



**CORVALLIS  
CITY COUNCIL WORK SESSION**

**October 4, 2016  
3:30 pm -5:30 pm**

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

- 
- I. Call to Order
  - II. Housing and Community Development Advisory Board Annual Report
  - III. Downtown Advisory Board Annual Report
  - IV. Council Policy Review Process
  - V. Work Session Operational Check-in
  - VI. Community Comments (*Accepted on agenda items for this work session only. Members of the community wishing to offer advance written comments are encouraged to use the public input form at [www.corvallisoregon.gov/publicinput](http://www.corvallisoregon.gov/publicinput).*)
  - VII. Adjournment

If you need special assistance to participate in this meeting, please contact the City Recorder at (541) 766-6901 (for TTY services, dial 7-1-1). Notification at least two business days prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility to the meeting. (In compliance with the Americans with Disabilities Act, 28 CFR 35.102-35.104 ADA Title I and ORS 192.630(5)).

*A Community That Honors Diversity*

# Annual Report of the Housing and Community Development Advisory Board



October 4, 2016

**Members:**

Lauana Beaty  
Kara Brausen, Vice Chair  
Ed Fortmiller, Chair  
Gary Hamilton  
Dave Henderer  
Kenny Lowe  
David McCarthy  
Donna Rinaldi  
Carl Price, Planning Commission Liaison

**Staff:** Kent Weiss, Housing and Neighborhood  
Services Manager

**Council Liaison:** Bill Glassmire, Ward 7

**Purpose/Mission summary (from CMC Section 1.16.205):**

- 1) There is hereby created a Housing and Community Development Advisory Board for the City.
- 2) This Advisory Board shall consist of nine voting members. One member shall be appointed who possesses knowledge, qualifications, or experience in the housing construction industry; one member shall be appointed who possesses knowledge, qualifications, or experience in the real estate marketing or development industry; one member shall be appointed who possesses knowledge, qualifications, or experience in financial institutions; one member shall be a citizen who is or has been a recipient of housing assistance; one member shall be a past or current recipient, or a guardian of a past or current recipient, of social services targeted to low income or special needs clients; three members shall be from the general public; and one member shall be a member of the Planning Commission. The Mayor shall endeavor to ensure low and moderate income persons and minorities substantial representation on the Commission.
- 3) The Housing and Community Development Advisory Board shall:
  - a) In cooperation with other City boards and commissions, formulate and recommend policy to the Planning Commission and City Council on housing affordability and community revitalization issues.
  - b) Recommend policies to the Planning Commission and City Council to provide for and conserve very low, low and moderate income housing in the City.
  - c) Review and make recommendations regarding City applications requesting Federal and State Housing and Community Development funds and other funds relating to community development which may become available.
  - d) Monitor and evaluate planning, programming, and implementation of housing and community development activities.
  - e) Act as a review and appeals board for the Housing loan program policies.
  - f) Represent the affordable housing interests of very low, low and moderate income citizens and citizens with special housing needs.

(Ord. 2014-16 § 3, 11/17/2014; Ord. 2001-17 § 1, 10/15/2001; Ord. 96-40 § 1, 1996; Ord. 84-40 § 1, 1984; Ord. 81-99 § 53, 1981)

**Prior Year Report:**Activities and work completed/in progress:

During FY 2015-16 the Housing and Community Development Advisory Board (HCDAB):

- Held a public hearing to review and approve a Consolidated Annual Performance Evaluation Report for the City's FY 14-15 CDBG and HOME programs;
- Reviewed and provided input to staff related concepts being considered by the Housing Development Task Force to address the City Council's 2015 housing development goal;
- Participated in a joint informational meeting with the Housing Development Task Force related to affordable housing development tools that have been utilized to create units in Portland;
- Reviewed and considered proposals from eight agencies for funding from the City's FY 16-17 Community Development Block Grant (CDBG) and HOME Investment Partnerships (HOME) programs;
- Developed recommendations for FY 16-17 CDBG and HOME funding allocations;
- Reviewed and recommended City Council approval of the City's FY 16-17 CDBG and HOME Action Plan;
- Monitored progress of FY 15-16 City-funded projects (CARDV shelter rehabs, Human Services Fund-supported activities, housing rehabilitation and down payment assistance loans).
- A Request for Proposals process for a supplemental allocation of FY 16-17 CDBG funding is underway, and the HCDAB will consider proposals in late September/early October.

