

**CITY OF CORVALLIS
COUNCIL WORK SESSION**



AGENDA

**March 12, 2012
7:00 pm**

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

COUNCIL ACTION

- I. ROLL CALL

- II. UNFINISHED BUSINESS
 - A. Mayor/Council/Manager Quarterly Meeting
 - 1. Potential Change of City Council Meeting Schedule
 - 2. Transit Funding Update
 - 3. Self-Evaluation Forms
 - 4. Councilor Discussion (issues/topics not identified)
 - 5. Other

- III. ADJOURNMENT

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

A LARGE PRINT AGENDA CAN BE AVAILABLE BY CALLING 541-766-6901

A Community That Honors Diversity

*** * * M E M O R A N D U M * * ***

MARCH 5, 2012

TO: MAYOR AND CITY COUNCIL

FROM: JAMES A. PATTERSON, CITY MANAGER 

SUBJECT: PROPOSED CITY COUNCIL MEETING SCHEDULE CHANGE

ISSUE

Council President O'Brien suggested that Corvallis consider changing its meeting schedule to improve citizen participation and opportunities for working and business persons to run for office.

BACKGROUND

Council President O'Brien discussed his request to change Council meeting days and times with Council leadership in January. Council leadership agreed that a discussion is appropriate with the full Council at a future work session. Council leadership requested that staff develop proposal(s) for Council discussion.

Legislation and Policies

Corvallis City Charter Chapter 4, "Council," Section 15, "Meetings," states that the Council shall hold a regular meeting at least once each month; it does not specify when during the month the meeting(s) will occur.

Municipal Code Section 1.19.010, "Council Meetings," specifies that, effective with the first regularly scheduled meeting in July 1995, the City Council will meet at 12:00 pm and 7:00 pm the first and third Mondays of each month. Council meets on the following Tuesday, if the designated Monday is an observed holiday. It also specifies the standard order of business for Council meetings. Municipal Code Section 1.19.020, "Rules of Procedures," references the existence of the Council's three standing committees and their respective issues jurisdictions.

Land Development Code Chapter 2.0, "Public Hearings," specifies the notice requirements to include the time, place, and date of the public hearings.

Council Policy CP 91-2.02, "Council Process," Section 2.02.030, "Policy – Standing Committees," specifies the formation and areas of responsibility of the Council's three standing committees (Administrative Services Committee, Human Services Committee, and Urban Services Committee).

Mayor and City Council
Re: Council Meeting Schedule
March 5, 2012
Page 2

Administrative Policy AP 94-2.01, "Preparation of Agenda and Materials for Council Meetings," Section 2.01.020, "Policy," states that the City holds regular Council meetings twice monthly, quarterly Mayor/Council/City Manager work sessions, Council appointee evaluations, and numerous special meetings and work sessions on specific issues. Section 2.01.050, "Procedures," details the procedure for preparing items for the twice-monthly Council meeting packets. The Policy includes a schedule for Council packet preparation.

Current Meeting Format

Currently, City Council meets the first and third Mondays of each month at 12:00 pm and 7:00 pm, with occasional extra meetings and/or work sessions as needed. Routine business issues (meeting minutes approvals, proclamations, announcements, staff reports, and standing committee reports) are discussed during the afternoon meetings. Public hearings and issues with extensive community interest are discussed during the evening meetings. Meeting packets for the regular meetings are assembled the preceding Thursday; packets for special meetings and work sessions are generally prepared four calendar days prior to the meetings or work sessions.

Since the early-1900s, Corvallis City Council has utilized Council subcommittees, currently in the form of three standing committees, to review issues and submit recommendations to the full Council; the Committees meet during the days following each Council meeting.

To the extent possible, Council and standing committee meetings have been and continue to be held during normal business hours to reduce staffing costs to the City and, in turn, the taxpayers. The meetings are staffed mostly by salaried employees. Confidential administrative staff (meeting minute takers) accrue 1.5 hours of compensatory time for each hour of work beyond 40 hours in a work week.

DISCUSSION

Staff reviewed Council President O'Brien's December 27, 2011, memorandum (attached), surveyed several comparator cities regarding their meeting schedules and procedures (results attached), and developed two scenarios.

Scenario #1 – Change Current Council Meetings to a Schedule Similar to the City of Albany

This scenario includes semi-monthly Monday afternoon work sessions at 4:00 pm and Wednesday Council meetings at 7:15 pm during the same week. This would eliminate the noon Council meetings and utilize the evening Council meeting to handle all City matters. The work sessions would negate the necessity for the three Council standing committees but would involve attendance by the Mayor and nine Councilors, administrative and recording staff, and other support staff, depending upon the topic, in addition to the regularly scheduled Council meetings.

Like Albany, the work sessions would allow the Council to gain in-depth knowledge of a particular subject and the opportunity to debate the subject without making decisions. It is anticipated that, under this scenario, many issues currently scheduled for the standing committees would be discussed in work sessions by the full Council, and formal decisions would be made during Council meetings.

Advantages

- May increase citizen participation.
- Improve meeting access for working people.
- May entice working and business people to run for office.
- No more noon meetings.

Disadvantages

- Mayor/Council at work sessions, versus three Councilors each attending standing committee meetings.
- Insufficient time for Council to take care of all business in one evening meeting, especially with a land use public hearing.
- Inability to prepare work session minutes for decision-making reference at Council meeting two days later.
- Advisory board, commission, and committee meetings may need to be re-scheduled to accommodate the new Council work session and meeting schedule.
- Meeting room conflicts with Council meeting change.
- Increase in compensatory time costs to administrative staff for additional work sessions.
- Reduce the amount of time administrative staff is available to provide customer service in the office during normal business hours, as staff schedules would need to be "flexed" to reduce compensatory time costs.

Scenario #2 – Eliminate Noon Council Meetings and Change Evening Meeting Time from 7:00 pm to 6:00 pm

This scenario eliminates the noon Council meetings, keeps the current Council meeting dates on the first and third Mondays, and maintains all standing committee meeting schedules. The Council would continue to hold work sessions as appropriate. Beginning the evening meeting at 6:00 pm anticipates the Council's ability to take care of all City business on the Council meeting agenda.

Advantages

- Same as Scenario #1.
- Decrease number of meetings for Mayor than Scenario #1.
- Fewer logistical impacts on other City meetings.
- No more noon meetings.

