

TO: City Council for November 7, 2016, Council Meeting  
FROM: Mark W. Shepard, P.E., City Manager *MWS*  
DATE: October 25, 2016  
SUBJECT: Council Work Sessions



Action Requested:

Staff recommends Council:

1. Adopt the attached Ordinance that will remove the language in the Municipal Code regarding the use of Council Standing Committees.
2. Adopt the amended Council Policy 2.02, removing the language regarding Council Standing Committees.

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 allow Councilors to participate on issues in their initial stages, and to improve efficiencies. At the October 14, 2016, Council Work Session, the Council directed staff to bring forward proposed Ordinance and Council Policy changes that would move the Council toward the use of Council Work Sessions on a permanent operating basis.

Adoption of the attached Ordinance and Council Policy language changes will establish the use of Council Work Sessions in place of Standing Committees. Staff will continue to publish the Council's working three-month calendar in each Council packet. Staff will also work to make the calendar easily accessible directly from the City's web page. This will help allow community members to see what major work items the Council anticipates working on in the coming months.

Budget Impact:

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

MWS:prj

Attachments:

- Ordinance
- Council Policy

**ORDINANCE 2016-\_\_\_**

**AN ORDINANCE RELATING TO ELIMINATION OF STANDING COMMITTEES OF THE CITY COUNCIL**

**THE CITY OF CORVALLIS ORDAINS AS FOLLOWS:**

Section 1. Municipal Code Section 1.16.339 is hereby amended as fully set out in Exhibit A to this Ordinance, which is attached and incorporated as part of this ordinance.

Section 2. Municipal Code Section 1.19.020.040 is hereby repealed as fully set out in Exhibit A to this Ordinance, which is attached and incorporated as part of this ordinance.

Section 3. Municipal Code Section 5.07.150 is hereby repealed as fully set out in Exhibit A to this Ordinance, which is attached and incorporated as part of this ordinance.

Section 4. No other provision in the municipal code is amended by this ordinance.

PASSED by the City Council this \_\_\_ day of November, 2016

APPROVED by the Mayor this \_\_\_ day of November, 2016

EFFECTIVE this \_\_\_ day of November, 2016

\_\_\_\_\_  
Mayor

ATTEST:

\_\_\_\_\_  
City Recorder

**ORDINANCE 2016-\_\_**

**EXHIBIT A**

**Section 1.16.339 Community Relations Advisory Board (also known as the Community Relations Advisory Group)**

4) The Community Relations Advisory Board is established by the City of Corvallis and Oregon State University for the purpose of growing and sustaining community engagement and neighborhood livability efforts. The advisory group will:

- a) consider community livability issues and opportunities in the nearby campus neighborhoods and, by working with city, university, community residents, neighborhood organizations, OSU students, community businesses and non-profit organizations, will recommend strategies to improve and sustain livability;
- b) establish measures of livability and monitor the progress of work undertaken to implement neighborhood livability policies; and
- c) routinely inform the **Council** ~~Human Services Committee~~ of progress related to achieving these recommendations, as well as the broad activities of the city and the university related to improved community relations.

(Ord 2016-\_\_ § 1, 11/7/16; Ord. 2016-02, § 1, 02/01/2016; Ord. 2014-21 § 1, 12/15/2014)

**~~Section 1.19.020.040 — Standing Committees~~**

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

(Ord 2016-\_\_ § 2, 11/7/16; Ord. 83-82 § 14, 1983)

**~~Section 5.07.150 — Review by City Council~~**

~~The City Council Human Services Committee shall conduct a review of the effectiveness of this Chapter 12 months after its initial effective date, inviting public comment and testimony. The Human Services Committee shall report on the effectiveness of this Chapter and bring Any recommended amendments to this Chapter shall be reviewed by the City Council as a whole.~~

(Ord 2016-\_\_ § 3, 11/7/16; Ord. 2008-22 § 1, 12/15/2008)



**City of Corvallis**

City Council Policy – Council Procedures

Policy # 2.02

**Council Process**



**Policy:**

It is the policy of the City Council to ensure full, complete, and orderly participation at all public meetings and to ensure participation is fair and succinct for all concerned.