**Next Year Proposed Work Plan:**Regular activities and work (ongoing or annual):

- Hold a public hearing to review and approve a Consolidated Annual Performance Evaluation Report for the City's FY 15-16 CDBG and HOME programs;
- As needed consider loan program administrative policy exceptions and provide recommendations to the City Manager;
- As needed review loan program administrative policies and recommend revisions to the City Manager;
- Review and hear proposals from agencies for funding from the City's FY 17-18 CDBG and HOME programs;
- Develop recommendations for FY 17-18 CDBG and HOME funding allocations;
- Review and recommended City Council approval of the City's FY 17-18 CDBG and HOME Action Plan;
- Monitor progress of FY 16-17 City-funded projects;

Special activities and work for the year:

- Advise staff during the development of an updated Analysis of Impediments to Fair Housing and subsequent Fair Housing Plan;
- If desired by the City Council, provide feedback on homeless planning efforts being undertaken by Benton County and the Housing Opportunity Action Council;
- As directed by the City Council, take the lead on designing new City housing assistance programs based on policy and program outlines contained in the recommendations of the Council's Housing Development Task Force.

**Resources:**Prior Year:

- Recommended to City Council a slate of project and activity awards from \$710,000 in FY 16-17 CDBG and HOME funding;
- The Housing and Neighborhood Services (HNS) Manager prepared staff reports and attended monthly meetings of the Advisory Board; minutes recording transitioned from HNS staff to contract staff during the year.

Needed for the next year:

- Recommend FY 17-18 CDBG and HOME funding awards – amounts not yet known;
- Additional funding to support affordable housing programs, as anticipated with the implementation of a Construction Excise Tax;
- Same staffing requirements for Board support as FY 15-16.

**Feedback about the Annual Report Process:**

The HCDAB has no feedback to offer.

# Annual Report of the Downtown Advisory Board



September 26, 2016

**Members (Downtown Advisory Board):**

Liz White, Chair	Property Owner
Shelly Signs, Vice Chair	Oregon State University
Cloud Davidson	Downtown Business
Joseph Elwood	Downtown Business
Elizabeth Foster	Real Estate Agent
Mary K. Gallagher	Historic Preservation
Robin Jones	Downtown Business
John Morris	Architect
Ken Pastega	Property Owner
Joan Truckenbrod	Arts and Downtown Resident
Brigetta Olson	Downtown Housing/Resident

**Members (Downtown Parking Committee):**

Brad Upton, Chair  
 Liz White, Vice Chair  
 Joseph Elwood  
 Chris Heuchert  
 Steve Uerlings

**Staff:**

Sarah Johnson, Planning  
 Rian Amiton, Planning  
 Lisa Scherf, Public Works

**Council Liaisons:**

Roen Hogg (DAB)  
 Frank Hann (DPC)

**Purpose/Mission summary:**

Section 1.16.335 - Downtown Advisory Board.

- 1) A Downtown Advisory Board is hereby created for the City.
- 2) The Advisory Board shall consist of 11 voting members appointed by the Mayor.
- 3) Membership of the Advisory Board shall be as follows:
  - a) One Downtown Corvallis Association Board representative.
  - b) One resident of Downtown Corvallis or adjacent neighborhoods.
  - c) Two downtown business persons.
  - d) Two downtown property owners.
  - e) The balance of the Advisory Board shall represent a cross-section of the community, including considering the following interests:
    - Historic preservation
    - Downtown employee
    - Housing
    - Oregon State University Alternative transportation modes
    - General community
    - Parks
    - Parking
    - Real estate/development/construction/design
    - Cultural resources/arts

In addition, a City Council member shall serve as a permanent non-voting liaison to the Advisory Board. Liaisons from other City advisory commissions may be added to assist the Advisory Board on specific projects or activities.

- 4) The Advisory Board members shall be appointed for three year terms.
- 5) The Advisory Board shall advise the City Council and staff on matters concerning the downtown Corvallis area including:
  - a) Areas that are zoned Central Business District, Central Business District fringe, or Riverfront.
  - b) Other geographic areas that may be included in a downtown urban renewal district.
  - c) Activities in adjacent neighborhoods that may impact the downtown area.
- 6) The areas of Advisory Board responsibility include but are not limited to:

- a) Implementation of community plans for the downtown area, including the Downtown Strategic Plan.
  - b) Implementation of an urban renewal program if created by the City.
  - c) Public infrastructure activities such as streetscape projects.
  - d) Redevelopment projects.
  - e) Land use matters such as recommending development code revisions.
  - f) Public parking policies and projects.
  - g) Other community matters that may affect downtown Corvallis.
- 7) A Parking Committee of the Downtown Advisory Board shall be established. This Committee shall consist of 5 members, 2 of which are Downtown Advisory Board members as assigned by the Advisory Board. The other 3 members of the Parking Committee shall be appointed by the Mayor and represent a range of downtown and community interests.
- 8) The Parking Committee shall be responsible for day-to-day downtown parking matters and advise the Downtown Advisory Board and/or City Council on parking issues.

