



HUMAN SERVICES COMMITTEE

Agenda

Tuesday, June 4, 2013

2:00 pm

Madison Avenue Meeting Room

500 SW Madison

- | | |
|------------------------------------|--|
| Discussion/ Possible Action | I. Boards and Commissions Sunset Review:
Corvallis-Benton County Public Library Board
(Attachment) |
| Discussion/ Possible Action | II. Boards and Commissions Sunset Review:
Commission for Martin Luther King, Jr.
(Attachment) |
| Information | III. Other Business |

Next Scheduled Meeting

Tuesday, June 18, 2013 at 2:00 pm

Madison Avenue Meeting Room, 500 SW Madison Ave

Agenda

Majestic Theatre Management Annual Report

MEMORANDUM

TO: Human Services Committee
FROM: Carolyn Rawles-Heiser, Library Director on behalf of the Library Board
DATE: 5/21/2013

Issue:

Sunset Review of the Library Board.

Background:

It is time for the periodic Sunset Review of the Library Board.

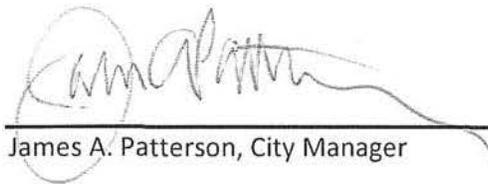
Discussion:

The Library Board discussed whether or not they believe they should be sunseted at their April and May 2013 meetings. They reviewed their purpose, activities, and goals. They believe they serve a valuable role in bringing City and County together to provide better library service, and in providing an avenue for public input on the library.

Recommended Action:

At their May 1, 2013 meeting, they voted to recommend to City Council that the Library Board continue to exist.

Review and Concur:



James A. Patterson, City Manager

5/21/13

Date

**CORVALLIS-BENTON COUNTY
PUBLIC LIBRARY BOARD
SUNSET REVIEW, 2010-2013**



Corvallis-Benton County Public Library Board, 2013

Introduction

The Library Board is strongly committed to the tradition of the American free public library which serves all and provides free access to information, books and other materials, and computer resources. The primary goal of the Library Board is to ensure that the Library provides a wide range of excellent services and materials City and County-wide. Services are provided by the libraries in Corvallis, Philomath, Monroe, and Alsea; through the Bookmobile which serves City and County, and by outreach to those unable to come to a library building. In general, the Library Board has shown great concern and dedication for effective stewardship of the resources entrusted to the Library by the residents of Corvallis and Benton County.

The Corvallis-Benton County Public Library Board has been in existence in various forms since 1920. It presently consists of ten members, five appointed by the Mayor and five by the County Commissioners. Members are appointed for three-year terms. In addition, liaisons from the City Council and County Commissioners also serve on the Board, and a student representative is appointed by the County Commissioners. It is an excellent example of intergovernmental cooperation to better serve the needs of residents.

The purpose of the Board, according to the Corvallis Municipal Code, is to “advise Council on all matters pertaining to the operation, expansion, and level of service provided by the Library. In addition, the Board shall have all of the powers and duties authorized by State and City laws.”

The Library Board’s mission statement states:

The Library Board, representing the people of Corvallis and Benton County, and working in partnership with the library staff, evaluates library services and community needs, advises on library policies, and studies and recommends to the staff future services. Board members inform others about library services, needs, and accomplishments to foster a positive public image and build community support.

The Library is unique in City government in that it serves not only the City of Corvallis but nearly all of the remainder of Benton County (with the exception of that portion of North Albany within the Albany city limits). The City operates the library system under an intergovernmental agreement with Benton County. Funding for the library system comes from the City of Corvallis General Fund, the Benton County Library Service District, the City of Corvallis 2011 Operating Levy (due to expire 6/30/2014 unless renewed by the voters), and a small amount from fines, fees, and donations.

The Library Board provides a valuable avenue for public input into library services. As residents and library users, the Board provides library staff and the City Council with advice on the funding, operation and future of the public library system. The Library Board also provides input to the Budget Commission on City funding priorities and the impact on library services. In addition, Library Board meetings provide the public with the opportunity to comment on library services and policies. The Library Board takes this responsibility seriously and welcomes and respects visitors.