Disadvantages

- Insufficient time for Council to take care of all business in one evening meeting, especially with a land use public hearing.
- Council must adjust to a new way of handling City business to ensure efficient use of meeting time.
- Possible continuation of items to a later meeting, if insufficient time is available to address them during the immediate meeting. This could leave Council discussing issues that have become "stale" with time.
- Reduce the amount of time administrative staff is available to provide customer service in the office during normal business hours, as staff schedules would need to be "flexed" to reduce compensatory time costs.
- Staff would need to leave the office early (approximately 4:30 pm) to allow time for a dinner break and time to set up meeting recording equipment before the 6:00 pm meeting.
- Increased working hours for staff, resulting in increased compensatory time costs and more overtime costs for represented staff (Planners attending land use public hearings). Depending upon the issues discussed during work sessions, attendance by represented staff could also be necessary, resulting in overtime costs.
- Adjust to a new order of business for Council meetings.

IMPACTS OF IMPLEMENTING SUGGESTED CHANGES

Both of the suggested scenarios would require the following changes:

- Amend Municipal Code Section 1.19.010, "Council Meetings," to specify the Council's meeting schedule and the standard Council meeting order of business.
- Amend Municipal Code Section 1.19.020, "Rules of Procedure," to remove reference to the Council's standing committees.
- Amend Land Development Code Chapter 2.0, "Public Hearings," to remove reference to the meeting time for hearings.
- Amend Council Policy CP 91-2.02, "Council Process," to remove reference to the Council's standing committees.
- Amend Administrative Policy AP 94-2.01, "Preparation of Agenda and Materials for Council Meetings," to remove reference to the Council's standing committees and adjust the timeline for preparing Council meeting and work session packets.

Additionally, the order of business for the Council meeting must be changed to accommodate the volume of decisions for Council to make and achieve maximum results with only two monthly Council meetings under either proposed scenario. A sample of the proposed Council meeting agenda is attached.

Mayor and City Council
Re: Council Meeting Schedule
March 5, 2012
Page 5

REQUESTED ACTION

Staff requests Council direction regarding whether a change to the City Council meeting schedule is desirable, and, if so, to proceed with developing a timeline to implement legislative and policy amendments and procedural changes to accommodate a different Council meeting schedule.

December 27, 2011
Subject: City Council Meetings
From: Council President Mark O'Brien

After doing a little research I found the sample council schedule highlighted below. It belongs to our neighbors in Albany. I've often thought we could do with a better meeting schedule here in Corvallis. While not perfect, in my opinion a schedule such as this would be an improvement over our current system.

Monday Work Sessions

The City Council holds work sessions at 4:00 p.m. on most Mondays. Council work sessions are designed to allow the Council to gain more in-depth knowledge of a particular subject and to have a chance to debate many of the pros and cons of an issue without coming to resolution or a decision on a matter. Council work sessions are open to the public.

Wednesday Council Regular Sessions

The City Council holds regular meetings on the second and fourth Wednesdays of every month at 7:15 p.m. Regular meetings are generally held in the City Council Chambers at City Hall, 333 Broadalbin SW, Albany; but they may be held at another place if the Council designates.

My arguments for a meeting schedule similar to this one include the following;

1. Corvallis City Council is a weak body. The current schedule makes it weaker.
 - a. Council terms are only two years and run concurrently.
 - b. Councilors are elected from nine wards rather than citywide. That's quite a few councilors. Portland has five.
 - c. Meetings are scheduled at times which naturally dissuade working persons and business persons from participating or running for office.
 - d. Practically speaking, participation is impossible for many members of important constituencies.
2. A schedule such as Albany's increases access to a wider array of potential candidates from the working class (private and public sector) as well as the business community and professional class for that matter.
3. The Albany schedule vastly improves meeting access for the whole community. That's really important.
4. Albany's schedule isn't really so different from ours but what a difference a few hours might make in effectively connecting with our community.
5. Corvallis' meetings seem designed to serve staff's schedule, not Council's.
 - a. Symptomatic of several decades of a staff centric administration.
 - b. Most staff required to attend Council meetings are salaried.
 - c. Salaried staff could take necessary compensatory time as deemed appropriate by the City Manager to account for later meetings.

These are initial thoughts. I'd like to discuss this idea further. I expect we could come up with our own version that suits our needs. Beyond Council buy-in, I would like to learn what is required to implement such a change. Thanks.

2/27/12 - From Mayor Manning for

Phoenix to test later council-meeting times

Lynh Bui

The Republic | azcentral.com

Phoenix City Council meetings will move to a later start time beginning in April to better allow people who work during the day a chance to participate.

The shift from a 3 p.m. to a 5 p.m. start is a test run that will continue until July 6.

After that, elected officials will review how the change has impacted attendance and other variables to determine whether or not the new time should stay.

Mayor Greg Stanton proposed changing the start time. It's one of many changes he has proposed to follow through on a campaign pledge of improved government openness.

The new meeting time takes effect April 4. The council also approved a change that would allow zoning meetings to start immediately after formal meetings, but no earlier than 6 p.m.

Phoenix is the only major city in the Valley that doesn't hold its formal City Council meetings at 5 p.m., or later.

Councilman Michael Nowakowski suggested testing out the start time before making the change permanent.

He is concerned the later meeting time could increase overtime costs if the city has to pay for hourly employees to stay past 5 p.m. He also said that in the past, the city changed the meeting time to later in the evening, but attendance dropped off after the novelty disappeared.

But Stanton said attendance figures shouldn't be the main measure of success: "I just think it sends a message

that we want to be as accessible as possible."

Nowakowski said he supports transparency, but that the test-run will allow the city to adjust the meeting time or make other changes until Phoenix finds the best way to attract residents to meetings.



Greg Stanton

Other council members suggested time changes would be needed for other city meetings too, not just formal sessions.

The bulk of policy discussions are hashed out in subcommittee meetings or policy meetings, which are held in the middle of the day. In most cases, issues hit formal meetings after substantive debate already has taken place.

"I'm all for transparency," Councilwoman Thelda Williams said. "I just think there are better places to start."



Daniel Valenzuela

Stanton has also proposed video taping subcommittee meetings and posting public meetings on YouTube.

Daniel Valenzuela, the newest member of the City Council, said as he was campaigning, residents demanded more accessible, open government.

"I agree whether we have two people here, or 200 people here, it's important that we're here for the public, especially when those hot topics arise," Valenzuela said.

Corvallis Charter

Section 14. Officers Generally.

(a) Qualifications. No person is eligible to fill an elective office of the City unless s/he is a qualified elector of the City and unless s/he has resided in the City one year immediately preceding any election at which s/he is a candidate.

(b) Conflicts of interest. Conflicts of interest are prohibited. All officers of the City are subject to the strictures, limitations and penalties of all applicable laws.

[As amended by special election held May 23, 1972; and general election November 7, 2006 (section renumbered).]

