



**CITY OF CORVALLIS
ORIENTATION SESSION**

**MAYOR AND COUNCIL
AND
MAYOR/COUNCIL ELECT**

**November 20, 2014
6:00 pm**

Madison Avenue Meeting Room, 500 SW Madison

I. WELCOME AND INTRODUCTIONS

II. ROUNDTABLE DISCUSSION

- A. Roles of Council President, Vice President, and Committee Chairs
- B. Advisory Boards and Commissions
- C. Current and Upcoming Projects
- D. Issues of Major Concern

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

Advisory Boards and Commissions

Information for November 20, 2014

MCC/MCC-Elect Orientation Session

Advisory Boards (ABs) make recommendations

Commissions make decisions

Advisory Board/Commission Name	Dept Liaison/ Phone #	Current/Recent Activities	Upcoming Activities
Airport AB	Public Works 766-6916	Participated in Airport Master Plan update; reviewed requests for land leases.	Assist in the development of an Airport Lease Policy concerning lease size, geometry, and impacts of wetlands.
Arts and Culture AB	Parks & Rec 766-6918	Development of an Arts and Culture Master plan. Joint meeting with Albany Arts Commission	Complete the Arts and Culture Master Plan. Incorporate the Public Arts Selection Commission's responsibilities.
Bicycle & Pedestrian AB	Public Works 766-6916	Ranked 2015 Bicycle and Pedestrian related CIP Projects; reviewed bicycle safety at the intersection of Hwy 99W and Circle Blvd; worked with staff to identify a network of "Bike Friendly" streets for the Fall 2014 update to the Corvallis/Benton County Bike Guide; reviewed approval procedures for a pilot bicycle parking corral.	Rank 2016 bicycle and pedestrian CIP projects; assist staff in analysis of bicycle and pedestrian infrastructure needs.
Board of Appeals	Community Development 766-6929	Only meets to hear appeals of technical Building or Fire Code decisions.	No appeals have been received recently. A new member orientation will be held on December 12 th , with recent appointee Tim Sissel.
Budget Commission	Finance 766-6990	Met most recently in April/May 2014 per State Law (ORS) to receive City Manager's FY 14-15 Budget Message and Proposed Budget, and then to deliberate and make adjustments, followed by recommending a budget to City Council for Adoption.	Orientation on Feb.10, 2015. Meetings are scheduled from Apr.14-May 2 to receive the City Manager's Proposed Budget, hold the required public hearing, deliberate and recommend a FY 15-16 Budget, as per ORS, to City Council for June 1, 2015 Adoption.

Advisory Board/Commission Name	Dept Liaison/ Phone #	Current/Recent Activities	Upcoming Activities
Housing & Community Development AB	Community Development 766-6944	Held sessions to consider requests for project funding from federal sources, and as a result recommended projects for inclusion in a FY 14-15 Action Plan for City Council consideration and approval. Held a public hearing to consider a FY 13-14 Consolidated Annual Performance Evaluations Report and approved it for submission to the U.S. Department of Housing and Urban Development.	Will again hold sessions to hear funding proposal presentations from agencies seeking federal funds for social service delivery and housing/community facility capital projects, to be considered for inclusion in the City's FY 15-16 Community Development Block Grant/HOME Investment Partnerships Program Action Plan.
Capital Improvements Program AB	Public Works 766-6916	November 12 & 13, 2014 <ul style="list-style-type: none"> • Review draft CIP document • Conduct public hearing • Deliberate and recommend a proposed 5-year CIP to Planning and Budget Commissions 	Spring 2015: solicit public input for projects to be considered in next year's CIP document.
Community Police Review AB	Police 766-6925	September was our recent Quarterly meeting to discuss complaints/Internal Affairs/Commendations	Will continue with Quarterly meetings to conduct reviews as appropriate.
Citizen Involvement AB	Community Development 766-6929	On hiatus pending Public Participation Task Force recommendations.	To Be Determined