Our Libraries



Corvallis Public Library



Philomath Community Library



Alsea Community Library



NEW Monroe Community Library



Bookmobile serving City and County

Significant Library Board Accomplishments and Challenges, 2010-2013

The Library Board updated the Board Mission Statement and created new goals and objectives.

The Library Board reviewed and updated library policies including the Code of Conduct; Meeting Rooms; Displays, Exhibits and Bulletin Boards; Internet Access; Gifts and Donations; Circulation; and Confidentiality of Library Records.

The Library Board (to the extent allowed by law) participated in development and passage of the 2011 Local Operating Levy which covers about \$1,000,000 in library services, including Monday hours, several staff positions, and a significant portion of the materials budget.

During this period, the City experienced significant funding challenges due to flat or declining revenues and increasing expenditures. As a result, City departments were forced to reduce budgets. This came at a time when demand for library services was higher than ever because of the economic downturn, and when schools continued to reduce their libraries because of their own funding challenges. The Library Board provided advice to staff on service prioritization necessary so library staff could submit a sustainable budget, while working to ensure that the library met the highest priority needs. Significant cuts to library hours, staffing, and materials occurred during this period, even with the Operating Levy funds.

The Library Board recommended changes in fines and fees in order to help the library meet budget targets, always keeping in mind the importance of the library providing free access to all.

The Library Board contributed suggestions to City Council regarding Council Goals.

Library Board members provided testimony to City Council and Budget Commission regarding the importance of library services and the need for adequate funding.

The Library Board monitored implementation of the 2010-2014 Council-adopted Library Strategic Plan, particularly sections relating to board development.

The Library Board supported the successful fundraising to Complete the Block spearheaded by the Library Foundation, and Friends of the Library fundraising which supported most library programming and many important purchases for the library. Liaisons from the Library Board to both organizations resulted in effective communication among the three groups.

The Library Board supported fundraising for and construction of the new Monroe Community Library which will celebrate its Grand Opening on June 8, 2013.

Library Board Goals and Objectives

VISION/PLANNING

The Library Board is dedicated to anticipating and meeting community needs to ensure an outstanding public library system now and in the future. Related objectives include:

- Board members shall participate in planning and policy review efforts.
- Board members shall bring concerns or observations regarding community needs that may be addressed by the Library to the Board and management staff.
- The Library Board shall assist staff in communicating how the Library reflects city government values such as citizen engagement, sustainability, diversity, and cost effectiveness.
- The Library Board shall suggest, as appropriate, potential City Council goals that would help the Library better serve the community.
- The Library Board shall work to ensure the Library continues to serve the whole community regardless of barriers, and to ensure that essential library services remain free to all district residents.
- The Library Board shall review the Library's vision statements annually and update them as necessary.
- Board members shall assist efforts to identify unserved or underserved members of the community.

FINANCIAL

The Library Board is committed to being actively involved in efforts to ensure the long-term financial stability of the Corvallis-Benton County Public Library system. Related objectives include:

- Board members will advise the staff in identifying general expenditure priorities for the library system in the budget process.
- Board members will help identify and advise the staff in Library revenue reviews and opportunities.

- Board members will support city efforts to raise revenue through levies or districts, if those efforts directly or indirectly benefit the Library, to the extent permitted by City and State rules and regulations.
- Board members shall support community investment in the Library building.
- Board members shall advocate on behalf of the Library's funding needs to the Budget Commission, City Council, and other groups as appropriate.
- Board members shall, to the best of their ability, support fundraising and other activities for the Library through the Friends and Foundation.

ADVOCACY/COMMUNICATION

The Library Board is committed to communicating to decision makers, groups, and individuals the key role the public library plays in community well-being. The Library Board is also dedicated to ensuring that the Board understands, serves and communicates the needs of the larger community.

Related objectives include:

- Board members shall support Library staff in identifying and taking advantage of opportunities to communicate on behalf of the Library to City Council, the Chamber, other cities, the State of Oregon, and to other groups.
- Board members shall remain apprised of and contribute to coverage of library events and issues via public media outlets, including newspaper, radio, magazines and/or internet, as appropriate.
- Board members shall publicly identify themselves as Library Board members at relevant events and forums.
- Board members shall make a reasonable effort to understand and represent the priorities, needs and concerns of library patrons, the general public and special population groups.