(Ord. 2015-17 § 8, 10/19/2015; Ord. 2014-16, § 17, 11/17/2014; Ord. 2008-09 § 1, 05/05/2008)

### **Prior Year Report:**

#### Activities and work completed:

In the past year (August 2015-August 2016) the Downtown Advisory Board (DAB), along with its standing subcommittee, the Downtown Parking Committee (DPC), has reviewed and, as required, advised the City Council on the following:

- 2015 Parking Utilization Study.  
This study was done in May of 2015 and was reviewed stating in the fall. It showed that at peak times and in some parts of the downtown the parking exceeded the 85% capacity, a threshold amount for looking at extending parking. Looking at the amount of data presented and, in consideration of previous parking studies (2002, 2010, 2012, and 2014) it was decided to establish a subcommittee to further study the report. See “work in progress” below.
- Imagine Corvallis 2040 Visioning Exercise.  
In April the Advisory Board did a group Imagine Corvallis session on Create and Celebrate by filling out questionnaires and having a discussion of this focus in relation to the Downtown. Several Board members are participating in other sessions and workshops for the visioning.

- Presentations Relating to Downtown:
  - Parking Study Results. Rian Amiton, Community Development
  - Vision and Action Plan. Penny York, Councilor Ward 1, City Council President.
  - Cascadia Seismic Initiative. Peter Wendel and Andre Barbosa.
  - Officer James Dodge. Presentation on the Community Policing program and the work of the three Community Livability Officers (CLOs) that are part of the program.

Activities and work in progress:

- 2015 Parking Utilization Study.  
The Downtown Parking Committee along with John Morris, as another representative of the Advisory Board, has begun a more in depth analysis of the study. The review is also looking at previous studies to see 1) how the parking patterns in downtown have changed over time and 2) what recommendations from earlier studies have been implemented and with what effect. They are considering the “Parking Management Plan” to consider various possible solutions.

**Next Year Proposed Work Plan:**

- 2015 Parking Utilization Study.  
See “work in progress” above.
- Street trees and furniture.  
This is a new project that will be the focus of a subcommittee working with the urban forester, Jonathan Pywell, on downtown streetscapes and possible additional amenities to the downtown area.
- We plan to invite representatives from downtown activities such as the Whiteside and Majestic Theaters, the Saturday Market, the new hotel, the museum, the DCA and downtown businesses to report on planned downtown activities throughout the year. This will give us an idea of who we are attracting to downtown and what might attract others.
- At the October meeting of the Board, the Work Plan for the coming year will be discussed. The Board will work to keep watch on the pulse of downtown economic development, residential possibilities, and historical preservation.

**Resources:**

The Parking Committee and the Downtown Advisory Board appreciate the staff time both at the meetings and in research and preparation of materials and reports for the Committee’s/Board’s work.

TO: City Council for October 4, 2016, Work Session  
 FROM: Mark W. Shepard, P.E., City Manager *MWS*  
 DATE: September 23, 2016  
 SUBJECT: Council Policy Review Process



Action Requested:

Staff recommends Council review the proposed process to initiate changes to Council Policies and provide feedback. Staff further recommends that Council accept a plan to review Council Policies in a phased approach starting in the spring of 2017.

Discussion:

During my initial months with the City, I observed that substantial staff and Council time was being spent on the review of Council Policies. Most of the policy reviews resulted in little to no changes. In looking for ways to free Council efforts for more meaningful work and to allow the Council to move from Standing Committees to Council Work Sessions, I suggested a temporary suspension of Council Policy reviews. As part of the temporary suspension, I committed to a comprehensive staff review of Council Policies and a report back to Council. An initial review of the Council Policies is complete.

The objective of the review was to develop recommendations regarding potential changes to Council Policies and develop a process to review Council Policies. In evaluating current Council Policies, the following questions were considered:

- Can the policy be incorporated into other regulating documents such as the Municipal Code or Land Development Code?
- Are there other vehicles available (e.g., resolution) to express the Council’s direction or desires?
- Is the issue better addressed as an Administrative Policy?

A listing of the Council Policies is included as Attachment 1 with color coding and notations showing proposed changes. The initial review is preliminary. Any changes to the policies are subject to Council discussion and consideration. There will likely be instances in which the initial recommendation is changed as staff works through details of specific changes. The initial proposal identifies the opportunity to reduce the number of Council Policies from 77 to 33. The table below summarizes the proposed changes.