CHAPTER 4

Council

Section 15. Meetings. The Council shall hold a regular meeting at least once each month at a time and place in the City which it designates and shall adopt rules for the government of its members and proceedings. The Mayor upon his or her own motion may, or at the request of three members of the Council shall, by giving lawful notice, call a special meeting of the Council for a time not earlier than 24 hours nor later than 72 hours after the notice is given. In case of an actual emergency, a meeting may be held upon such notice as is appropriate under the circumstances, with the minutes describing the nature of the emergency justifying less than 24 hours notice.

[As amended by general election November 7, 2006.]

Section 16. Quorum. A majority of the members of the Council shall constitute a quorum for it to do business, but a smaller number may meet and compel the attendance of absent members in a manner provided by ordinance.

[As amended by general election November 7, 2006 (section renumbered).]

Section 17. Journal. The Council shall cause a journal of its proceedings to be kept. Upon the request of any of its members the ayes and nays upon any question before it shall be taken and a record of the vote entered in the journal.

[As amended by general election November 7, 2006 (section renumbered).]

Section 18. Meetings to Be Public. All deliberations and proceedings of the Council shall be public, except as provided by State law.

[As amended by special election, November 7, 1995; and general election November 7, 2006 (section renumbered).]

Corvallis Charter

Section 19. Mayor's Functions at Council Meetings. The Mayor shall be chair of the Council and preside over its deliberations. S/he shall not vote except in the case of a tie vote of the members of the Council present at the meeting. S/he shall have authority to preserve order, enforce the rules of the Council, and determine the order of business under the rules of the Council.

[As amended by general election November 7, 2006 (section renumbered).]

Section 20. President of the Council. At its first meeting after this Charter takes effect and thereafter at its first meeting of each odd-numbered year, the Council by ballot shall elect a president and a vice-president from its membership. In the Mayor's absence from a Council meeting, the president shall preside over it; in the absence of both the Mayor and the president, the vice-president shall preside. Whenever the Mayor is unable, on account of absence, illness, or other causes to perform the functions of the office, the president of the Council shall act as Mayor; in the absence of both the Mayor and the president, the vice-president shall act as Mayor.

[As amended by special election, November 7, 1995; and general election November 7, 2006 (section renumbered).]

Section 21. Vote Required. Except as this Charter otherwise provides, the concurrence of a majority of the members of the Council present at a Council meeting shall be necessary to decide any question before the Council.

[As amended by general election November 7, 2006 (section renumbered).]

CHAPTER 5

Powers and Duties of Officers

Section 22. Mayor. The Mayor shall appoint the committees provided under the rules of the Council. S/he shall sign all approved records of proceedings of the Council. S/he shall sign all ordinances passed by the Council within three days after their passage, unless s/he veto the same. If s/he vetoes an ordinance, s/he must, within 10 days from receipt thereof, return same to the City Recorder with a statement of the reasons for not approving it, and if the Mayor does not so return it, such ordinance shall become law, unless otherwise provided in such ordinance. Upon the first regular meeting of the Council after the return of such ordinance from the Mayor not approved, the City Recorder shall deliver the same to the Council, with the message of the Mayor, which must be read. Such ordinance shall then be put upon its passage again, and if two-thirds of all the members constituting the Council, as then provided by law, vote in the affirmative, it shall become a law unless otherwise provided in such ordinance, without the approval of the Mayor and not otherwise. But if no vote is taken at such meeting on the passage of such ordinance, it shall be deemed to have failed to become a law because not approved by the Mayor. The Mayor shall also, upon approval of the Council, endorse all bonds of officers of the City.

[As amended by general election November 7, 2006 (section renumbered).]

Chapter 1.19

Council Procedures

Sections:

- 1.19.010 Article 1.19.010 Council Meetings**
- 1.19.010.010 Schedule.**
- 1.19.010.020 Location.**
- 1.19.010.030 Holidays.**
- 1.19.010.040 Open meetings.**
- 1.19.010.050 Order of business.**
- 1.19.020 Article 1.19.020 Rules of procedure.**
- 1.19.020.010 Adoption of parliamentary procedure.**
- 1.19.020.020 Quorum.**
- 1.19.020.030 Adjournment.**
- 1.19.020.040 Standing committees.**
- 1.19.020.050 Consent agenda.**
- 1.19.030 Article 1.19.030 Legislation.**
- 1.19.030.010 Resolutions.**
- 1.19.030.020 Ordinance introduction and reading.**
- 1.19.030.030 Ordinance second reading.**
- 1.19.030.040 Ordinance amendment.**
- 1.19.030.050 Ordinance numbering.**
- 1.19.040 Article 1.19.040 Public hearings.**
- 1.19.040.010 Purpose of public hearing.**
- 1.19.040.020 Rules of procedure.**
- 1.19.040.030 Order of proceedings.**
- 1.19.040.040 Authority of presiding officer.**
- 1.19.040.050 Closure, continuance, and reopening.**
- 1.19.040.060 Rules of evidence.**
- Section 1.19.010 Article 1.19.010 Council Meetings**

Section 1.19.010.010 Schedule.

Commencing at the first regularly scheduled meeting in July 1995, and continuously thereafter, there shall be a regular meeting of the Council of the City, beginning at 12 noon, recessing at approximately 1:20 pm, and reconvening at 7:00 pm, on the first and third Mondays of each month. No item of business shall be taken up at the noon meeting except by unanimous consent of Councilors present. [Evening Council meetings will continue to begin at 7:30 pm until that time.]
(Ord. 95-13 § 1, 1995; Ord. 83-82 § 1, 1983)

Section 1.19.010.020 Location.

The noon and evening meetings of the Council shall be held in the Downtown Fire Station, 400 NW Harrison, Corvallis, Oregon, unless Council, by motion, or as in the Charter provided, shall provide for a meeting at a different location, at a specified time.
(Ord. 98-31 § 1, 1998; Ord. 96-09 § 1, 1996; Ord. 94-28 § 1, 1994; Ord. 93-19 § 1, 1993; Ord. 88-46 § 1, 1988; Ord. 83-82 § 2, 1983)

Section 1.19.010.030 Holidays.

If any regular meeting of Council provided in Section 1.19.010.01 falls on a holiday, as defined in ORS 187.010 (1) and 187.020 (2) or other City ordinance, that regular meeting shall be held on the succeeding business day at the time and place provided herein.

(Ord. 86-27 § 4, 1986; Ord. 83-82 § 3, 1983)

Section 1.19.010.040 Open meetings.

All meetings of the Council, its committees, and its advisory boards and commissions shall be conducted in accordance with the open meetings law of the State of Oregon and the Charter of the City.

(Ord. 83-82 § 4, 1983)

Section 1.19.010.050 Order of business.

1) The order of business of Council shall be as follows:

- a) Roll Call
- b) Consent Agenda
- c) Items Removed from Consent Agenda
- d) Unfinished Business
- e) Mayor, Council, and Staff Reports
- f) Visitor's Propositions
- g) Public Hearings
- h) Standing Committee Reports
- i) Ordinances, Resolutions, and Motions
- j) New Business
- k) Adjournment

2) Council may revise the order of business at its discretion.