BOARD DEVELOPMENT AND ROLE

The Library Board is dedicated to being actively involved in the workings of the Board itself; keeping abreast of trends and issues affecting libraries; and sharing talents, contacts and skills for the Library's benefit. Related objectives include:

- Board members shall participate actively in the workings of the board itself via regular meeting preparation and attendance; participation in Board orientation, retreats and other special events; and participation/contributions to active subcommittees.
- Board members shall serve in a leadership capacity on the Board, as necessary.
- Board members shall contribute to annual review of Board vision and objectives, as well as development of related annual goals.
- Board members shall maintain an understanding of Board's portfolio of professional skills and personal interests; strategically identify opportunities to fill gaps in representation and talents via recruitment efforts; and/or identify opportunities to support Library efforts by capitalizing on available skills, knowledge and/or networks.
- Board members shall support and/or contribute to recruitment of new Board members.
- Board members shall be informed about current trends and issues in public library services.
- Board members shall be informed about library administration and management.

Conclusion and Recommendation

The Library Board reviewed this document at their May 1, 2013 meeting. They voted to recommend that the Library Board continue to exist as a valuable forum for community input into library services, and as a way of bringing City and County governments closer together.

MEMORANDUM
May 30, 2013

TO: Human Services Committee

FROM: Mary Beth Altmann Hughes, Human Resources

SUBJECT: Martin Luther King, Jr. Commission Sunset Review

Issue:

The Martin Luther King, Jr. Commission is scheduled to sunset June 2013.

Background:

The Commission for Martin Luther King, Jr. was established in 1986 by Corvallis Municipal Ordinance 86-27 and was implemented through Corvallis Municipal Code 1.16.260 to bring together residents of the community to recognize Dr. King and his achievements.

The Commission consists of eight members, seven of whom are appointed by the Mayor. One member is appointed by the Benton County Commissioners. Chair responsibilities rotate annually among members of the Commission. The current chairperson is Jasper Smith, and Esmeralda Reyes serves as the Vice Chairperson.

The charge of the Commission as outlined in Corvallis Municipal Code 1.16.260 is to:

- Plan a memorial celebration with special events and activities, to be held in January.
- Advise the Council on any and all matters relating to this holiday.
- Serve as the Affirmative Action Advisory Committee. Review, comment, and submit recommendations for action on achieving affirmative action goals and objectives as requested by the City's Human Resources Department.
- Coordinate with other organizations, for planning additional special celebration events and activities to support and honor Dr. King's legacy, throughout the year.

Discussion:

Annual MLK Memorial Celebration

The Commission meets monthly, with additional meetings to support the annual MLK Celebration event in January. The January event includes an evening event with a keynote speaker, entertainment, a student essay contest winner award, and local agency award. In recent years the celebration event has been held at the Majestic Theatre with attendance ranging from 50 to 100 members of the community.

The Commission continues to sponsor an annual essay contest, open to local high school students and in 2011 began an annual art poster contest for local middle school students.

Additional Activities

The primary focus of the Commission since early 2010 has been to construct a kiosk at MLK Park. In 2012, the Commission accomplished this goal, and the informational kiosk was built at MLK Park.

Currently the kiosk contains display cases along with a mural painted by a local artist in collaboration with youth from the Boys and Girls Club.

In 2010 and 2011, the Commission sponsored the Artist in Residence program at local middle schools. In previous years, the Commission has sponsored the Race Unity Picnic, MLK Day of Service, Mandela Children's Project, and the Divin9ine Step Show.

The Commission has not sponsored local activities since the summer of 2011.

Commission Meeting Attendance

In an attempt to accommodate the Commissioners' schedules and improve attendance, meetings times were moved from mid-day to the evening hours. However, since the last sunset review in 2009, only three meetings have had all Commissioners in attendance with an average of two to three Commissioners absent from each monthly meeting. Over the past four years, ten meetings did not have a quorum, approximately twenty percent, which hinders the Commission's ability to conduct business in a timely fashion.