Number of current Council Policies	77
Proposed to move to other guidance documents	17
Proposed for incorporation into resolutions	3
Proposed to move to Administrative Policies	21
Proposed to be deleted	3
Resulting number of proposed Council Policies	33

The policies were also reviewed to determine if there were any Council Policies that required timely Council action to address immediate issues or needs. The Council Financial Policies (CP 10.01 – 10.09) will be brought to the October 18, 2016, Council Work Session for review to address updates needed before the fiscal year 2017-18 budget is prepared, and before the next utility rate review.

### *Examples*

Council is not being asked to complete a full review of policy changes at this time. Instead, staff is seeking Council's approval of the proposed process to begin the review in a phased approach during the next 18 months. An example of how a current Council Policy could be incorporated into another guiding document (Municipal Code) is included as Attachment 2. Again, Council is not being asked to make a decision on this example at this time.

### *Next Steps*

To make the review of Council Policies manageable with the many other work efforts of the Council and staff, a phased approach is recommended. Council Policies can be reviewed in several sub-groups at multiple work sessions. Staff will develop a phasing approach and tentative schedule with the first review anticipated in the spring of 2017.

### Budget Impact:

While there is no direct budget impact, improving the efficiency of the Council and City operations allows the Council and staff to focus time and resources on value added work.

### Attachments:

1. Council Policy Index
2. Example of incorporating a Council Policy into another document

## COUNCIL POLICIES

Attachment 1

Policy No.	Policy Title	RECOMMENDATION
CP 1.01	Charges for Copying of City Material	Move to administrative policy
CP 1.02	Liquor Licenses Approval Procedures	Move to administrative policy
CP 1.03	Naming of Public Facilities and Lands	Remain a Council policy
CP 1.04	Official Flower	Cover with Resolution
CP 1.05	Miscellaneous Property Ownership	Incorporate into Financial Policies
CP 1.06	Guidelines for Use of the City Logo	Move to administrative policy
CP 1.07	The Corvallis Flag	Cover with Resolution
CP 1.08	Organizational Sustainability	Covered by Climate Action Plan
CP 1.09	Public Access Television	Move to administrative policy
CP 1.10	Advertising on Corvallis Transit System Buses	Move to administrative policy
CP 1.11	Identity Theft Prevention and Red Flag Alerts	Move to administrative policy
CP 1.12	Community Sustainability see note above under 1.08	Covered by Climate Action Plan
CP 2.01	Meeting Procedures	Remain a Council policy
CP 2.02	Council Process	Remain a Council policy
CP 2.03	Expense Reimbursements	Remain a Council policy
CP 2.08	Council Liaison Roles	Remain a Council policy
CP 2.09	Council Orientation	Remain a Council policy
CP 2.10	Use of Electronic Mail by Mayor and City Council	Remain a Council policy
CP 2.11	Council Information Requests	Remain a Council policy
CP 3.01	Appointment of Acting City Manager	Remain a Council policy
CP 3.02	City Compensation Policy	Move to administrative policy
CP 3.04	Separation Policy	Move to administrative policy
CP 4.01	Guidelines for Commercial Vending and Fundraising Activities in City Parks	Move to administrative policy
CP 4.03	Corvallis Senior Center Operational Policies	Move to administrative policy
CP 4.04	Park Utility Donations	Move to administrative policy
CP 4.05	Library Meeting Room Policy	Move to administrative policy
CP 4.06	Library Displays, Exhibits, and Bulletin Boards	Move to administrative policy
CP 4.07	City-Owned or Funded Art Objects on City or Private Property	Remain a Council policy
CP 4.08	Code of Conduct on Library Premises	Remain a Council policy
CP 4.09	Guidelines for Free Use of Park Facilities	Move to administrative policy
CP 4.10	Public Library Gift and Donation Policy	Remain a Council policy
CP 4.11	Public Library Policy for Selecting and Discarding Materials	Remain a Council policy
CP 4.12	Guidelines for Public Art Selection	Move to administrative policy

