ADMINISTRATIVE SERVICES COMMITTEE

Agenda

Wednesday, November 20, 2013
3:30 pm

Madison Avenue Meeting Room
500 SW Madison

Discussion/**Possible Action**	I.	Council Policy Review and Recommendation: 94-2.09, "Council Orientation" (Attachment)
Discussion/**Possible Action**	II.	Council Policy Review and Recommendation: 92-1.05, "Miscellaneous Property Ownership" (Attachment)
Discussion/**Possible Action**	III.	Council Policy Review and Recommendation: 91-3.04, "Separation Policy" (Attachment)
Discussion/**Possible Action**	IV.	Council Policy Review and Recommendation: 04-1.09, "Public Access Television" (Attachment)
Information	V.	Other Business

Next Scheduled Meeting
Wednesday, December 4, 2013 at 3:30 pm
Madison Avenue Meeting Room, 500 SW Madison Ave

Agenda
Visit Corvallis First Quarter Report
Downtown Corvallis Association First Quarter Report – Economic Improvement District
Comprehensive Annual Financial Report
First Quarter Operating Report

M E M O R A N D U M
NOVEMBER 13, 2013

TO: **ADMINISTRATIVE SERVICES COMMITTEE**

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

SUBJECT: **COUNCIL POLICY REVIEW - CP 94-2.09, "COUNCIL ORIENTATION"**

ISSUE

Council Policy CP 94-2.09, "Council Orientation," is scheduled for its biannual review.

BACKGROUND

The Policy provides a comprehensive orientation program for Mayoral and Councilor candidates and those recently elected to the position. In 2011, several changes to the Policy were made, including the addition of a web page containing links to plans, manuals, procedures, and other important resources; the addition of Departmental Initiatives; inclusion of the Advisory Boards, Commissions, and Committee Charge and Activity Summary; and participation of Senior Staff in team building.

DISCUSSION

The 2011 Orientation program worked well. Staff received positive feedback, including comments that the materials and assistance received from the Assistant to City Manager/City Recorder were helpful, and the website was informative. No changes were suggested.

RECOMMENDATION

Staff requests that the Committee review the policy and recommend changes to the City Council as appropriate.

Review and Concur:

James A. Patterson, City Manager

Attachment

CITY OF CORVALLIS

COUNCIL POLICY MANUAL

POLICY AREA 2 - COUNCIL PROCEDURES

CP 94-2.09 **Council Orientation**

Adopted August 15, 1994
Revised August 19, 1996
Revised September 3, 1996
Affirmed April 19, 1999
Revised June 18, 2001
Revised October 20, 2003
Revised November 7, 2005
Revised October 15, 2007
Revised October 19, 2009
Revised November 7, 2011

2.09.010 Purpose

To assist citizens seeking election to City office and to aid elected or re-elected City officials in understanding their roles and responsibilities.

2.09.020 Background

2.09.021 Elected officials in the City of Corvallis must fulfill a variety of functions and have numerous commitments on their time. Additionally, the performance of their official duties is governed by numerous legal and procedural regulations and guidelines beginning immediately upon their taking office.

2.09.022 In order to provide the best possible support for newly elected officials as they assume these responsibilities, a plan is needed to ensure that they receive all the information and assistance they require in a timely manner. The Orientation Plan provides this support through the materials and processes described in this Policy.

Council Policy 94-2.09

2.09.030 Policy

2.09.031 General:

a. An Orientation Plan is hereby adopted which supports newly elected and potential elected officials through the Matrix of Materials (Exhibit A) and the Process Schedule (Exhibit B).

b. The Plan allows for input from the participants at each phase of the process: Pre-Candidate, Candidate, Post Election, First Months, and Later.

c. The Plan provides for participation from existing elected and appointed officials as well as other City staff and representatives from the media.

d. The Plan provides both general information about the City and the role of elected officials and more specific information on essential issues such as land use planning, budgetary procedures, municipal law, State and Federal regulations, goal setting, and team building.

e. The Plan is designed to facilitate participation by every candidate or elected official.

f. The Plan is designed to be consistently updated to reflect current needs.