Oregon State University – Martin Luther King, Jr. Celebration

Oregon State University coordinates a robust annual celebration event honoring Dr. King and his legacy. The celebration spans over a twelve-day period with topical films, discussions, readings, music, Day of Service, and is highlighted with the Annual Peace Breakfast, which draws in hundreds of attendees each year. The event is coordinated by the Office of Equity and Inclusion and the Office of the President. The planning process for the celebration is open to anyone to participate.

Staff has reached out to the MLK Program Director at Oregon State University and will discuss the possibility of bringing together the City and University events under one umbrella. The planning process for the Oregon State University event is open to anyone who would like to lend their voice and energy to make the celebration meaningful and impactful. Collaboration with Oregon State University would allow the opportunity for current members of the City MLK commission to continue to actively participate in community events and educational efforts that celebrate the life and work of Martin Luther King Jr.

Recommendation:

With the meager budget outlook for fiscal year 2013-2014 and to continue collaboration efforts with Oregon State University, staff recommends the sunset of the Commission for Martin Luther King, Jr.

The following options are available for consideration:

1. To retain the Commission for Martin Luther King, Jr.
2. To sunset the Commission for Martin Luther King, Jr.
3. To sunset the Commission for Martin Luther King, Jr. and contribute approximately fifty percent or \$5,000 of the allocated budget to the Office of Equity and Inclusion to sponsor the OSU MLK Celebration.

If option two or three is recommended, Municipal Code Section 1.16.260 will need to be amended.

Review and Concur:


James A. Patterson, City Manager

CITY OF CORVALLIS

ADMINISTRATIVE POLICY MANUAL

POLICY AREA 2 - MAYOR AND CITY COUNCIL

AP 96- 2.02

Sunset Review of Boards and Commissions

<u>Adopted</u>	<u>August 1996</u>
Revised	September 1997
Revised	February 2001
Revised	October 2003
Revised	October 2006
Revised	September 2009
Revised	September 2012

2.02.010 Purpose

To establish a formal and consistent procedure and a structured format for the annual review of the City's advisory boards and commissions to ensure that sunset reviews include complete information.

2.02.020 Background

2.02.021 The City's advisory boards and commissions are established by Municipal Code Chapter 1.16 to advise Council on their respective areas of municipal policy. A four-year sunset review period is stipulated for all of them except the Budget Commission, Planning Commission, Historic Resources Commission, and Board of Appeals, which are State-mandated bodies.

2.02.022 Departments are responsible for providing various boards' and commissions' sunset reviews.

2.02.023 During past review processes, standing committees noted that, while past and current practices are usually well-covered, policy documentation is important. To assist Council in its review of the board or commission, members recommended that projections of goals for the re-authorization period be included, as well as discussions of shared responsibilities, additional responsibilities, or responsibilities which might be assigned to a different group.

2.02.030 Definitions

Sunset review – Council's discussion and evaluation of the board or commission and its purpose, usefulness, and viability in order to either discontinue the advisory body or authorize its continuance for an additional four-year period.

2.02.040 Procedures

The following shall be the procedure and format for all advisory board and commission sunset reviews:

- a. Issue [The board or commission is scheduled to sunset at the end of the fiscal year; review by a standing committee and Council is needed for re-authorization.]
- b. Discussion [Cite the Municipal Code sections regarding membership, term, and specific charge to the board or commission or issues to consider; also cite the date the board or commission was established.]
 - 1. *Accomplishments and activities since last review*
 - 2. *Future activities/action plan to next sunset review*
 - 3. *Analysis of shared responsibilities, or an overlap or a void, with other boards or commissions; recognizing that, although there may be an overlap or a void, the specific charges will differ*
 - 4. *Analysis of responsibilities that may be added to the "charge" to the board or commission*
 - 5. *Synopsis of board or commission discussion regarding sunset review*
- c. Recommendation [Board or commission and staff recommendation and reasons.]
- d. Action Requested [Amend Municipal Code Chapter 1.16 to continue/modify/delete.]

2.02.050 Review and Update

This Administrative Policy shall be reviewed every three years in September by the Assistant to City Manager/City Recorder and updated as appropriate.