Policy No.	Policy Title	RECOMMENDATION
CP 4.12	Guidelines for Public Art Selection	Move to administrative policy
CP 4.13	Internet Access Policy for the Corvallis-Benton County Public Library	Remain a Council policy
CP 4.14	Use of City Hall Plaza and Kiosk	Move to administrative policy
CP 4.15	Use of Computer Lab Equipment and Public Internet Access at Chintimini Senior Center	Move to administrative policy
CP 4.16	Code of Conduct for Patrons at Parks and Recreation Facilities, Events, and Programs	Move to Municipal Code
CP 5.02	Public Safety and Constitutional Rights	Remain Council policy
CP 5.03	A Family-Friendly Community	Remain Council policy
CP 5.04	Hate/Bias Violence	Remain Council policy
CP 6.03	Economic Development Policies	Remain Council policy
CP 6.05	Social Service Funding Policy	Remain Council Policy
CP 7.01	Assessments – Sanitary Sewer and Water System Improvements	Move to Municipal Code
CP 7.02	Assessments – Storm System	Move to Municipal Code
CP 7.03	Assessments – Street Improvements	Move to Municipal Code
CP 7.04	Building Permits Where Public Improvements are not Completed and Accepted by the City of Corvallis	Remain Council policy
CP 7.05	Capital Improvement Program	Move to Municipal Code
CP 7.06	Engineering and Administrative Cost for Assessment Projects	Move to Municipal Code
CP 7.07	Sanitary Sewers; Responsibility for	Move to Municipal Code
CP 7.08	Sidewalk Policy	Delete (no longer valid)
CP 7.09	Traffic Control Devices; Cost of	Delete (covered in LDC)
CP 7.10	Water Line Replacements	Delete (covered in LDC)
CP 7.11	Water Main Extensions and Fire Protection	Move to Municipal Code
CP 7.12	Integrated Vegetation and Pest Management (IVPM) Program	Move to administrative policy
CP 7.13	Municipal Airport and Airport Industrial Park Leases	Remain Council policy
CP 7.14	Pre-Payment for Public Street Improvements	Move to Municipal Code
CP 7.15	Fee-in-Lieu Parking Program for Parking-Related Improvements in the Central Business (CB) District and the Riverfront (RF) District	Move to Municipal Code or Land Development Code
CP 7.16	Guidelines for Donations of Land and/or Improvements for Parks as an Offset to Systems Development Charges for Parks	Cover in Parks SDC Methodology
CP 7.17	Utility/Transportation Facility Extensions through Public Areas	Move to LDC

<b>Policy No.</b>	<b>Policy Title</b>	<b>RECOMMENDATION</b>
CP 8.01	Watershed Easement Considerations	Move to administrative policy
CP 9.01	Crosswalks	Move to administrative policy
CP 9.02	Dirt on Streets	Move to Municipal Code
CP 9.03	Parking Permit Fees	Cover with Resolution
CP 9.04	Street Lighting Policy	Remain Council Policy
CP 9.05	Street Naming and Addressing Policies and Procedures	Remain Council Policy
CP 9.06	Transportation Corridor Plans	Cover with TSP and LDC
CP 9.07	Traffic Calming Programs	Move to administrative policy
CP 9.08	Building Encroachments in the Public Right-of-Way	Move to Municipal Code
CP 10.01 – CP 10.09	Financial Policies	Remain Council Policies

## Attachment 2

## Example bold and strikeout to incorporate Council Policy into the Municipal Code

**Section 2.06.070 - Method of assessing costs within a district.**

In proposing a method of assessment of the costs of the local improvement, the following shall be considered:

- 1) The use of any just and reasonable method determining the extent of the district boundaries consistent with the benefits derived.
- 2) The use of any method of apportioning the sum to be assessed as is just and reasonable among the properties determined to be specially benefitted.
- 3) **The method of assessment for sewer and/or water shall be either by: frontage, or area, or connection, or potential connection, or a combination thereof which best represents benefit.**
- 34) Payment by the City of all or any part of the cost of any improvement when, in the opinion of Council, on account of topographical or physical conditions, unusual or excessive use by the general public, or other character of work involved, or when Council otherwise believes the situation warrants; provided that proportion to be paid by the City represents a reasonable relation between the benefits derived by the property specially assessed and the benefits derived by the City as a whole.

Council may use any other available means of financing an improvement, including, for example, Federal or State grants, service charges, bonds, or any other legal means of finance. In the event any other means of finance is used, Council may, in its discretion, levy special assessments hereunder according to benefits to cover any part of the costs of the local improvement not covered by the other means.

(Ord. 71-13 § 4, 1971)

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

**POLICY AREA 7 - COMMUNITY IMPROVEMENTS**

**CP 91-7.01**                    **Assessments – Sanitary Sewer and Water System Improvements**

<b><u>Adopted</u></b>	<b><u>1966</u></b>
Affirmed	1970
Revised	October 7, 1991
Revised	November 6, 1995
Revised	November 1, 1999
Affirmed	October 20, 2003
Affirmed	October 15, 2007
Revised	November 7, 2011

**7.01.010**                    **Purpose**

To establish a policy regarding assessment charges for sanitary sewer and water system improvements.

