type: none"> • A second public workshop was held in October to get input on a draft vision statement and to better define what questions need to be answered in the resource inventory to provide sufficient data to form the basis of policy recommendations. • Vision statement and list of guiding principles were finalized by the Watershed Commission and approved by the City Council in December. • A Request for Proposal has been advertised to hire a consultant to perform the phase II work on the resource inventory and action plan to implement the vision statement. <p><u>Next Steps:</u></p> <ul style="list-style-type: none"> • Evaluate proposals, hire consultant, and initiate plan development. 	<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 December 31, 2005:</u></p> <ul style="list-style-type: none"> • The consultant held two workshops and conducted site visits of various City locations to assess current sustainability efforts and to develop recommendations for future actions. • A public meeting was held to solicit input on the consultant's work and suggestions for enhancement opportunities. • Final reports were drafted and presented to the Urban Services Committee in December. <p><u>Next Steps:</u></p> <ul style="list-style-type: none"> • City council will receive a presentation on the consultant's process and findings in January. Staff will review the recommendations in the final report and determine which need to be brought to the Budget Commission in February for approval of additional resources. 	<p>Culture and Recreation Economic Vitality Governing and Civic Involvement Protecting the Environment</p>

<u>GOALS</u>	<u>Corvallis 2020 Vision Statement Categories</u>
<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 December 31, 2005:</u></p> <ul style="list-style-type: none"> • CCI held a neighborhood association gathering and sponsored speakers on community enhancements by increasing involvement of residents. • As provided with dedication of Council Goal funds, Associate Planner support is again being provided for CCI. <p><u>Next Steps:</u></p> <ul style="list-style-type: none"> • CCI's development of a process for neighborhood empowerment grants will be presented to Council. 	<p>Governing and Civic Involvement Where We Live</p>
<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 December 31, 2005:</u></p> <ul style="list-style-type: none"> • Transportation Funding: City council voted to approve the Transportation Maintenance Fee with an effective date of July 1, 2006. Staff began the internal work needed to comply with this effective date, such as assigning charge amounts to each customer. • Street Light Acquisition: Delays by the utility company in finalizing a purchase price resulted in the schedule on this project being extended. Staff is working through the implementation issues. • Utility Business Tax: The City Council decided to postpone implementation until this issue could be reviewed in a larger context of funding challenges facing City operations. <p><u>Next Steps:</u></p> <ul style="list-style-type: none"> • Transportation Funding: Fee will be implemented in July. • Street Light Acquisition: Staff hopes to have information in January that will determine the next steps. If the purchase price provided by the utility is within an acceptable range, the City will begin the process to secure financing. If not, the City will hire a consultant to review the basis of the utility's price proposal and to help staff negotiate with the utility. • Utility Business Tax: Council will discuss the tax during the third quarter work session. 	<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 December 31, 2005:</u></p> <ul style="list-style-type: none"> • Conducted two meetings of the Joint Boards and Commission members to gather information from the group regarding the goal. These sessions were facilitated by Cynthia Solie. The consultant worked on the report compilation through the end of quarter. <p><u>Next Steps:</u></p> <ul style="list-style-type: none"> • Review the draft report with the Chairs of the Boards and Commissions. • Prepare the final report and present to City Council in order to receive additional direction about recommended next steps. 	<p>Culture and Recreation Economic Vitality Education and Human Services Governing and Civic Involvement</p>

fiesta in Monroe similar to the monthly Corvallis sessions.

- The telephone notification system for holds and overdues was upgraded, giving the library the ability to record our own messages which saves money and allows us to customize the messages.
- Philomath experienced some flooding due to a catch basin drain problem and a roof leak. The meeting room floor and some of the carpeting were damaged. Philomath Public Works staff are evaluating the situation and it looks like the carpet will need to be replaced.
- Staff are preparing to go live with downloadable audio books in January. Users with MP3 players will be able to download books to their players. The library is participating in a consortium with other Oregon libraries to offer this service.
- Author Ben Mikaelson visited the library in November.
- Library Foundation annual appeal resulted in approximately \$20,000 in donations to the Foundation.
- Work on the Brookes solarium project continued, with approval from the Historic Preservation Advisory Board.