Reviewed and concur:

James A. Patterson, City Manger

Date

Segui, Suzanne

From: Segui, Suzanne
Sent: Wednesday, May 29, 2013 4:05 PM
To: 'Chareane Wimbley-Gouveia'; 'Esmeralda Reyes'; 'Joseph Orosco'; 'Kim Nguyen'; 'Luis Rosa'; 'Marna Claywoman'; 'Megha Shyam'; SMITH Jasper
Cc: Altmann Hughes, Mary Beth
Subject: MLK Commission

Commissioners, Mary Beth Altmann Hughes is out of the office today, however she wanted me to forward this email to the MLK Commission Members in her absence.

Good Afternoon MLK Commission Members,

I wanted to follow up with an email to the members that were unable to attend the MLK meeting last evening.

At the meeting last night I met with your fellow Commission members to discuss my recommendation that the Martin Luther King Commission, which is up for review at the end of June, be sunset. My rationale for the proposal is based on the decrease in HR staff over the past two years and our ability to support the Commission, that the City could still support MLK education and an event by collaborating with OSU and reducing our outgoing expenditure by some or all of the 10k allocation, resulting in a cost savings to the City at a time when we are having severe financial issues and that the Commissioners could work with the OSU event should they desire to do so (I have spoken to the head of the MLK program at OSU and she welcomed participation from the City's MLK Commission members). I know the time and effort of all those on the Commission is greatly appreciated and my recommendation is not meant in any way to suggest the contrary. It is truly a recommendation based on resource constraints and the ultimate decision on whether or not to sunset or to collaborate with OSU will be made by the City Council.

I apologize I was not able to meet all of you in person. Please feel free to reach out to me at anytime.

Regards,

Mary Beth Altmann Hughes, SPHR
Human Resources Manager
City of Corvallis
541-766-6902
MaryBeth.AltmannHughes@corvallisoregon.gov



Suzanne Segui
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**THE COMMISSION FOR MARTIN LUTHER KING, JR
MINUTES
May 28, 2013**

Present

Commissioner Smith – Chair
Commissioner Wimbley-Gouveia
Commissioner Shyam

Absent

Commissioner Reyes – Vice Chair
Commissioner Rosa
Commissioner Nguyen
Commissioner Claywoman
Commissioner Orosco
Bruce Sorte - Council Liaison

Staff

Suzanne Segui, HR Specialist
Mary Beth Altmann Hughes, HR Manager

SUMMARY OF DISCUSSION

Agenda Item	Action Recommendation
I. Minutes for April 23, 2013	Continued
II. Remainder of 2012/2013	Discussed and Continued
III. Other	Discussed
IV. Adjourned to June 25, 2013	Adjourned at 5:50pm

CONTENT OF DISCUSSION

- I. Minutes from April 23, 2013 – Not reviewed or discussed; no quorum.
- II. Remainder of 2012/2013 budget – The Commissioners discussed gathering information to put into the Kiosk display cases at MLK Park.
- III. Other –
 - a. Staff Member Altmann Hughes informed the Commissioners in attendance that City Staff is recommending the Commission for Martin Luther King, Jr. to sunset at the end of the fiscal year, June 30, 2013. Staff Member Altmann Hughes noted the decision was difficult and appreciates the Commissioners passion and dedication to Dr. King’s vision as it relates to the City of Corvallis. She cited staff time and reduced resources as the reasons for the recommendation. The City Manager’s Office Human Resources Division has reduced staff by two positions over the past couple years, and with reductions in the 2013/2014 budget, the department continues to look for ways to reduce costs.
 - b. The Commissioners supported the partnership with Oregon State University for the annual celebration, however had concerns regarding OSU’s lack of involvement with the 509J School District and local youth organizations. Commissioner Shyam noted the success of the annual essay contest, and hoped that could continue. Commissioner Smith noted the City needs to show commitment to diversity and inclusion within the community. Commissioner

Smith stated the Commission hasn't served the role of the Affirmation Action Advisory Committee in several years. In lieu of sunset, the Commissioners questioned whether the MLK Commission could continue with a reduced annual budget.