**7.01.020**                    **Policy**

Assessments for sanitary sewers and water systems shall be made on the following basis:

**7.01.021**                    **Assessment of Property; City Participation**

Properties shall be assessed the cost of installing public sanitary sewer and/or water systems. City participation is limited to extra-capacity components as defined in the System Development Charge (SDC) ordinance, if sewer or water SDC funds are approved for the project by the City Council.

Council Policy 91-7.01

Attachment 2

7.01.022 Method of Assessment

The method of assessment shall be either by frontage or area or connection or potential connection – or a combination thereof which best represents benefit.

7.01.030 Review and Update

This Community Improvement Policy shall be reviewed by the Public Works Director every four years in October and updated as appropriate.

TO: City Council for October 4, 2016 Work Session  
FROM: Mark W. Shepard, P.E., City Manager *MWS*  
DATE: September 23, 2016  
SUBJECT: Work Session Operational Check-In



Action Requested:

Staff recommends Council continue to operate using Council Work Sessions in lieu of Council Standing Committees. If, after the discussion on October 4th, Council would like to continue to use work sessions in lieu of standing committees, staff will develop ordinance and Council Policy language for consideration at a future Council Meeting.

Discussion:

In February of this year, Council moved to Council Work Sessions in place of Council Standing Committees on a trial basis. The change was initiated in an effort to make the Council work more transparent to the entire Council and community, to improve efficiency, and to allow Councilors to participate on issues in their initial stages.

Council has become comfortable with work sessions and productive discussions have been fostered. The entire Council is better informed on issues. Councilors appear to feel empowered to provide feedback on issues since they have not already been processed through a standing committee. The community can track items more easily especially with the three-month calendar that is continually updated and published with Council packet materials. Council is encouraged to share how the process is working.

From staff's perspective, the work session model has been an improvement over standing committees. Items reviewed by the entire Council result in more robust discussions and clear direction for staff. The amount of administrative support required for work sessions is less than standing committees, freeing up resources for other work.

Work session agendas have been full with many substantial items. This has required work sessions to be managed carefully. Council will need to balance the desire to encourage full discussion with the amount of time it spends on business. To attract and retain a diverse Council that represents the community, the work of the Council must be efficient and productive. Council will want to carefully consider workload as it moves into the next Council term.

Budget Impact:

The use of the work session model reduces the required administrative staff resources required to support the work of Council.