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Downtown AB	Community Development 766-6929	The AB has recently reviewed recommendations from the 2002 Downtown Parking Study, reviewed and prepared a recommendation on Council Policy 7.15 (Fee-In-Lieu Parking Program), and initiated work on a Downtown market study/survey project. The AB is in the process of reviewing Downtown zones, and establishing a work program for the upcoming 18 month AB planning period.	<ul style="list-style-type: none"> -Review and make recommendations regarding Downtown parking issues. - Review Downtown-related policies, land use provisions, and long term planning efforts. Make recommendations to City Council when requested or warranted. -Conduct survey of Downtown businesses, property owners, and customers. - Review citizen-driven proposals for programs and development Downtown. - Evaluate programs, initiatives, and ideas to support the economic and aesthetic vitality of Downtown
Economic Development AB	CMO/Economic Development 766-6339	EDAB is currently reporting on results since the ED Strategy was approved in 2010, and updating the strategy	EDAB hopes to meet with the City Council near the beginning of calendar year 2015, share the updated strategy, and seek council endorsement. EDAB will be proposing a Council Goal pertaining to Economic Development for the coming year.
Historic Resources Commission	Community Development 766-6929	<ul style="list-style-type: none"> - Review multiple Historic Preservation Permit requests nearly every month. - Discuss the potential creation of a Historic Preservation Plan for the City. 	<ul style="list-style-type: none"> - Continue to develop work plan items, including Historic Preservation Plan. - Discuss CLG grant activities. - Coordinate Historic Preservation Month activities. -Review Historic Preservation Permits
Library AB	Library 766-6928	Policy reviews, goals and objectives development, determining budget priorities	New library strategic plan
Martin Luther King, Jr. AB	CMO/ Human Resources 766-6902	Planning for January 2015 celebration; review of MLK's charge	January 2015 celebration and planning for other 2015 events

Advisory Board/Commission Name	Dept Liaison/ Phone #	Current/Recent Activities	Upcoming Activities
Parks, Natural Areas, and Recreation AB	Parks & Rec 766-6918	<p>Looking into trail definitions from a development perspective.</p> <p>Dogs in Parks, leash requirements and multiple use.</p> <p>Potential to have the Majestic Theatre operated within P&R.</p>	<p>Advocate to prioritize improvements to existing neighborhood parks trails and natural areas</p> <p>Implement efficiencies between city, county, OSU, LBCC and school district by 2015; e.g. sharing equipment and personnel</p> <p>Develop a plan to increase funding for Parks and Recreation</p> <p>Expand public awareness, communication and advocacy for all Parks and Recreation facilities, land and programs.</p> <p>Develop or expand community relationships and partnerships to pursue joint goals (non-governmental).</p> <p>Develop and expand access and recreational opportunities, such as outdoor education, for underserved youth and families</p>
Planning Commission	Community Development 766-6929	<ul style="list-style-type: none"> -Review land use applications requiring quasi-judicial decisions by the Planning Commission, such as the recent Good Samaritan Regional Medical Center Master Plan. -Make recommendations to the City Council for legislative land use decisions, such as the recent Package #2 Land Development Code Text Amendments. -Engage in training activities, such as recent training regarding the quasi-judicial decision-making process. 	<ul style="list-style-type: none"> - In conjunction with the two-year Council term beginning in 2015, will develop recommendations regarding the Planning Division's 2015 - 2016 Work Program. - Anticipated to review the OSU District Plan in 2015, prior to City Council review. -Anticipated to advise on upcoming updates to the Buildable Land Inventory, Community Vision, and Comprehensive Plan.

Advisory Board/Commission Name	Dept Liaison/ Phone #	Current/Recent Activities	Upcoming Activities
Transit AB	Public Works 766-6916	Assisted with rebranding the CTS logo; held public meeting to consider route changes to accommodate increased passenger demand for OSU/north Corvallis; reviewed CAMPO “hub” study on the need for a secondary transit hub at or closer to OSU campus.	Assist staff in developing scenarios for reducing transit service in the event of significantly reduced federal funding; perform a periodic review of the Code of Conduct and other transit regulations.
Watershed Management AB	Public Works 766-6916	Reviewed and presented annual Forest Activities Report; reviewed marbled murrelet surveys; supported peacock larkspur conservation strategy and reviewed annual peacock larkspur inventory; planned and conducted annual watershed tour; recommended prescribed burn at Old Peak Meadow.	Review harvest plan; plan and conduct annual watershed tour; monitor proposed legislation regarding forest practices on federal lands; review annual peacock larkspur inventory; review WMAB purpose and procedures; review annual stream temperature and fish passage reports.