(Ord. 95-28 § 1, 09/05/95; Ord. 93-13 § 1, 1993; Ord. 83-82 § 5, 1983)

Section 1.19.020 Article 1.19.020 Rules of procedure.

Section 1.19.020.010 Adoption of parliamentary procedure.

Sturgis Standard Code of Parliamentary Procedure is hereby adopted to govern the proceedings of Council, its committees, and advisory boards and commissions for all procedures not expressly addressed by City Charter, ordinance, or resolution.

(Ord. 83-82 § 11, 1983)

Section 1.19.020.020 Quorum.

When a quorum is not present at the time set for a meeting or when a quorum has been present and a meeting has commenced but a quorum is no longer present, any member may move for a call of the house. The motion shall be put in the following form: "I move for a call of the house." That motion shall take precedence over all other business. The motion need not be seconded, but it is subject to discussion. At least three Councilors present must concur for the call of the house motion to pass. If the motion is passed, then all unexcused absent Councilors shall be escorted back to the meeting.

(Ord. 83-82 § 12, 1983)

Section 1.19.020.030 Adjournment.

A motion to adjourn shall always be in order, except:

- 1) When a member has the floor;
- 2) While a vote is being called;
- 3) When adjournment was the previous motion;
- 4) When it has been decided that the previous question shall be taken.

(Ord. 83-82 § 13, 1983)

Section 1.19.020.040 Standing committees.

At the first regular Council meeting of each calendar year, or as soon as possible thereafter, the Mayor shall organize Council into three standing committees. The jurisdiction of each committee shall be established by Council policy. In addition to the three standing committees, Council may establish any other committees of Council as may be necessary or appropriate.

(Ord. 83-82 § 14, 1983)

Section 1.19.020.050 Consent agenda.

1) When the Mayor or City Manager determines that any item of business requires action by Council, but is of a routine and noncontroversial nature, either officer may cause such item to be presented at a regular meeting of Council as part of a consent calendar. The consent calendar shall be considered by Council as a single item. There shall be no debate or discussion by any Councilor regarding any item on the consent calendar, beyond asking questions for simple clarification.

2) Any Councilor may remove an item from the consent calendar. The removal may be made at any time prior to the taking of a vote on the motion to approve the consent calendar. All items removed shall be considered individually.

3) Approval of the motion to approve the consent calendar shall be fully equivalent to approval, adoption, or enactment of any motion, resolution, ordinance, or other item of business thereon exactly as if each had been acted upon individually.

(Ord. 83-82 § 15, 1983)

Section 1.19.030 Article 1.19.030 Legislation.

Section 1.19.030.010 Resolutions.

Resolutions may be proposed by the Mayor, any Councilor, or the City Manager for adoption by Council. Resolutions shall be submitted in writing to all Councilors.

(Ord. 83-82 § 21, 1983)

Section 1.19.030.020 Ordinance introduction and reading.

A proposed ordinance is introduced by its first reading. The first reading shall be by title alone but, upon request of three Councilors, the first reading of a proposed ordinance shall be a reading of the ordinance in its entirety. The ordinance shall not be read in full if a copy of the ordinance is provided to the Mayor and each Councilor prior to the meeting.

CHAPTER 2.0 PUBLIC HEARINGS

Section 2.0.10 - BACKGROUND

The following procedures establish the conduct of legislative and quasi-judicial public hearings required by the provisions of this Code. Where this Code and a provision of state law address the same subject, the requirement of state law shall take precedence.

Section 2.0.20 - PURPOSES

- a. Describe rules of conduct, notice requirements, order of proceedings, and action required for legislative and quasi-judicial hearings; and
- b. Provide clear and consistent rules to ensure that the legal rights of individual property owners and the general public are protected.

Section 2.0.30 - DETERMINATION OF HEARING TYPE

Within seven days from the date of the Director's request for a hearing, the City Attorney shall determine whether a legislative or a quasi-judicial hearing is required. The decision shall be based upon consideration of applicable state regulations and relevant court decisions.

Section 2.0.40 - LEGISLATIVE HEARINGS

2.0.40.01 - Notice

- a. **Notice Published in Newspaper** - Notice of the hearing shall be published in a newspaper of general circulation at least 10 days prior to the hearing and shall contain the following information:
 1. Terms of, or a statement of, the proposed public action;
 2. Department of the City from which additional information can be obtained; and
 3. Time, place, date, and methods for presentation of views by interested persons.

CITY OF CORVALLIS
COUNCIL POLICY MANUAL

POLICY AREA 2 - COUNCIL PROCEDURES

CP 91-2.02 **Council Process**

Adopted October 7, 1991

Revised November 4, 1996

Revised March 5, 2001

Revised October 15, 2003

Revised December 18, 2006

Revised November 7, 2011

2.02.010 **Purpose**

To establish a policy regarding Council's public hearings, rules of order, and standing committees.

2.02.020 **Policy - Public Hearings**

It is the policy of the City Council to ensure full, complete, and orderly participation at all public hearings and to ensure participation is done in a fair and succinct manner for all concerned.

2.02.021 As each public hearing item is announced, a specific time limit may be established by the Mayor. The Mayor shall determine the number of speakers and allocate the time accordingly. The time limit may vary according to the complexity and/or controversial nature of the hearing matter, but equal time will be provided to both proponents and opponents. The time limit will not include answers to questions or staff reports. Rebuttal time will be allocated if requested.

2.02.022 If, as the public hearing develops, more time is necessary, by majority vote of the Council, the time limit for both sides may be extended.

2.02.023 Should either the original or extended time limit expire and parties have not had an opportunity to speak, the hearing may be continued until the next regular Council meeting and the process may be repeated for the continued hearing at that meeting.

Council Policy 91-2.02

2.02.024 Copies of this Council Policy shall be made available to the general public.

2.02.030 Policy - Standing Committees

2.02.031 Formation

There shall be three standing committees:

Administrative Services Committee;
Human Services Committee; and
Urban Services Committee.