# CITY COUNCIL 2017 DRAFT SCHEDULE

10/3/16

Distributed at 10/4/16 Council work session

**Yellow = regular meeting**

**Red = work session**

**Blue = tentative (may need for work session or Council orientation)**

<p><b>January 2017</b></p> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <tr><td>1</td><td><del>2</del></td><td style="background-color: yellow;">3</td><td>4</td><td>5</td><td>6</td><td>7</td></tr> <tr><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td></tr> <tr><td>15</td><td><del>16</del></td><td style="background-color: yellow;">17</td><td style="background-color: cyan;">18</td><td>19</td><td>20</td><td>21</td></tr> <tr><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td></tr> <tr><td>29</td><td>30</td><td>31</td><td></td><td></td><td></td><td></td></tr> </table> <p><i>* January 2 – New Year’s Day holiday (observed)</i>  <i>* January 16 – MLK holiday</i>  <b>1/4 NO WORK SESSION</b>  <span style="background-color: cyan; padding: 2px;">1/18 WORK SESSION - TENTATIVE</span></p>	1	<del>2</del>	3	4	5	6	7	8	9	10	11	12	13	14	15	<del>16</del>	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31					<p><b>February 2017</b></p> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <tr><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td><td>4</td></tr> <tr><td>5</td><td style="background-color: yellow;">6</td><td style="background-color: red;">7</td><td>8</td><td>9</td><td>10</td><td>11</td></tr> <tr><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td></tr> <tr><td>19</td><td><del>20</del></td><td style="background-color: yellow;">21</td><td>22</td><td>23</td><td>24</td><td>25</td></tr> <tr><td>26</td><td>27</td><td>28</td><td></td><td></td><td></td><td></td></tr> </table> <p><i>* February 20 – Presidents’ Day holiday</i>   <b>2/22 NO WORK SESSION</b></p>				1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	<del>20</del>	21	22	23	24	25	26	27	28					<p><b>March 2017</b></p> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <tr><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td><td>4</td></tr> <tr><td>5</td><td style="background-color: yellow;">6</td><td style="background-color: red;">7</td><td>8</td><td>9</td><td>10</td><td>11</td></tr> <tr><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td></tr> <tr><td>19</td><td style="background-color: yellow;">20</td><td style="background-color: red;">21</td><td>22</td><td>23</td><td>24</td><td>25</td></tr> <tr><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td><td></td></tr> </table>				1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31		<p><b>April 2017</b></p> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <tr><td>30</td><td></td><td></td><td></td><td></td><td></td><td>1</td></tr> <tr><td>2</td><td style="background-color: yellow;">3</td><td style="background-color: red;">4</td><td>5</td><td>6</td><td>7</td><td>8</td></tr> <tr><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td></tr> <tr><td>16</td><td style="background-color: yellow;">17</td><td style="background-color: red;">18</td><td>19</td><td>20</td><td>21</td><td>22</td></tr> <tr><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td></tr> </table>	30						1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29
1	<del>2</del>	3	4	5	6	7																																																																																																																																									
8	9	10	11	12	13	14																																																																																																																																									
15	<del>16</del>	17	18	19	20	21																																																																																																																																									
22	23	24	25	26	27	28																																																																																																																																									
29	30	31																																																																																																																																													
			1	2	3	4																																																																																																																																									
5	6	7	8	9	10	11																																																																																																																																									
12	13	14	15	16	17	18																																																																																																																																									
19	<del>20</del>	21	22	23	24	25																																																																																																																																									
26	27	28																																																																																																																																													
			1	2	3	4																																																																																																																																									
5	6	7	8	9	10	11																																																																																																																																									
12	13	14	15	16	17	18																																																																																																																																									
19	20	21	22	23	24	25																																																																																																																																									
26	27	28	29	30	31																																																																																																																																										
30						1																																																																																																																																									
2	3	4	5	6	7	8																																																																																																																																									
9	10	11	12	13	14	15																																																																																																																																									
16	17	18	19	20	21	22																																																																																																																																									
23	24	25	26	27	28	29																																																																																																																																									
<p><b>May 2017</b></p> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <tr><td></td><td style="background-color: yellow;">1</td><td style="background-color: red;">2</td><td>3</td><td>4</td><td>5</td><td>6</td></tr> <tr><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td></tr> <tr><td>14</td><td style="background-color: yellow;">15</td><td style="background-color: red;">16</td><td>17</td><td>18</td><td>19</td><td>20</td></tr> <tr><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td></tr> <tr><td>28</td><td><del>29</del></td><td>30</td><td>31</td><td></td><td></td><td></td></tr> </table> <p><i>* May 29 – Memorial Day holiday</i></p>		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	<del>29</del>	30	31				<p><b>June 2017</b></p> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <tr><td></td><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td></tr> <tr><td>4</td><td style="background-color: yellow;">5</td><td style="background-color: red;">6</td><td>7</td><td>8</td><td>9</td><td>10</td></tr> <tr><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td></tr> <tr><td>18</td><td style="background-color: yellow;">19</td><td style="background-color: red;">20</td><td>21</td><td>22</td><td>23</td><td>24</td></tr> <tr><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td></td></tr> </table>					1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30		<p><b>July 2017</b></p> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <tr><td>30</td><td>31</td><td></td><td></td><td></td><td></td><td>1</td></tr> <tr><td>2</td><td style="background-color: yellow;">3</td><td><del>4</del></td><td>5</td><td>6</td><td>7</td><td>8</td></tr> <tr><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td></tr> <tr><td>16</td><td style="background-color: yellow;">17</td><td style="background-color: red;">18</td><td>19</td><td>20</td><td>21</td><td>22</td></tr> <tr><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td></tr> </table> <p><i>* July 4 – Independence Day holiday</i>  <b>7/4 NO WORK SESSION</b></p>	30	31					1	2	3	<del>4</del>	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	<p><b>August 2017</b></p> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <tr><td></td><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td></tr> <tr><td>6</td><td style="background-color: yellow;">7</td><td style="background-color: red;">8</td><td>9</td><td>10</td><td>11</td><td>12</td></tr> <tr><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td></tr> <tr><td>20</td><td style="background-color: yellow;">21</td><td style="background-color: red;">22</td><td>23</td><td>24</td><td>25</td><td>26</td></tr> <tr><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td><td></td><td></td></tr> </table>			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31		