2.09.040 Review and Update

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

Council Policy 94-2.09

EXHIBIT "A"

COUNCIL ORIENTATION

MATRIX OF MATERIALS

Pre-Candidate (by Assistant to City Manager/City Recorder)

Election timeline
"Elections" manual, selected sections/forms
Petition for nomination
Charter
Ward boundary map
Municipal Code, selected sections
Organization charts
LOC Newsletter article "What's Your Role?"
Candidate Statement form, Benton County Voters' Pamphlet
Six-month calendar; invitation to attend meetings of the City Council, Council committees, Planning Commission, and other advisory boards

Candidate (by Assistant to City Manager/City Recorder)

Current year City Council mission/goals
Current year budget summary
Electronic links to City Council packets
Electronic links to Council Standing Committee and Planning Commission agendas
ICMA brochure "The Council Manager Plan: Answers to Your Questions"
Parking Permit (good through election day)

Post-Election (by various)

Mayor/City Council Handbook (Assistant to City Manager/City Recorder)
Current year Budget and next fiscal year budget timeline (Finance)
Five-year Capital Improvement Plan (Public Works)
Electronic link to Quarterly Operating Report (most recent) (Finance)
Map of City facilities (Public Works)
City Attorney memo on various items (reference State Attorney General's Public Records and Meetings Manual) (City Attorney)

Post-Election (Continued)

City Procedural Manual: Quasi-Judicial Land Use Decisions (Community Development)

Council Policy 94-2.09

Council Policy manual (Assistant to City Manager/City Recorder)
Comprehensive Plan; Land Development Code; Map, Transportation Plan (Community Development)
"Participating in Public Hearings" (pamphlet, citizens guide) (Community Development)
Departmental Initiatives (City Manager)
Advisory Boards, Commissions, and Committees Charge and Activity Summary (Assistant to City Manager/City Recorder
Parking Permit (post-election and current term) (Assistant to City Manager/City Recorder)
Boards, Commissions, and Committees directory (Assistant to City Manager/City Recorder)

For Reference Only (not immediate comprehensive reading)

Web Resources

Council Policy 94-2.09

EXHIBIT "B"

COUNCIL ORIENTATION

PROCESS SCHEDULE

Pre-Candidate

Packets are given to individuals as they come to City Hall to request them. Packets include materials identified for "pre-candidate" in Exhibit "A" of this policy.

Survey all those who took out packets at the end of the filing period to receive feedback on the materials.

Candidate

Candidates receive materials identified for "candidate" in Exhibit "A" of this policy.

Initial briefing with Mayor, Council Leadership, City Manager – schedule two or three sessions at different times to accommodate candidates' schedules. Distribute current Council's mission/goals, current budget summary, etc. Explain process, scheduled meetings, and agendas/packets candidates will receive. Round table discussion on Council roles, Council President and Vice-President roles, observations, time commitment, etc. (Approximately one to two hours).

Open House with Department Directors – departmental "stations" may include short presentations and question/answer period. Provide departmental hand-outs. (Approximately one to two hours)

Survey candidates after the election to obtain feedback on the process and materials contained in this section.

Post-election

Provide materials to elected officials as identified for "post election" in Exhibit "A" of this policy.

Meeting with City Manager, Community Development Director, and Assistant to City Manager/City Recorder to discuss land use, legal issues, Visitors Propositions, Council meetings, etc. (Approximately one to two hours)

Meeting with City Attorney to discuss various legal issues, open meetings, conflict of interest, *ex parte* discussions, etc. (Approximately one to two hours)

Council Policy 94-2.09

Meeting with advisory Board and Commission Chairs (as many as can attend) to discuss key issues, roles, and concerns. Hand-outs include the current listing of Boards and Commissions, Municipal Code sections describing each one's charge, the latest Board and Commission newsletter, etc. (One hour)

Meeting with a media panel including the Corvallis Gazette-Times editor, a cable television representative, and at least one radio representative regarding roles/expectations of the media vis a vis Councilors. (One-half to one hour)

Training with Assistant to City Manager/City Recorder and MIS on E-mail, laptop, and electronic Council meeting packets.