PARKS & RECREATION DEPARTMENT

- Worked on a landscape renovation plan for Kermit Roth Gateway Park.
- Held a successful all city children's Healthy Halloween event in the parking garage of the public library. Offered healthy snacks instead of candy and promoted regular exercise, healthy eating and less media screen time.
- Staff presented regarding Corvallis' Youth Volunteer Program at the National Youth Volunteer's of America conference.
- Initiated a new special event at Osborn Aquatic Center called Dog Day at the Pool. At the cost of \$5 each, 246 dogs swam and played in the outdoor pools just after season closure.
- Hosted a regional Special Olympics swim meet for 235 athletes.
- Sixty-two youth participated in the Toys for Tots event.
- Youth Volunteer Corp. worked with the Senior Center to leaf rake the yards of 20 elderly citizens.
- Began Media Smart Youth as an elective choice for youth at Inavale School. This program promotes healthy eating choices and introduces youth to the power and art of media.
- A memory screening clinic was held at Chintimini Senior Center—older adults were educated about how to successfully age. Memory tests were given.
- Osborn Aquatic Center held the Second Annual Turkey Trot with 102 runners in attendance compared to 68 last year.

- Santa Claus visits were enjoyed by 45 local families.
- This year the Festival of Lights featured music from a variety of faiths, including Kwanza, B'Hai, and Christians.
- The Senior Center hosted the Annual Holiday Dinner with more than 110 in attendance.
- Staff and volunteers at the Senior Center are scheduling numerous appointments to help older adults with the changes in the Medicare Prescription Drug Program.
- The Baby Boomer Pilot Research Project has been completed and planning is underway for the citywide Baby Boomer Survey.
- Osborn Aquatic Center hosted 5 swim meets in December.

POLICE DEPARTMENT

- Joint training with Benton County Sheriff's Office was conducted as part of the service collaboration initiatives.
- The on-site re-accreditation assessment by three assessors from the Commission on Accreditation for Law Enforcement Agency was conducted December 10-14, 2005.
- The second customer satisfaction survey of the year was completed.
- Radio purchases through the Edward Byrne Memorial Justice Assistance grant were completed and funds were received from the Department of Justice.

CITY COUNCIL GOALS – SPENDING UPDATE

Second Quarter FY05-06 ending December 31, 2005

The City Council directed the FY 05-06 budget include \$388,160 for implementing specific Council Goals. The table below shows the amount of the budget, what has been expended year-to-date, and what has been committed (i.e., a contract signed and an encumbrance placed). Monies budgeted in the General Fund, Non-Departmental are for projects which do not better fit into another department's budget.

Fund/Dept	Project	FY05-06 Budget	Spent 12/31/05	Committed/ Encumbered	Balance Avail to spend
<u>General</u>					
Non-dept	CCI - Citizen Involmnt	16,000	4,827	0	11,173
	Charter Review - Diversity	5,000	0	0	5,000
	Downtown Master Plan	70,000	0	0	70,000
	Economic Vitality Project	32,160	17,160	15,000	0
	Neighborhood Empowermt	5,000	0	0	5,000
	Sustainability	25,000	24,823	2,615	(2,438)
Public Works	Street Light Acquisition	32,000	2,705	0	29,295
<u>Street</u>					
Public Works	Street Light Acquisition	18,000	1,456	0	16,544
<u>Dev Services</u>					
Community Dev	Plans Examiner	76,000	0	0	76,000
<u>Water Timber</u>					
Public Works	Stewardship Devel Plan	50,000	4,128	127	45,745
<u>Admin Services</u>					
Finance	CIP Funding Strategy	25,000	0	350	24,650
City Mngr Office	Consult-assess org diversity	15,000	0	0	15,000
	Compreh Communic Plan	19,000	2,400	13,575	3,025
		\$388,160	\$57,499	\$31,667	\$298,994