	1	2	3	4	5	6																																																																																																																																									
7	8	9	10	11	12	13																																																																																																																																									
14	15	16	17	18	19	20																																																																																																																																									
21	22	23	24	25	26	27																																																																																																																																									
28	<del>29</del>	30	31																																																																																																																																												
				1	2	3																																																																																																																																									
4	5	6	7	8	9	10																																																																																																																																									
11	12	13	14	15	16	17																																																																																																																																									
18	19	20	21	22	23	24																																																																																																																																									
25	26	27	28	29	30																																																																																																																																										
30	31					1																																																																																																																																									
2	3	<del>4</del>	5	6	7	8																																																																																																																																									
9	10	11	12	13	14	15																																																																																																																																									
16	17	18	19	20	21	22																																																																																																																																									
23	24	25	26	27	28	29																																																																																																																																									
		1	2	3	4	5																																																																																																																																									
6	7	8	9	10	11	12																																																																																																																																									
13	14	15	16	17	18	19																																																																																																																																									
20	21	22	23	24	25	26																																																																																																																																									
27	28	29	30	31																																																																																																																																											
<p><b>September 2017</b></p> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <tr><td></td><td></td><td></td><td></td><td></td><td>1</td><td>2</td></tr> <tr><td>3</td><td><del>4</del></td><td style="background-color: yellow;">5</td><td>6</td><td>7</td><td>8</td><td>9</td></tr> <tr><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td></tr> <tr><td>17</td><td style="background-color: yellow;">18</td><td style="background-color: red;">19</td><td>20</td><td>21</td><td>22</td><td>23</td></tr> <tr><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td></tr> </table> <p><i>* September 4 – Labor Day holiday</i>  <b>9/6 NO WORK SESSION</b></p>						1	2	3	<del>4</del>	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	<p><b>October 2017</b></p> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <tr><td>1</td><td style="background-color: yellow;">2</td><td style="background-color: red;">3</td><td>4</td><td>5</td><td>6</td><td>7</td></tr> <tr><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td></tr> <tr><td>15</td><td style="background-color: yellow;">16</td><td style="background-color: red;">17</td><td>18</td><td>19</td><td>20</td><td>21</td></tr> <tr><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td></tr> <tr><td>29</td><td>30</td><td>31</td><td></td><td></td><td></td><td></td></tr> </table>	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31					<p><b>November 2017</b></p> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <tr><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td><td>4</td></tr> <tr><td>5</td><td style="background-color: yellow;">6</td><td style="background-color: red;">7</td><td>8</td><td>9</td><td><del>10</del></td><td>11</td></tr> <tr><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td></tr> <tr><td>19</td><td style="background-color: yellow;">20</td><td style="background-color: red;">21</td><td>22</td><td><del>23</del></td><td><del>24</del></td><td>25</td></tr> <tr><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td></td><td></td></tr> </table> <p><i>* November 10 – Veterans’ Day (observed)</i>  <i>* November 23, 24 – Thanksgiving holiday</i></p>				1	2	3	4	5	6	7	8	9	<del>10</del>	11	12	13	14	15	16	17	18	19	20	21	22	<del>23</del>	<del>24</del>	25	26	27	28	29	30			<p><b>December 2017</b></p> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <tr><td>31</td><td></td><td></td><td></td><td></td><td>1</td><td>2</td></tr> <tr><td>3</td><td style="background-color: yellow;">4</td><td style="background-color: red;">5</td><td>6</td><td>7</td><td>8</td><td>9</td></tr> <tr><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td></tr> <tr><td>17</td><td style="background-color: yellow;">18</td><td style="background-color: red;">19</td><td>20</td><td>21</td><td>22</td><td>23</td></tr> <tr><td>24</td><td><del>25</del></td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td></tr> </table> <p><i>* December 25 – Christmas holiday</i></p>	31					1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	<del>25</del>	26	27	28	29	30
					1	2																																																																																																																																									
3	<del>4</del>	5	6	7	8	9																																																																																																																																									
10	11	12	13	14	15	16																																																																																																																																									
17	18	19	20	21	22	23																																																																																																																																									
24	25	26	27	28	29	30																																																																																																																																									
1	2	3	4	5	6	7																																																																																																																																									
8	9	10	11	12	13	14																																																																																																																																									
15	16	17	18	19	20	21																																																																																																																																									
22	23	24	25	26	27	28																																																																																																																																									
29	30	31																																																																																																																																													
			1	2	3	4																																																																																																																																									
5	6	7	8	9	<del>10</del>	11																																																																																																																																									
12	13	14	15	16	17	18																																																																																																																																									
19	20	21	22	<del>23</del>	<del>24</del>	25																																																																																																																																									
26	27	28	29	30																																																																																																																																											
31					1	2																																																																																																																																									
3	4	5	6	7	8	9																																																																																																																																									
10	11	12	13	14	15	16																																																																																																																																									
17	18	19	20	21	22	23																																																																																																																																									
24	<del>25</del>	26	27	28	29	30																																																																																																																																									