During Mayoral election years, a briefing for the new Mayor by the current Mayor. (Two to four hours)

Joint session of new and existing elected officials summarizing major issues of concern and current and upcoming projects, etc. (Two to four hours)

Mayor/Councilors-Elect work session on team building; include a component with Senior Staff (Two hours)

Mayor/Councilor-elect work session on goals and objectives. (Two days)

Orientation session with the Budget Commission to discuss process, schedule, what to look for, etc. Finance Director distributes quarterly report, budget documents, CIP, etc. (One to two hours)

Individual meetings scheduled for newly elected officials regarding specific areas of interest (special meetings with staff members involved in that issue, etc.) Repeat tours as needed. (As needed)

Swearing in ceremony at Council. (First meeting in January)

Survey new Councilors to receive feedback on the overall Council orientation program (February).

MEMORANDUM

October 3, 2013

TO: Administrative Services Committee

FROM: Nancy Brewer, Finance Director NB

SUBJECT: **Review of CP 92-1.05, Miscellaneous Property Ownership**

I. Issue

The Council Policy for Miscellaneous Property Ownership is scheduled for review every three years.

II. Discussion

This policy primarily applies to the relationship the City has with Majestic Theatre Management, Inc. for the operation of the Majestic Theatre. The City owns the facility and certain assets that are used by MTM for the operation of the theatre; MTM also owns certain assets used in the operation of the theatre. The operating agreement with MTM sets forth procedures to follow to discuss, plan for, and schedule repair or replacement of the City's assets within the Council Policy guidelines.

The policy would be used if any other facility sharing arrangement was implemented. The policy still works well; staff has recommended minor changes to bring the policy more in line with the current Council Policy structure.

III. Recommended Action

Review the attached policy and recommend the City Council adopt the revised policy.

Review and Concur:

City Manager

CITY OF CORVALLIS

COUNCIL POLICY MANUAL

POLICY AREA 1 - GENERAL

CP 92-1.05 Miscellaneous Property Ownership

Adopted September 21, 1992

Revised November 6, 1995
Affirmed November 2, 1998
Affirmed December 17, 2001
Revised November 15, 2004
Revised November 5, 2007
Affirmed October 18, 2010
Revised

1.05.010 Purpose ~~and Intent~~

To establish Council policy to account for the acquisition and disposition of miscellaneous assets of the City within City facilities managed by contracted operators.

1.05.020 Goals

The ~~intent~~ goals of the ~~below~~ policy are~~is~~:

- to maintain the Council's authority over City assets located within City facilities managed by contracted operators,
- to maintain facilities in a satisfactory working condition, and
- to reduce the bureaucracy of formally reviewing requests related to disposal/ trade-in or upgrading of significant capital assets within said facility.

1.05.030 Background

This policy is adopted pursuant to Corvallis Municipal Code Chapter 1.04 and the methods outlined in this policy are hereby determined to be in the best interests of the City.

1.05.0240 Policy

a. City of Corvallis staff will identify through the annual capital assets inventory those assets (not to include real property) located within a facility, where the City owns the facility and assets, but is not the primary operator of the facility.

b. All assets will be tagged as property of the City. The assets will be listed and inventoried and audited each year during the City's annual audit. All listed assets may be subject to upgrade, trade-in, and disposal as recommended by City staff working in conjunction with the approved facility operator. Staff will advise Council of the dispositions of any assets through the City Manager's Report at least one Council meeting in advance of proceeding with the described action(s) related to the asset(s).

c. If the City Council desires additional information or wishes to alter the actions planned, then such direction will be taken by a majority of Council at the Council meeting associated with the City Manager's Report containing the notice.

d. The acquisition of miscellaneous property not associated with real property and property primarily associated with Non-City operations, shall be discouraged.

e. No miscellaneous property will be jointly owned by the City and contractor.

1.05.030 Review and Update

This General Policy shall be reviewed ~~triennially~~ every three years in October by the Finance Director and updated as appropriate.

MEMO

CORVALLIS
HUMAN RESOURCES

City of Corvallis
Human Resources
541.766.6902

To: Administrative Services Committee
From: Mary Beth Altmann Hughes, Human Resources
Subject: City Separation Policy
Date: November 14, 2013

Staff has reviewed Council Policy 91-3.04 Separation Policy. The policy fits with all internal processes and thus staff is recommending no changes at this time.