CORVALLIS CITY COUNCIL

February 6, 2006

Self-Evaluation General Practices

	1	1.5	2	2.5	3	02/06	10/13
How are we doing on <i>General Practices</i> ?	Low		Mid-range		High	Average	Average
1. Thinking and acting strategically			5	/	3	2.39	2.33
2. Understanding and demonstrating the elements of teams and teamwork	1		3	/	4	2.39	2.67
3. Mastering "small group" decision-making			4	/	4	2.50	2.33
4. Clearly defined roles and relationships			4		5	2.56	2.50
5. Council/staff partnership			5		4	2.44	2.56
6. Systematic evaluation of policy implementation			6	/	2	2.28	2.50
7. Allocation of Council time and energy			6		3	2.33	2.44
8. Clear rules and procedures for Council meetings			3		6	2.67	2.78
9. Valid assessment of the public's concerns and evaluation of Council performance	1		5	/	1	2.06	2.38
10. Continuous personal learning and leadership development			5		4	2.44	2.44

1 = N/A

Additional Comments:

- #9 – No answer; meaning is still not entirely clear to me.
- #10 – Would like to see more learning and development.
- Sometimes we get a little off track and I would like to see more thought put into questions to expedite efficient responses.
- #2 – The group appears to be working well together.
- #5 – Sometimes this is not apparent as displeasure is shown when councilors bring up new unanticipated items or ideas for discussion.
- #6 – This is not formally done, perhaps can be done as part of the sustainability.
- #7 – Would like to see the practice of ending meetings at 1:30 pm be implemented more often; even if this means an evening meeting as many folks have to go back to work.
- #8 – We have no mechanism for doing this.

**Self-Evaluation
Specific Practices**

	1	1.5	2	2.5	3	02/06	10/13
How are we doing on <i>Specific Practices</i> ?	Low		Mid-range		High	Average	Average
1. Effective chartering of committees and acceptance of committee work			4		5	2.56	2.78
2. Prioritizing goals and initiatives and avoiding over-commitment	1		3	/	4	2.39	2.56
3. Educating ourselves about issues...			3	//	4	2.56	2.56
4. Limiting amount of time spent on "small-picture" activities such as "word-smithing"	1		5	/	2	2.17	2.44
5. Establishing a process to get feedback on the impact of policy decisions			4		4	2.50	2.44
6. Regular evaluation of our effectiveness as a Council			5	/	3	2.39	2.56
7. Celebrating success – our own and that of others	1		6		2	2.11	2.33

1=N/A

Additional Comments:

- #1, #2, #3 – Some more than others ...
- #4 – Could we please discuss this? It seems loaded to me.
- #5 – And the process is ?
- #7 – I like the way individual councilors make a practice of publicly praising employees who have been helpful. I continue to be pleased by the positive tone of the information pieces in the City newsletter. It's very important because it influences readers' feelings about city government.
- #5 – We rarely do.
- #6 – We measure goal attainment but not effectiveness.
- #5 and #6 – Seem redundant as we no longer need to establish processes, we have them and we also follow an evaluation schedule which provides for regular evaluations.
- #3 – Some do this more thoroughly than others.
- #5 – Don't do this.

**Self-Evaluation
Code of Conduct**

	1	1.5	2	2.5	3	02/06	10/13
How are we doing on <i>Code of Conduct</i> ?	Low		Mid-range		High	Average	Average
1. Show consideration and civility to everyone			1	/	7	2.83	2.61
2. Allow for disagreement, but strive to keep conflict at a level where we are working together to address the issues			1	/	7	2.83	2.72
3. Apply meeting principles to staff and public	1		3	/	4	2.39	2.50
4. Explain reasoning and intent			5		4	2.44	2.78
5. Focus on understanding interests, not positions, of people			4		5	2.56	2.44
6. Be concise and respectful while focusing on issue			7		2	2.22	2.61
7. Assume best intentions as you seek common ground			3		5	2.63	2.50
8. Respect decisions of the body			3		5	2.63	2.61

1 = N/A
1 = N/A

Additional Comments:

- Sometimes I feel like there is a lot of repetition of statements before a vote. Perhaps an “I agree with ...” would suffice.
- #1 – Side talk has decreased recently.
- #2, #4, #7 – On some issues personal values impede ability of some to seek common ground on issues.