2.02.032 Areas of Responsibility

a. Administrative Services Committee

General Areas of Policy Review and Oversight

Cable TV issues
Financial policies
Fiscal impact review
Capital Improvement Program fiscal strategy
Risk management/litigation issues
Personnel/labor relations issues
Council appointee evaluation
Legal administration
Budget strategies
Franchise renewal/rates
Audit services
Associated advisory board recommendations
Utility rates
Intergovernmental agreements
Economic development
Associated Boards and Commissions

City: Budget Commission
City Legislative Committee
Economic Development Commission

External: Economic Vitality Partnership
Oregon Cascades West Council of Governments
Willamette Criminal Justice Council
Appropriate Economic Development funded agencies

Council Policy 91-2.02

b. Human Services Committee

General Areas of Policy Review and Oversight

- Internet issues
- Social services
- Park master plan
- Law enforcement issues
- Open space
- Library service issues
- Intergovernmental agreements
- Recreation service issues
- Library master plan
- Arts and cultural issues
- Housing issues
- Associated advisory board recommendations

Associated Boards and Commissions

City:

- Arts and Culture Commission
- Citizens Advisory Commission on Civic Beautification and Urban Forestry
- Committee for Citizen Involvement
- Community Police Review Board
- Housing and Community Development Commission
- Library Board
- Commission for Martin Luther King, Jr.
- Parks, Natural Areas, and Recreation Board
- Public Art Selection Commission

External:

- Art Center Board of Directors
- Community Alliance For Diversity
- Community Policing Forum
- Visit Corvallis
- Madison Avenue Task Force
- Majestic Theatre
- United Way of Benton and Lincoln Counties

Council Policy 91-2.02

c. Urban Services Committee

General Areas of Policy Review and Oversight

- Annexations
- Planning Commission recommendations
- Watershed issues
- Airport development
- Structural Code enforcement
- Hazardous materials
- Water quality
- Street construction/maintenance
- Fire master plan
- Capital Improvement Program
- Facility/systems planning
- Infrastructure issues
- Intergovernmental agreements
- Associated advisory board recommendations

Associated Boards and Commissions

- City: Airport Commission
- Bicycle and Pedestrian Advisory Commission
- Capital Improvement Program Commission
- Citizens Advisory Commission on Transit
- Downtown Commission
- Historic Resources Commission
- Planning Commission
- Storm Water Planning Committee
- Watershed Management Advisory Commission

- External: Benton County Solid Waste Advisory Board
- Willamette Neighborhood Housing Services
- Downtown Corvallis Association
- Traffic Committee, OSU
- Transit Committee, Linn-Benton

2.02.040 Review and Update

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

CITY OF CORVALLIS

ADMINISTRATIVE POLICY MANUAL

POLICY AREA 2 - COUNCIL PROCESS AND PROCEDURES

AP 94-2.01 Preparation of Agenda and Materials for Council Meetings

Adopted April 13, 1992
Revised August 16, 1994
Revised September 1997
Revised February 2001
Revised October 2003
Revised November 2006
Revised January 2010

2.01.010 Purpose

To establish an orderly process and timeline for submission of materials and preparation of the agenda for regular Council meetings; to provide a precedent and guidelines for other meetings' agendas.

2.01.020 Policy

The City of Corvallis holds regular Council meetings twice monthly, quarterly Mayor/City Council/City Manager work sessions, Council appointee evaluations, and numerous special meetings and work sessions on specific issues.

2.01.030 Agenda Format

2.01.031 Agenda Sections (with explanation when needed)

- a. "I. ROLL CALL"
- b. "II. CONSENT AGENDA" – Routine agenda items including Council, Committee, Board, and Commission minutes; Board and Commission appointments, confirmations and vacancies; intergovernmental agreements and other contracts when needed; schedule executive sessions; schedule public hearings; liquor licenses; and other routine items.
- c. "III. ITEMS REMOVED FROM CONSENT AGENDA"

Administrative Policy 94-2.01

- d. "IV. UNFINISHED BUSINESS" – Items discussed in past meetings or continued from past meetings.
- e. "V. MAYOR, COUNCIL, AND STAFF REPORTS" – Presentations, proclamations, introductions, City Manager Reports, City Council Requests.
- f. "VI. VISITORS' PROPOSITIONS" – Members of the public address Council on subjects not related to public hearings; usually occurs at 7:00 pm (and continues after Public Hearings, if necessary), but may be scheduled at 12:30 pm.
- g. "VII. PUBLIC HEARINGS" – Subjects required by law to receive public comments at a Council meeting; appeals of decisions; matters Council deems of sufficient interest to warrant a public hearing; etc.
- h. "VIII. & IX. STANDING COMMITTEE REPORTS AND ORDINANCES, RESOLUTIONS, AND MOTIONS" – Minutes of the three Council standing committees. Ordinances are the laws of the City and are the highest order of Council decisions; resolutions comprise the next tier of the City's decision hierarchy and may involve transfers of appropriations, acceptance of gifts, etc.; motions are the lowest tier and may involve such things as authorizing signature, granting a permit or a license, etc.
- i. "X. NEW BUSINESS" – Any item not contained on the agenda but of sufficient importance to address at the current meeting, rather than awaiting discussion at the next meeting; may also be a new item scheduled and placed on the agenda for discussion at the next meeting.
- j. "XI. ADJOURNMENT"

2.01.040 Definitions

- 2.01.041 Standing Committees – Administrative Services, Human Services, and Urban Services Committees are the Council's three standing committees. Each is comprised of three Councilors and has responsibility for areas outlined in City Council Policy CP 91-2.02, "Council Process." Information on Committee deadlines and processes is provided administratively at the beginning of each year, as their meeting dates and times are more fluid than Council's.
- 2.01.042 Council Packet – Information provided to the Mayor, Councilors, Senior Staff, and the media in preparation for the Council meetings to provide an understanding of the issues, background information, and, when appropriate, a recommended course of action.
- 2.01.043 Departmental Representative – The individual designated to coordinate each Department's Council items and to attend agenda meetings; should have knowledge of the Department's proposed pending items, ability to explain the need for them to be on the agenda (if not readily apparent), answer other questions, know whether legislative action is required (i.e., ordinance, resolution, contract, motion, etc.), and have a draft copy of the legislation available at the agenda meeting.

2.01.050 Procedures

2.01.051 Agenda Coordinator – Responsibility for overall coordination of the Council meeting and agenda process is assigned to the Assistant to City Manager/ City Recorder.

2.01.052 Agenda Meetings – Regular Council meetings normally occur the first and third Mondays of the month. The agenda meeting is on the Monday prior to the Council meeting.

EXAMPLE: Council meets July 2; the preceding Monday is June 25; the agenda meeting is scheduled at 10:00 am on June 25.

2.01.053 Proposed Agenda Items – Proposed agenda items shall be provided electronically to the Assistant to City Manager/City Recorder by 12:00 pm on the Friday prior to the agenda meeting. The format and information needed is as shown on Attachment C. Information needed is: 1) all items proposed for inclusion on the Council agenda and accompanying legislation; 2) all minutes being transmitted to the Council, including any resulting ordinances or resolutions; and, 3) all upcoming Committee, Board, or Commission meetings during the two-week period (occasionally three) before the next Council meeting. Items to be put on the Consent Agenda should be noted. (Scheduled upcoming meetings should also be entered on the three-month calendar at I:\cmo\citywide\calendar\3-month calendar.wpd.) A copy of the proposed agenda items form is at I:\cmo\citywide\forms\agenda items form.wpd.

