



AGENDA

Public Participation Task Force

September 19, 2013
11 am to 1 pm
Madison Avenue Meeting Room
500 SW Madison Avenue (across from City Hall)

1. Introductions and background information (Kent/everyone) 10 Minutes
2. Role of the Chair, Ground Rules, Expectations, Parking Lot (Kent) 10 minutes
3. Regular meeting dates/times for the next 6-8 months (Kent) 5 minutes
4. Budget request to City Council for staff support (Richard/Penny) 10 minutes
5. Changes or Additions to the Agenda (Everyone) 5 minutes
6. Charge for the PPTF from the City Council/Questions (Penny/Richard) 10 minutes
7. Process to follow over the next 6-8 months (Kent/everyone) 20 minutes
8. Background documents and information sources (Kent) 10 minutes
9. Nominal group technique: use for two questions (Everyone) 40 minutes

Q1. Take 5 minutes and write down 4-5 outcomes you would like to see from the PPTF work.

Q2. Take 5 minutes and write down some attributes of an ideal Board and Commission system.

10. Additional questions/comments/agenda for the next meeting/homework (!!)

Public Participation Task Force

"By December 2014, the Council will revise its processes and structures into a more effective and efficient citizen engagement program to develop diverse future leaders, enhance communication between citizens and the Council, help connect citizens to each other to strengthen community and neighborhoods, and utilize the expertise of citizen volunteers in solving community problems."

The Council's primary source of input and advice from citizens is through its system of boards and commissions. Therefore the Council is forming this task force to review this system and to bring back suggestions for ways that it can better facilitate communication and enhance decision-making. Additional opportunities to advise the Council and engage in grassroots community leadership include providing direct testimony to the Council through correspondence and oral presentation and through participation in neighborhood associations. These issues are to be considered by the Task Force in the context of the system of boards and commissions. All Task Force meetings will be open to the public.

Composition

- 8 to 10 Corvallis citizens, including the chair, to be appointed by the Mayor.
- Individuals with a diverse set of skills, experience with a variety of public boards and organizations, and history of citizen participation.
- A nonvoting City Council liaison, to be appointed by the Mayor.
- A nonvoting staff support person, to be designated jointly by the Mayor and the City Manager.

Charge

The Task Force will consider the issues below in their study and deliberations. The Task Force will develop alternative options to recommend to the City Council for improving the effectiveness and efficiency of the City's board and commission system.

1. The number and scope of boards and commissions
 - a. Identify areas of duplication between existing boards and commissions.
 - b. Identify boards and commissions whose areas of study are so small or narrow that they could be incorporated into another related group or community organization.
 - c. Identify significant areas of City Council responsibility where the Council doesn't receive systematic citizen advice. Include gaps in the board and commission system that would benefit from a change in the scope of a current group or the formation of a new group.
 - d. Suggest how to combine, divide or otherwise reorganize these groups so that they are as effective and efficient as possible.
2. The formation, evaluation, revision and sunseting processes
 - a. What criteria should the City Council use to determine if a new board or commission should be created?
 - b. Consider how best to define and evaluate effective board and commission operations and outcomes.
 - c. Consider how to balance the roles of boards and commissions as well-informed and neutral advisors to the Council as opposed to advocates for a particular point of view.

- d. What criteria should the Council use to make significant changes in one or more boards or commissions?
- e. Consider revising the process and/or developing criteria to guide Council decisions about ending boards and commissions.
- f. How should the effectiveness of staff support be evaluated?
3. Relationship with City operating departments
 - a. The relationships between individual boards and commissions and the related operating department vary greatly. What should the relationships be?
4. Council liaison role
 - a. What should the role of the City Council liaison be?
5. Opportunities to advise the City Council
 - a. Is access available to all citizens to give thoughtful input and advice to the City Council through the board and commission system? If not, are there ways to improve the board and commission system for better access?
 - b. Is there adequate access to citizens to advise the Council through means other than the boards and commission system? If not, suggest methods of improvement.
6. Cost factors
 - a. It is important to ensure that decisions are timely, citizens feel that their efforts are meaningful, and city resources are used well. Identify ways to streamline or reduce the use of staff support.
 - b. Identify ways to maximize the use of citizen volunteers.
7. Committee for Citizen Involvement
 - a. Is the current configuration of this group the most effective means of addressing the Oregon Land Use System Goal One? If not, how might this goal be better met?
8. Neighborhood associations
 - a. Neighborhood associations provide opportunities to build community and address issues that affect residents of particular geographical areas of the city. Does the City's public participation system adequately encourage neighborhood engagement and neighborliness? If not, identify methods for improvement.