Review and Concur:

11/14/13

Jim Patterson Date

CITY OF CORVALLIS

COUNCIL POLICY MANUAL

POLICY AREA 3 - PERSONNEL AND ADMINISTRATIVE MATTERS

CP 91-3.04 **Separation Policy**

Adopted October 7, 1985
Revised August 15, 1988
Affirmed October 7, 1991
Revised May 1, 1995
Revised October 20, 1997
Revised November 1, 1999
Affirmed March 5, 2001
Revised November 17, 2003
Affirmed November 7, 2005
Revised November 5, 2007
Revised October 19, 2009
Revised November 21, 2011

3.04.010 Purpose

This policy provides guidelines for separation assistance to regular exempt employees for non-discharge termination of employment.

3.04.020 Mission

To recognize the value of employees to the organization and to protect their personal and financial well-being through policies designed to provide appropriate separation assistance, within the City's ability to pay, to regular exempt employees facing involuntary, non-discharge termination of employment.

3.04.030 Goals

3.04.031 Ensure equitable and consistent application to eligible individuals.

3.04.032 Ensure balance between support for the individual in transition and the interests of the City.

3.04.033 Ensure compliance with state and federal laws, including the Worker Adjustment and Retraining Notification Act (WARN), whenever they are applicable.

3.04.034 Ensure the delivery of high quality City services at a level desired by citizens.

3.04.035 Attract and retain highly qualified employees.

3.04.036 Provide the City Council the flexibility necessary to meet organizational goals.

3.04.040 Policy

When a termination of employment other than discharge for cause has been initiated by the City, separation assistance should be made available to the employee to help during the transition to other employment and to minimize the City's financial liability.

3.04.050 Eligibility

3.04.051 All non-probationary City of Corvallis managers, supervisors, and exempt regular employees are eligible for separation assistance, subject to the conditions and requirements contained in this policy.

3.04.052 The subject of separation assistance for nonexempt regular employee groups is addressed in their respective labor agreements or other written agreement between the bargaining unit and the City. The subject of separation assistance for Council appointees is addressed in their respective employment agreements. The guidelines below shall govern separation assistance for exempt, non-represented and non-appointed employees.

3.04.053 Probationary, temporary and casual employees are not subject to this policy nor entitled to separation assistance.

3.04.060 Guidelines

3.04.061 Separation assistance is at the discretion of the City. Assistance may take the form of advance notice, outplacement services, and/or separation compensation.

3.04.062 Advance notification of termination is the preferred means of assistance, but separation compensation is an alternative that can be utilized in whole or in part in lieu of advance notice if appropriate or if advance notice is not practicable.

3.04.063 The City Manager is responsible for managing separation provisions for eligible employees.

3.04.064 Formal, written separation agreements shall be utilized. Agreements shall specify the type and extent of assistance to be given the employee as well as define the responsibilities and expectations of the employee and the City. These agreements will be reviewed by the City Attorney.

3.04.065 The City shall endeavor to provide as much advance notice as practical in the event that an employee is to be separated from City employment. An employee who is separated within his/her first six months of regular, non-probationary employment shall be entitled to notice 30 calendar days prior to any separation. The employee shall be eligible for more notice, depending upon her/his length of tenure with the City. For each year of service following her/his first six months of employment, the employee shall be afforded an additional two calendar weeks of advance notice prior to any separation, up to a maximum period of notice totaling 16 calendar weeks. The City may grant additional notice at its discretion.

3.04.066 During the period of advance notice, the employee shall be responsible for fulfilling all job responsibilities in a manner consistent with department standards. In the event that the employee does not perform his/her duties satisfactorily after notice is given, then the period of advance notice may be shortened or eliminated.

3.04.067 In situations where the full amount of advance notice is not practical, or where it is in the best interest of the City to provide other assistance, separation compensation may be used in lieu of all or part of the advance notice provision. Separation compensation, if applicable, shall be calculated in accordance with the following schedule with one week of compensation in lieu of two weeks of notice up to the following maximums:

Amount of Separation Compensation
(Compensation = salary + insurance coverage)

Length of Continuous Employment	Assistant City Manager Department Directors	Managers Supervisors and Exempt Employees
0-1 year	None	None
1 year and up	1 week per year; maximum of eight weeks pay and two months health	2-1/2 days per year; maximum of four weeks pay and one month health

3.04.068 Subject to the approval of the City Manager and the employee's supervisor, the employee may receive a portion of any separation compensation in the form of outplacement services. Outplacement services may consist of career counseling, resume writing assistance, other job search tools or assistance, or any other service which assists the employee in achieving productive employment. At the option of the City and where such services are without direct cost to the City, such services may also be offered in addition to the above separation compensation where it would benefit the City to do so.