2.01.054 Packet materials – The appropriate number of three-hole punched copies of finalized packet materials shall be provided by Wednesday afternoon prior to the Council meeting, including finalized legislation. Draft copies of proposed implementing legislation (e.g., ordinances or resolutions) should be available for review at the agenda meeting and shall already have been reviewed by the City Attorney, if appropriate. In addition to the paper copies for the finalized packet, departments will also scan all appropriate materials into a .pdf format for the electronic packet. Scanned files should be saved to I:\cmo\citywide\electronic council packets and the appropriate meeting folder.

Other materials normally included in the packet are the City Manager's Report, the standing committee pending issues schedule, and the status of Council Requests, as well as items provided by the public or, at times, City Departments or staff.

City Manager's Office staff will prepare the labels and envelopes, collate packet materials, and ensure that Council packets are delivered no later than 5:00 pm on the Thursday prior to the Council meeting. The City Manager's

Administrative Policy 94-2.01

Office will maintain and update the Council mailing list, as well as standing committee mailing lists.

2.01.055 Election Years – During Council and Mayor/Council election years, candidates and, ultimately, new Mayor/Councilors also receive packets. The Assistant to City Manager/City Recorder will notify the department representatives of the number of additional copies needed.

2.01.056 Emergency Situations – Deviations from these procedures on an emergency basis for items that absolutely must receive Council consideration at the next meeting may be allowed with Assistant to City Manger/City Recorder approval.

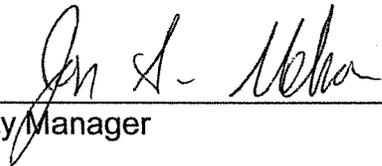
2.01.060 Attachments

- a. Council Policy 91-2.02 "Council Process";
- b. Time Schedule for Council packet preparation;
- c. Proposed Items form; and
- d. Electronic Packet Document Name Format Guidelines

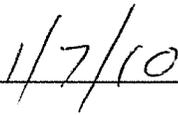
2.01.070 Review and Update

This directive will be reviewed triennially in October by the Assistant to City Manager/City Recorder.

Reviewed and concur:



City Manager



Date

**Comparator Cities Survey – Meeting Process/Procedures
February 2012**

City	Meetings and Work Sessions			Standing Cmts	Minutes Meetings and Work Sessions				Recordings		Staff
	When	Duration	Purpose of Work Session	Y/N	When Due	Format	Expectation	Preparer	A/V	Background Info	Flex/ Comp/ OT
Albany (6 councilors)	2nd & 4th Mo 4:00p (WS) 2nd & 4th We 7:15p (mtg)	2 hrs (ws) 2+ hrs (mtg)	some decisions	N	1 month	summary	none	staff	A & V	refer to tapes	sometimes come in later or comp time
Corvallis (9 councilors)	1st and 3rd Mo 12:00 and 7:00p (mtg) ws as needed	1.5 hrs (noon) 2-3 hrs (eve)	topic specific, interviews	Y	next meeting	detailed to summary	yes; next meeting	staff	A	refer to audio	comp time for confidential admin staff
Keizer (6 councilors)	2nd Mo 5:45p (WS) 1st & 3rd Mo 7:00p (mtg)	1.5 hrs (ws) 3 hrs (mtg)	topic specific, major items needing more discussion	N	30 days	summary	none	staff	V		agreement w/ CM to flex time
Lake Oswego (6 councilors)	2nd & 4th Tu 6:30p (WS) 1st & 3rd Tu 6:30p (mtg)	3 hrs but not past 10:00p (mtg)	briefing upcoming issues, staff direction	N	about 3 months	detailed		contractor	A & V		flex and/or comp time
Oregon City (4 councilors)	Tu between mtgs 5:30p (WS) 1st & 3rd We 7:00p (mtg)	2 hrs (ws) 2-3 hrs (mtg)	upcoming agenda item, other issues	N	next mtg	summary	yes; next mtg	contractor	V	permanent record (Granicus)	flex; unofficial comp time
Springfield (6 councilors)	1st & 3rd Mo 6:00p; 2nd & 4th Mo 5:30p (WS) 1st & 3rd Mo 7:00p (mtg)	1.5 - 2 hrs (ws) 2.5 hrs max (mtg)	upcoming agenda items, other topics, interviews	N	2-4 weeks	detailed to summary		staff	A for staff	audio available to Council	arrive late mtg days; exempt from comp, flex, OT
Tigard (4 councilors)	3rd Tu, 1 hr before mtgs (WS) 2nd & 4th Tu 7:30 pm (mtg)	3.5 hrs	changes for mtg, calendar, admin, 10-20-min items	N	w/in 2 mtgs	detailed	staff wants action; 2 Councilors want detail	staff	A & V	staff uses mins	flex and/or comp time



CORVALLIS
CITY COUNCIL AGENDA

DRAFT

Scenario # 1 = 2nd and 4th Monday Work Sessions @ 4 pm;
2nd and 4th Wednesday Meetings @ 7:15 pm

Scenario #2 = 1st and 3rd Monday Meetings at 6:00 pm

Downtown Fire Station
400 NW Harrison Boulevard

COUNCIL ACTION

- I. CALL TO ORDER
- II. PLEDGE OF ALLEGIANCE
- III. ~~I~~ ROLL CALL
- IV. ~~VI~~ VISITORS' PROPOSITIONS
- V. PROCLAMATION / PRESENTATION / RECOGNITION
- VI. ~~VII~~ PUBLIC HEARINGS
- VII. ~~IV~~ UNFINISHED BUSINESS
- VIII. ~~& IX~~ STANDING COMMITTEE REPORTS, ORDINANCES, RESOLUTIONS, AND MOTIONS [*Standing Committee Reports not necessary for Scenario #1*]
 - A. Human Services Committee
 - B. Administrative Services Committee
 - C. Urban Services Committee
 - D. Other Related Matters
- IX. ~~X~~ NEW BUSINESS
- X. ~~H~~ CONSENT AGENDA

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

- A. Reading of Minutes
 - 1. City Council Meeting –

2. For Information and Filing (Draft minutes may return if changes are made by the Board or Commission)

a.