Timeline

- The Mayor will appoint the Task Force members, Council liaison, and staff support in August 2013.
- The Task Force will hold its first meeting in September 2013.
- Meetings will be held approximately twice a month.
- In six months (April 2014) the Task Force will report back to the City Council with recommendations for improving our system of boards and commissions.
- After the April 2014 report the City Council may choose to adopt some or all of the recommendations of the Task Force. It may ask for additional work of the Task Force or declare the work complete.

** 'Effectiveness' means improved communication between residents and appointees with the Council and staff in ways that result in better, more informed decision making.*

** 'Efficiency' means purposeful and limited use of city resources, including staff time, volunteer time and other direct costs."*

6/28/13 - Received from Kent Daniels, Inc

**City Council Goal on Citizen Participation: A Citizen Proposal
Executive Summary**

We thank the City Council for establishing a public process and citizen participation goal. We support the goal as well as the additional language from Councilor York regarding its implementation. We also believe the goal is very timely, as we have observed a dismaying erosion in City support for citizen involvement over the past several years and would like to see that trend reversed.

As you begin your discussions of how best to implement your goal, we encourage you to seriously consider the approach described in the document, "The Process is the Decision" (attached separately). Unlike traditional decision processes in which public opinion is tightly funneled, this approach emphasizes citizen involvement in decision-making before any decisions are made. As described on pp. 4-5 of our proposal, the process 1) entails a task force or working committee made up of both Councilors and citizens; 2) does not require a great deal of ongoing staff support; and 3) should result in the timely provision of recommended ranges of options for the Council to consider.

Corvallis has benefited immeasurably over the years from the involvement of its citizens in public decision-making. Task forces have worked with city staff, consultants, the general public, and multiple City Councils to tackle difficult issues and help build support for solutions that benefit the entire community, such as the Riverfront Task Force, the Combined Sewer Overflow Project, and the Corvallis Forest Stewardship Plan. Boards and commissions composed of dedicated volunteers do much of the heavy lifting and detail work in their roles to advise the Council about developments in and support for a wide range of City services and functions. Additionally, two current groups of citizen volunteers are helping shoulder the burden of significant time-consuming work so that you, the City Council, and your staff are spared a great deal of time and effort in the early stages of big, big issues.

A number of Corvallis residents who care deeply about our community both support and have contributed to the proposal we offer for your consideration. It contains details about what we think is working well, and what is not, in addition to our suggested process for implementation. We wish you success in accomplishing this goal to heighten the engagement of all our citizens in decision-making with their city government.

6/22/13

Citizen Participation Goal Proposal Supporters List

Note: Affiliations listed below are for identification only. They do not mean that associated boards, commissions, or organizations have taken positions supporting this proposal.