IV. Meeting adjourned at 5:50pm to June 25, 2013.

ORDINANCE 2013 - _____

AN ORDINANCE RELATING TO BOARDS AND COMMISSIONS AND SUNSET REVIEW, AMENDING MUNICIPAL CODE CHAPTER, "BOARDS AND COMMISSIONS," AS AMENDED

THE CITY OF CORVALLIS ORDAINS AS FOLLOWS:

Section 1. Municipal Code Section 1.16.260 is hereby repealed:

~~Section 1.16.260 — Commission for Martin Luther King, Jr.~~

- ~~1) A Commission for Martin Luther King, Jr., is hereby created.~~
- ~~2) The Commission shall be composed of eight members, with one member nominated by the Benton County Commissioners. All other members shall be appointed by the Mayor in accordance with Section 1.16.030 herein.~~
- ~~3) The Commission shall be responsible for planning the memorial celebration with special events and activities to be held in January.~~
- ~~4) The Commission shall advise Council on any and all matters relating to this holiday.~~
- ~~5) The Commission shall also serve as the Affirmative Action Advisory Committee. In this capacity, the Commission shall review, comment, and submit recommendations for action on achieving affirmative action goals and objectives as requested by the City's Human Resources Administrator.~~
- ~~6) The Commission may also be responsible, in coordination with other organizations, for planning additional special celebration events and activities to support and honor Dr. King's legacy, to be held throughout the year.~~

~~(Ord. 2008-08 §1, 04/21/2008; Ord. 2001-07 §1, 6/18/2001; Ord. 90-50, 1990; Ord. 90-48, 1990; Ord. 86-27 §2, 1986)~~

PASSED by the City Council this _____ day of _____, 2013.

APPROVED by the Mayor this _____ day of _____, 2013.

EFFECTIVE this _____ day of _____, 2013.

Mayor

ATTEST:

City Recorder

Dear City of Corvallis

In regarding to the Martin Luther King Jr. Commission having a place in Corvallis. I have been a resident of Corvallis or the Linn-Benton area for the past 1995 to present. I have noticed that Dr. Martin Luther King Jr. "I have a Dream" goals and initiatives are kept alive by the Commission. As you know, Corvallis struggles with the spirit of inclusivity. People in the community do not feel as a general population welcomed or embraced, and celebrated for their unique qualities of race, sex or class.

Dr. Martin Luther King Jr. may be seen as a black man being celebrated, but he is more. He is a morale spirit that runs deep in every city that protects his vision for people to be judged by their motives, intent and not the construction of others. It is to my disappointed that I have seen Corvallis not value the efforts of this commission to assist the City to keep peaceful ties to the ever growing multiculturalism that is happening on campus and sprinkle down in the community.

Yes, I am aware that many organizations have their celebrations of the vision of Dr. Martin Luther King Jr., but it is not the morale of the city. It is in my encouragement and recommendation this Dr. Martin Luther King Jr.'s Commission appointed by the City continue to be protected as a historical monument of the pursuit of the American Dream to have a dream to be protected by the city, under the law, and within reason for character, morale and trust; and not discriminated by a construction by men and women who fail to identify the truth that freedom reigns in unity and not division.

It is to my statement that I have taken the time to continue to ask everyone to protect this "I Have A Dream" morale by keeping programs alive and commissions that have initiatives that best exemplify unity bonding and inclusive for multiculturalism. We are an interdependent community that count on the city to be a leader in their initiatives to remind people it is not by a construction of blinded men and women that keep us unified, prospered and sustained, but through the morale of character and responsibility to be a Samaritan citizen of the community and at large of the city.

The Dr. Martin Luther King Jr.'s park was in question years ago, and I am proud to see our city continue to keep the park. All of the country, cities are embracing Dr. Martin Luther King Jr. in their city's initiatives as a symbolic descriptor of their own mission, vision and values: objectives and goals to remind cities that they are leaders of change management systems to increase unity and decrease division which ultimately becomes a stronger system against crime and conflict. It is before us today, to reflect as decision makers, ethical actors, what would it take to keep initiatives alive that best represent and remind others of the race at hand, "I have a Dream" will always be one of the strongest morale spirits in this city keeping people in remembrance that we did not come this far in the race to quit. Keep the dream alive, and keep the commission in business for our generations of tomorrow. The rainbow reminds us that we have a covenant with God that the earth will not be destroyed but protected as a citizen of the universe, therefore, we need a reminder that we have a covenant with each other, government, community members, students and overall each other, that unity is more profitable than division.

Much Love,

Your Long standing Resident, Ms. K
Keisha L. Merchant
06/04/2013