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**Purpose:**

To establish a policy regarding Council's public hearings and rules of order, **Advisory Board and Commission Annual Reports, and Task Force Close Out Reports.** ~~and standing committees.~~

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**Scope:**

This policy applies to the Mayor and City Councilors

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**Guidelines:**

**Public Hearings**

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

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

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

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

**Standing Committees**

~~Formation~~

~~There shall be three standing committees with three City Councilors serving on each Committee:~~

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

~~Areas of Responsibility~~

- ~~a. Administrative Services Committee~~

~~General Areas of Policy Review and Oversight~~

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

~~Associated Boards and Commissions~~

~~City: \_\_\_\_\_ Budget Commission  
Economic Development Advisory Board~~

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

~~b. Human Services Committee~~

~~General Areas of Policy Review and Oversight~~

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

~~Associated Boards and Commissions~~

~~City: \_\_\_\_\_ Arts and Culture Advisory Board  
Community Involvement and Diversity Advisory Board  
Community Police Review Advisory Board  
Community Relations Advisory Group  
Housing and Community Development Advisory Board  
Library Advisory Board  
King Legacy Advisory Board~~

~~Parks, Natural Areas, and Recreation Advisory Board~~

~~External: — Art Center Board of Directors  
Community Alliance for Diversity  
Community Policing Forum  
Visit Corvallis  
Madison Avenue Task Force  
Majestic Theatre  
United Way of Benton and Lincoln Counties~~

~~c. Urban Services Committee~~

~~General Areas of Policy Review and Oversight~~

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

~~Associated Boards and Commissions~~

~~City: — Airport Advisory Board  
Bicycle and Pedestrian Advisory Board  
Downtown Advisory Board  
Historic Resources Commission  
Planning Commission  
Watershed Management Advisory Board~~

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

**Advisory Board, Commission, and Task Force Annual Reports**

- a. Each Advisory Board and Commission shall complete an annual report once each year, providing information included as Attachment A to this Council Policy.
  1. The **Prior Year Report** sections (Activities and Work Completed and Activities and Work in Progress) are to address the significant

recommendations, actions, reports, projects, or major issues the Board or Commission worked on in the past year.

2. The **Next Year Proposed Work Plan** sections are to note a list of tasks, projects and/or goals and address pertinent information such as the expected timeline and the expected results for the proposed work plan.
  3. The prior year **Resources** section is to provide the corresponding Standing Committee with feedback about whether the Advisory Board or Commission felt there has been adequate staff, volunteer, and financial resources to complete the work and why.
  4. The needed for the next year **Resources** section should identify whether the Advisory Board or Commission believes that different resources (time, volunteers, financial) will be needed to complete the work identified in the **Next Year Proposed Work Plan** section. If additional resources are needed, the Advisory Board or Commission should identify what is proposed.
- b. Each *ad hoc* task force shall file a report at the end of its work, following the format included as Attachment A (and summarized above) to this Council Policy, except that the future work plans section will not require any information.

**Review/Update:** The City Recorder will prepare this Council Policy for review every five years for Council approval.

Rev #	Name	Change Date	Character of Change
0		10-07-1991	Adopted
1		11-04-1996	Amended
2		03-05-2001	Amended
3		10-15-2003	Amended
4		12-18-2006	Amended
5		11-07-2011	Amended
6		07-07-2014	Amended
7	Brewer	11-17-2014	Amended
8	Brewer	12-15-2014	Amended
9	Altmann Hughes	10-19-2015	Amended
10	Holzworth	11-07-2016	Amended

# Annual Report of the



[Month Day, Year of CC work session meeting date to review]

**Members:**

**Staff:**

**Council Liaison:**

**Purpose/Mission summary (*Paste Municipal Code Section below and remove this note*):**

**Prior Year Report:**

Activities and work completed:

Activities and work in progress:

**Next Year Proposed Work Plan:**

Regular activities and work (ongoing or annual):

Special activities and work for the year:

**Resources:**

Prior Year:

Needed for the next year:

**Feedback about the Annual Report Process:**