- B. Confirmation of Appointments to Boards, Commissions, and Committees
- C. Announcement of Vacancies on Boards and Commissions
- D. Schedule a public hearing for * to consider
- E. Approval of an application for a liquor license for
- F. Acknowledgment of
- G. Approval of
- H. Authorization to enter into and for the City Manager to sign an Intergovernmental Agreement with
- I. Schedule an Executive Session following the regular noon meeting under ORS 192.660(2)(*)

XI. ~~III~~ ITEMS REMOVED FROM CONSENT AGENDA

XII. ~~V~~ MAYOR, COUNCIL, AND STAFF REPORTS

- A. Mayor's Reports
- B. Council Reports
- C. Staff Reports
 - 1. City Manager's Report
 - 2. Council Request Follow-up Report

XIII. ~~XI~~ ADJOURNMENT

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

A LARGE PRINT AGENDA CAN BE AVAILABLE BY CALLING 541-766-6901

A Community That Honors Diversity

MEMORANDUM

TO: Mayor and City Council

FROM: Mary Steckel, Interim Public Works Director 

DATE: March 6, 2012

SUBJECT: Impact of the Phase-out of Oregon Tax Credits on Corvallis Transit System Operations

ISSUE

City Council President O'Brien requested a comprehensive report to the City Council discussing the impact of the planned phase-out of State of Oregon tax credits (formerly the Business Energy Tax Credit program, BETC) on the Corvallis Transit System (CTS).

BACKGROUND

The BETC program has historically provided about 20% of the transit system revenue. These funds have been used to leverage federal dollars to operate CTS and provide some of the local match on capital purchases.

The BETC program recognizes that public transit use reduces energy consumption and because of this, makes tax credits available to "transportation projects" like the City's transit system. In 2011, the Oregon Legislature replaced BETC with a new version of the program. The previous BETC program allowed eligible transportation projects a tax credit rate of 35% of the eligible costs. The tax credit earned by the City could then be sold at a discount to businesses or individuals with an Oregon State tax liability. The new program reduced this to a 25% tax credit rate in tax year 2012 and phases the credits out by reducing the rate five percentage points per year to 10% in tax year 2015.

DISCUSSION

Since 2004, BETC revenue has greatly reduced General Fund support used to operate CTS. Additionally, staff has aggressively pursued federal and State operating grants to increase the leveraging power of the local funds. Because of the increased performance of CTS, the City is eligible for more federal funds, reducing the burden placed on local funds. Other efforts by staff have increased local funds through pursuing donations, negotiating intergovernmental agreements and selling advertising space on and in the buses.

The sale, in December 2011, of the 2008-09 and a portion of the 2009-10 tax credits reestablished the health of the transit fund after the reserve was eliminated in 2010-11 to bolster the General Fund. Prior to selling these credits, cash flow was a problem since the federal and State transit operating grants are reimbursable. This means that program costs must be paid up front and then submitted for reimbursement, requiring a balance in the fund to pay expenses "as-you-go."

Staff has developed a simplified proforma of the transit fund to show the impact of the reduced revenue from the phased out tax credits program. The City still has available credits from prior operating years: 2009-10 (\$539,670) and 2010-11 (\$639,000). Due to the delay between earning the credits and selling them, these are shown as revenue in 2012-13 and 2013-14, respectively. The proforma shows the estimated revenue from the reduced tax credit program leading to the 2015 phase-out, with the last year of earnings shown in 2017-18. Assuming annual adjustments of 15% increases to the Transit Operations Fee (TOF) based on assumed increases to the price of gas in future years, TOF revenue offsets the lost revenue from the tax credits. This provides the stability anticipated by the Council when the TOF was implemented. In addition, as the proforma indicates, annual service expansions of \$100,000 per year and the addition of two buses in

the future can be accommodated within shown revenue sources, while building and maintaining a fund reserve without relying on revenue from the State tax credit program.

Other alternatives to generate revenue increases are: 1) reestablishing fares, 2) negotiating increased financial contribution by OSU and 3) the formation of a transit district.

- 1) Revenue from fares prior to the establishment of the TOF, fares (cash and passes, including group passes) at the prior rate provided about \$330,000. It is likely that revenue close to this amount would be realized again if the fares were reestablished since the ridership level would return to the lower pre-TOF levels. The Federal Transit Administration requires that eligible operating expenses be reduced by the amount of fare revenue to determine the grant-eligible costs and does not allow fare revenue to be included in the local match. This reduces the amount of federal funds that can be leveraged both by reducing the federal grant-eligible amount and the local funds available as match.

Another consideration is the political implications of reestablishing fares. The TOF is based on generating revenue to do three things: replace the property tax contribution to the Transit Fund, replace the fare revenue to make the system pre-paid to increase ridership (use) of the system, and provide a small expansion in service to meet increased demand. These last two objectives are to provide a benefit to the ratepayers other than just new revenue to replace property tax support (i.e., paying more and not getting anything additional). Reestablishing fares without reducing the TOF rate will reduce ridership, reduce local matching funds, reduce the amount of federal funds that can be leveraged and erode public support. There are operational impacts as well, because the collection of fares increases the time at each stop and contributes to the situation where routes do not meeting the scheduled times, further eroding the public's confidence in and use of the system.

- 2) The OSU-City collaborative discussion is expected to include ways to increase transit services to reduce traffic congestion and parking pressure in the community. The 2004 Campus Master Plan states in the implementation section, page 6-40, "Oregon State University shall fund the additional CTS operating expenses associated with increased hours of operation, doubling of headways and new bus shelters benefitting OSU Campus". Currently, OSU provides \$130,000 per year in a direct contribution. This began in 2004-05 and has not increased since. In light of the increased demand on the system due to increased enrollment, increasing the contribution and indexing it to enrollment would be a reasonable basis for this contribution in the future.
- 3) In December 2001, a white paper was prepared for the City by Towery Consulting exploring the formation of a special taxing district for transit. The City conducted internal and regional discussions with area governmental officials and staff and held a public meeting to measure public support. At that time, the General Fund provided \$1,261,700 to transit, equivalent to 54% of the total Transit Fund revenue. The report indicated that, in addition to the technical, governance and organizational issues related with the formation of a special taxing district, revenue from the State of Oregon "Mass Transit Assessment" or "In-lieu of revenue from state facilities" was estimated to generate up to \$1,100,000. Other revenue for the district would come from other sources such as a property (ad valorem) tax, payroll tax, income tax, or fees. The City Council decided not to pursue the formation of a district at that time for a number of reasons, including lack of public support. Subsequent discussions with OSU resulted in the \$130,000 direct contribution mentioned in the paragraph above.

REQUESTED ACTION

This report is intended for information only; no action is requested.