3.04.070 Review of Separation Assistance and Compensation

The City Manager shall have the final decision on the types and amounts of separation assistance that shall be offered within the limitations set by this policy and by budget authority. Separation compensation shall only be utilized by the City Manager after Executive Session review by the City Council.

3.04.080 Review and Update

The Separation Policy shall be reviewed at least every two years in October by the City Manager for recommendation to the Council on appropriate revisions.

MEMORANDUM

TO: Administrative Services Committee

FROM: Mary Steckel, Public Works Director

DATE: September 25, 2013

SUBJECT: Council Policy CP 04-1.09 Public Access Television

ISSUE

The Council Policy on Public Access Television is reviewed every two years by the Public Works Department and is updated as appropriate by the City Council.

BACKGROUND

The Council Policy on Public Access Television was adopted in September 2004 to establish guidelines for the operation of the City-managed public access cable television channel, Channel 29 (CCAT) on Comcast. In 2006, the City entered into an Intergovernmental Agreement with the Corvallis School District (509J) for the day-to-day operation of the public access channel. The channel is currently housed and operated at Corvallis High School. The framework established in Council Policy 04-1.09 continues to provide guidance to 509J and City staff on the operation and direction of the channel.

DISCUSSION

Staff has reviewed the policy and has no recommended changes.

RECOMMENDATION

Staff requests the Administrative Services Committee recommend that the City Council reaffirm the policy as written.

Reviewed and Concur:

James A. Patterson, City Manager

CITY OF CORVALLIS

COUNCIL POLICY MANUAL

POLICY AREA 1 - GENERAL

CP 04-1.09 **Public Access Television**

Adopted September 7, 2004
Affirmed October 16, 2006
Affirmed January 5, 2009
Affirmed October 17, 2011

1.09.010 Purpose

To establish a Council policy for rules and procedures related to the operation of a City of Corvallis (City)-managed public access television channel. This policy will be guided by efforts that support the principles of public access and desires that such a forum be provided, allowing for the diverse voices of the community to be heard including local community-based groups and non-profit organizations.

1.09.020 Definitions

1.09.021 Public access television channel refers to a specific channel on the cable television system available to Corvallis residents for either the distribution and playback of local programming produced by local residents, community-based groups, or non-profit organizations, or the playback of programming produced elsewhere but sponsored by a local resident, community-based group, or non-profit organization.

1.09.022 A designated access provider means the entity or entities designated by the City to manage or co-manage a public access television channel and facilities. The City may be a designated access provider.

1.09.030 Policy

Public access is intended to encourage the development of a forum for diverse community organizations and individuals to present programming and information that would not otherwise be shown on the cable system.

This policy will provide the necessary guidance and support to ensure the availability of public access to residents, require capital support from local cable operators, and establish operating rules and procedures (Exhibit A) to facilitate the ongoing operation of a public access channel.

1.09.040 Objectives

1.09.041 Support franchise provisions that require a public access channel(s) be made available for use by local residents, community-based groups, and non-profit organizations.

1.09.042 Support a public access fee to be paid by providers of commercial cable television services in the community to facilitate the operation of a public access channel.

1.09.043 Develop public access operating rules and procedures consistent with federal, state and local laws to provide residents, community-based groups, or non-profit organizations access on a first-come, first-served, non-discriminatory basis, subject to specific rules, program restrictions, regulations, and procedures as approved by Council.

1.09.044 Require program producers to take complete creative control of the content of each program and to assume full responsibility for their productions when submitted for playback on the public access television channel.

1.09.045 Ensure the City will be held harmless from any claim which may arise out of the cablecast of any program submitted for playback on the public access television channel.

1.09.070 Review and Update

This policy shall be reviewed every two years by the Public Works Director and updated as appropriate.