City Department Work Efforts

Information for November 20, 2014

MCC/MCC-Elect Orientation Session

City Manager's Office

Human Resources:

- Begin bargaining IAFF and CRCCA contracts in January 2015 as both contracts expire June 30, 2015
- Coordinate the CM recruitment in accordance with Executive Search Firm Waldron
- Roll out of new AFSCME and Exempt health insurance plan effective January 1, 2015
- Coordinate exempt total compensation study to be completed in early 2015
- Update the City's Affirmative Action Plan

Economic Development Office (EDO):

- The EDO's major focus is to implement the Economic Development Strategy which has three major goals:
 - Facilitate business start-ups
 - Facilitate business retention and expansion
 - Facilitate business recruitment
- The Economic Development Officer works as an accounts manager, building relationships with Benton County "traded-sector" businesses, connecting them with resources, and removing barriers to assist them with growth
- The EDO works to build an "eco-system" that promotes a "business-friendly" perception for Corvallis and Benton County, both community and statewide. Activities to implement this include:
 - Coordinating Willamette Innovators Network board meetings, monthly pub-talks, and the Annual WiN Expo.
 - Coordinating the Willamette Angel Conference
 - Assisting the Oregon Economic Development Association with board activities, conferences, and Team Oregon marketing projects
 - Coordinating Leadership Corvallis – Economic Vitality Day
 - Serving on the Economic Vitality Partnership
 - Serving on the Oregon Business Plan Steering Committee
 - As a founding member of the Pacific Northwest Manufacturing Partnership
 - Maintaining and updating the www.YesCorvallis.org website and the Corvallis Benton County Economic Development Office Facebook page
- The Economic Development Manager also serves as the Enterprise Zone Manager for Benton Corvallis Enterprise Zone
- Marketing the Corvallis Airport Industrial Park
- Updating and maintaining a business property database for Corvallis and Benton County (www.OregonProspector.com)

Community Development

Planning Division:

- Handle land use applications requiring staff-level (administrative) or quasi-judicial (discretionary) decisions, such as The HUB student housing proposal in the Timberhill area. Quasi-judicial decisions are considered by the Planning Commission and Historic Resources Commission, and sometimes also require review by the City Council
- Develop and facilitate process for consideration of legislative land use decisions, such as the Package # 2 Land Development Code Amendments
- Begin work to update Buildable Land Inventory. Accomplish other Projects identified in the Planning Division's two-year Work Program, such as Community Vision and Comprehensive Plan update, as prioritized by the City Council
- Respond to inquiries from the general public and the development community regarding land use application requirements, Land Development Code requirements, and decision-making process requirements
- Participate and coordinate in planning efforts led by others, including the Transportation System Plan update, OSU District Plan, Corvallis Area Metropolitan Planning Organization (CAMPO), and Benton County

Housing and Neighborhood Services Division:

- Administer the federal Community Development Block Grant and HOME Investment Partnerships programs to deliver program funding for social services and capital project funding for housing and community facility projects. Program administration includes annual Action Plan development, development of five-year Consolidated Plans, and yearly preparation of Consolidated Annual Performance Evaluation Reports
- Deliver two owner-occupied housing rehabilitation loan programs and two down payment assistance loan programs to benefit low, very low and extremely low income Corvallis homeowners/purchasers
- Operate a neighborhood livability-focused code compliance program to achieve/ensure compliance with applicable provisions of the Corvallis Municipal Code, Land Development Code, and Rental Housing Code
- Provide education, outreach, and referral services related to landlord/tenant concerns, code compliance activities, neighborhood livability concerns, and fair housing issues

Development Services

- Train staff from multiple departments and implement electronic plan review. This is a major shift in business practice away from paper based construction plans review.
- Fully deploy iPads for building safety inspectors to use the Accela Inspector App
- Implement the recently revised Demolition Permit process
- Complete a building department audit from Insurance Services Office (ISO)
- Upgrade CorvallisPermits.com
- Rollout a revamped Development Services Code Compliance Program which focuses on work without a permit, illegal occupancy, and dangerous buildings

Finance

- Assist HR, CPD and Fire with labor contract costing and negotiations for IAFF and CRCCA
- Implement various new software modules related to Financial System for processing efficiencies: time keeping software; Human Resource Information System (HRIS); employee self-serve; Laserfiche paperless accounts payable; Courts Management software; plus continued upgrades for online payments modules, etc.
- Implement GASB 68 pronouncement with regard to financial reporting for pensions