Transit revenues	2011-12	2012-13	2013-14	2014-15	2015-16	2016-17	2017-18	2018-19
Federal grants	\$1,144,899	\$1,144,899	\$1,179,246	\$1,214,623	\$1,251,062	\$1,288,594	\$1,327,252	\$1,367,069
TOF revenue +15%/year	\$1,012,000	\$1,271,600	\$1,462,340	\$1,681,691	\$1,933,945	\$2,224,036	\$2,557,642	\$2,941,288
IGA agencies for service	\$133,600	\$135,348	\$136,633	\$137,957	\$139,321	\$140,726	\$142,173	\$143,663
OSU Direct Contribution	\$130,000	\$130,000	\$130,000	\$130,000	\$130,000	\$130,000	\$130,000	\$130,000
misc-other	\$24,000	\$24,000	\$24,000	\$24,000	\$24,000	\$24,000	\$24,000	\$24,000
sub-totals	\$2,444,499	\$2,705,847	\$2,932,219	\$3,188,272	\$3,478,328	\$3,807,356	\$4,181,066	\$4,606,020
Tax credits	\$622,389	\$539,760	\$639,000	\$427,020	\$381,846	\$296,385	\$224,843	\$0
Total revenues	\$3,066,888	\$3,245,607	\$3,571,219	\$3,615,291	\$3,860,174	\$4,103,741	\$4,405,909	\$4,606,020

Transit expenses

* Operating budget	\$2,511,880	\$2,727,474	\$2,963,848	\$3,212,040	\$3,472,642	\$3,746,274	\$4,033,588	\$4,335,267
** Local match for capital	\$84,784	\$51,300	\$148,000	\$77,700	\$0	\$80,000	\$0	\$171,200
Total expenses	\$2,596,664	\$2,778,774	\$3,111,848	\$3,289,740	\$3,472,642	\$3,826,274	\$4,033,588	\$4,506,467
*** Reserve balance	\$470,224	\$937,057	\$1,396,429	\$1,721,980	\$2,109,512	\$2,386,979	\$2,759,300	\$2,858,853
Reserve target @ 25% ops.	\$627,970	\$681,869	\$740,962	\$803,010	\$868,161	\$936,569	\$1,008,397	\$1,083,817

Notes:

* The operating budget expenses assume 5% increases per year plus \$90,000 expansion in 2012-13, and \$100,000 for each subsequent year.

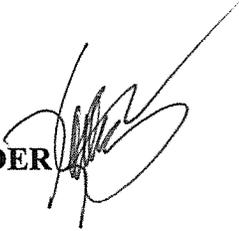
** The capital match expenses are for scheduled bus replacements and for two additional buses, one in 2013-14, and one in 2018-19.

*** The capital match required for the construction of the Maintenance and Operating Facility in the CIP is \$2,000,000. Staff is actively soliciting a federal grant for the \$8,000,000 share. The first phase of this project has been completed including site selection, preliminary engineering and the environmental (NEPA) study. This cost is not included in the costs above.

***** MEMORANDUM *****

MARCH 8, 2012

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 was received and tabulated. Attached is a compilation of the responses for your March 12 quarterly work session discussion.

c: City Manager Patterson

Attachment

CORVALLIS CITY COUNCIL
Self-Evaluation
March 12, 2012

Self-Evaluation
General Practices
(Updated January 2007)

	1	1.5	2.0	2.5	3	03/12	06/13/11
How are we doing on <i>General Practices</i>?	Low		Mid-range		High	Average	Average
1. Thinking and acting strategically			2	4	2	2.50	2.10
2. Understanding and demonstrating the elements of teams and teamwork				7	1	2.56	2.30
3. Mastering “small group” decision-making				6	2	2.63	2.00
4. Clearly defined roles and relationships		1	2	2	3	2.44	2.39
5. Council/staff partnership		1	1	3	3	2.50	2.20
6. Systematic evaluation of policy implementation		1	3	1	3	2.38	1.95
7. Allocation of Council time and energy			4	3	1	2.31	2.10
8. Clear rules and procedures for Council meetings			1	1	6	2.81	2.55
9. Response to the public’s concerns and evaluation of Council performance			2	2	4	2.63	2.20
10. Continuous personal learning and leadership development			1	5	2	2.56	2.20

Additional Comments:

- I feel more comfortable with the Manager as “part of the Council team” rather than as a subordinate who does the will of the Council. I’m happy to see the roles of Council and Manager evolve.
- #2 & 3 above – we do well within the constraints placed by being a public organization with voting and communication restrictions. We would do much better if we could determine more productive electronic communication procedures.
- #4 – I think more definition of Council liaison role would help.
- #6 – I have not seen us doing much evaluation of policy implementation after the policy is in place.
- I believe the Council is functioning at a high level and with a focus on its goals.
- I would evaluate some of my Council colleagues much higher than myself, and others lower.
- It is an honor to represent my ward. Much thanks to staff for the quick responses.

**Self-Evaluation
Specific Practices
(Updated January 2007)**

	1	1.5	2	2.5	3	03/12	06/13/11
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			1	3	4	2.69	2.15
2. Prioritizing goals and initiatives and avoiding over-commitment				5	3	2.69	2.15
3. Educating ourselves about issues			1	6	1	2.50	2.20
4. Limiting amount of time spent on “small-picture” activities			5	2	1	2.25	1.90
5. Regular evaluation of our effectiveness as a Council			2	5	1	2.44	2.15
6. Celebrating success – our own and that of others			2	3	3	2.56	2.15

Additional Comments:

- #2 – We (I) have a tendency to add to a priority list without explicitly removing something else. We need to get better at doing both instead of expecting staff to make the call of what to drop.
- The Council’s committee structure works very well and allows those members to study an issue in more depth prior to making a recommendation to the full Council. The plastic bag issue is a good example.
- #5 – Regular – 1 / year.

**Self-Evaluation
Code of Conduct
(Revised February 2009)**

	1	1.5	2	2.5	3	03/12	06/13/11
How are we doing on <i>Code of Conduct</i>?	Low		Mid-range		High	Average	Average
1. Show consideration; avoid judgmental language			3	4	1	2.38	2.18
2. Strive as a team to keep opposition from moving into conflict				4	3	2.71**	2.22
3. State your opinion; explain reasoning and intent (succinctly); respect the decisions of the body			1	6		2.41	2.35
4. Focus on understanding interests			1	6	1	2.50	2.35
5. Be concise and respectful while focusing on issue				5	3	2.69	2.15
6. Assume best intentions as you seek common ground		1		2	5	2.69	2.35
7. Be honest, reliable, and accountable				2	6	2.88	2.65
8. Prepare adequately for meetings			2	2	4	2.63	2.50

Additional Comments:

- Overall, I have found that we worked well together as a Council.
- The Council has largely followed the ground rules it established in the initial team building session. I believe visitors, staff, and fellow Councilors feel they are heard and respected.
- #3 – Lately a few Councilors have not respected the decisions of the body, and after a vote have said how they disagreed.
- #5 – Could be better. No name calling, no “taking offense.” Stick to listening and resolving the situation.

**#2 – 1 Councilor did not answer.