Fire

- In conjunction with HR, labor contract negotiations with IAFF
- Completion of drill facility relocation
- Service contract negotiations with Corvallis Rural Fire Protection District
- Service contract negotiations with Oregon State University
- In conjunction with HR and Police, labor contract negotiations with CRCCA
- In conjunction with Benton County Emergency Management, seek funding for a seismic retrofit of Stations 2 and 3

Library

- Develop a new Library Strategic Plan which will guide future services
- Begin working on a potential Philomath Library expansion
- Continuing development of library technology and online services
- Roof replacement at the Corvallis Library
- Development of Maker Space in the Library
- Continue investment in services to youth as a partner in the educational process

Parks and Recreation

- Adopt the Parks and Recreation Master Plan
- Implement the grant funded Oak Restoration Project at Chip Ross Natural Area
- Design the Senior and Community Center Expansion project
- Reconstruct the Marys River Boardwalk project
- Complete the Master Plan for Shawala Point
- Pursue funding for Franklin Square Play Equipment replacement
- Reconstruct Owens Farm Homestead
- Complete the ADA Self Assessment for the Recreation Program
- Address the management of the Majestic Theatre
- Potential development of Theatre Education/Recreation Program

Police

- In conjunction with Human Resources, negotiate a new labor agreement with the Corvallis Regional Communications Center (911)
- Assess future viability of funding the Corvallis Regional Communications Center (911).
- Attain (CALEA) National Commission on Accreditation for Law Enforcement Agencies, triennial re-accreditation

- Implement new K9 patrol team (tracking/searching/protecting) and a new narcotics K9 team (due to passage of Measure 91)
- Implement new School Resource Officer Program with 509J (2013 Levy funded)
- Implement new Community Livability Officer team (2013 Levy funded)
- Implement e-Crash software module (efficiency and effectiveness measure consistent with e-Citation implementation)
- Evaluate options, cost and functionality of on-body audio/video camera systems for sworn police officers
- Implement new scheduling software
- Implement annual mandatory training plans for all staff to maintain certifications
- Implement iMPACT (mission policing through analysis of crime trends), which augments and enhances our community policing philosophy
- Implement LEADS on-line criminal investigations system (focuses on the recovery of stolen property State-wide and nationally)
- Finalize community work related to the open carry of loaded firearms in public places.
- Finalize and implement impacts of passage of Measure 91 (adult legalization of recreational marijuana (MJ))
 1. New narcotics K9
 2. State mandates for DUII nanogram levels of THC demonstrating impaired driving
 3. Train additional Drug Recognition Experts for DUII investigations
 4. Determine blood analysis processes and costs (state won't test blood for THC),
 5. Coordinate policing philosophies with neighboring jurisdictions including District Attorney's Office for enforcement consistencies
 6. Impacts of Dispensaries also offering recreational sales of MJ
 7. Evaluate and implement local ordinances as appropriate for violations of MJ statutes consistent with Measure 91
- Continue to work on Regional Radio Interoperability Network

Public Works

- Implement the Accela work order management system
- Refine the Asset Management Program for utilities and start-up for transportation services
- Conduct a utility billing customer audit
- Negotiate a Cable franchise with Comcast
- Complete an ADA assessments for City buildings and public rights of way
- Facilitate the city Council process to adopt the Airport Master Plan
- Work on the Transportation System Plan update
- Initiate the Transit Development Plan creation
- Systems Development Charge (SDC) Plan update
- Initiate the Water System and Wastewater System Master Plan updates
- Plan for the seismic stabilization of water mains crossing the Marys River
- Continue to work with the DEQ on regulations for the Total Maximum Daily Load (TMDL) solution; once the regulations are developed select a solution and begin implementation
- Continue construction on the Wastewater Reclamation Plant Secondary Clarifier

- Negotiate for a renewal of the Wastewater discharge permit
- Develop and implement Stormwater detention facility standards
- Update the Taylor Water Treatment Plant plan to ensure consistent water supply
- Construct the Water system 2nd level storage reservoir
- Complete the Sequoia Creek assessment and capacity improvements
- Construct the grant funded Crystal Lake Drive shared-use path
- Construct the Morris Avenue bridge replacement
- Analyze the Transportation services funding needs; discuss alternatives.
- Negotiate a new contract for Transit operations
- Investigate new Parking pay stations for better services and technologies