1. Karyle Butcher: Budget Commission; Arts and Culture Commission; former City Councilor and Planning Commissioner
2. Kirk Bailey: Infill Task Force; Downtown Commission; Avery-Helms neighborhood; former Planning Commissioner
3. Jennifer Gervais: Planning Commission Chair
4. Betty Griffith: PNARB Chair; CIP Commission; former City Councilor and Planning Commissioner; Collaboration Corvallis
5. Courtney Cloyd: Collaboration Corvallis; President, Central Park Neighborhood Association
6. Patricia Daniels: Arts and Culture Commission; Collaboration Corvallis; former City Councilor and Planning Commissioner
7. BA Beierle: Downtown Commission; Preservation Works member
8. Phil Hayes: PNARB member
9. Angelica Rekugler; CBUF Chair
10. Brenda Vandevelder: Arts and Culture Commission Chair
11. David Eckert: College Hill West Neighborhood Association
12. Bruce Osen; former Planning Commissioner and Historic Resources Commission member; Infill Task Force; Avery-Helms Neighborhood
13. Shelly Murphy: League of Women Voters member
14. Morgen Daniels: Avery Addition neighborhood
15. Charlyn Ellis: Chintimini Neighborhood Association; Collaboration Corvallis
16. Lyn Larson: Jobs Addition Neighborhood Association, Collaboration Corvallis
17. Martha Smith: Corvallis Citizen
18. Lori Stephens: Historic Resources Commission; Infill Task Force
19. Kent Daniels: Planning Commission; CIP Commission; CBUF member; former City Councilor; Central Park Neighborhood Association
20. Richard & Kris Daniels: Central Park Neighborhood Association
21. Ellen Tappon: Corvallis citizen
22. Mark Worden: Osborne Aquatic Center supporter
23. Ruby Moon: CBUF member and Avery Addition Neighborhood
24. Ross Parkerson; CBUF member; Jobs Addition Neighborhood
25. Luci Oxenhandler: Corvallis area citizen
26. Roz Keany: Corvallis Citizen
27. Susan Morre: Corvallis Citizen

City Council Goal on Citizen Participation: A Citizen Proposal

The 2013/14 City Council has adopted a public process and participation goal that states:

“By December 2014, the Council will revise its processes and structures into a more effective and efficient citizen engagement program to develop diverse future leaders, enhance communication between citizens and the Council, help connect citizens to each other to strengthen community and neighborhoods, and utilize the expertise of citizen volunteers in solving community problems.”

We thank the Council for establishing this goal, and we support as well the additional language from Councilor York regarding its implementation (Attachment 1). We note with pleasure your continued attention to this matter, for our city has historically valued and supported the involvement of our citizens in community decisions (Attachment 2).

Your goal is timely today, which brings us to the two key reasons we support it: a dismaying and growing public perception that citizen involvement is no longer welcome in our city’s government, and our belief that good citizen participation ultimately saves time and produces better results than do processes that omit it.

What works well, past and present:

Many, many facets of citizen involvement in city decision-making over the years have resulted in positive improvements to our community in countless ways. Citizen groups or individuals have sparked initiatives that became policy or programs, while task forces and advisory bodies have worked with city staff, consultants, the general public, and multiple City Councils to accomplish great things, to tackle tough challenges and help build support for solutions that benefit the entire community. To mention just some:

- The original Riverfront Task Force and Riverfront Commission (Riverfront Park)
- The Combined Sewer Overflow Project
- Corvallis Forest Stewardship Plan
- North, West, and South Corvallis Area Plans
- The 2020 Vision Statement (Steering Committee and thousands of individuals)
- 2000 Comprehensive Plan (Planning Commission and hundreds of citizens on committees or testifying)
- Land Development Code Update (2000-2006—Planning Commission, individual City Councilors, and dozens of citizens on committees or testifying)
- Willamette Criminal Justice Council mental health initiatives
- Partnership to Reduce Underage Drinking: City and State Police, students, neighborhood residents, OSU staff, tavern owners, and others
- Stormwater Master Plan

- Beaver Bus (initial proposal from OSU students)
- Benton County 10-Year Plan to End Homelessness (City-County joint task force)
- *A Citizen's Guide to Land Use Planning*, prepared by Committee for Citizen Involvement
- Urban Forestry Task Force, whose years of work led to the inclusion of Urban Forestry in the Civic Beautification and Urban Forestry Commission (formerly the Civic Beautification Commission).

Many boards and commissions currently function well and serve as examples to be emulated.

- The Parks, Natural Areas and Recreation Board (PNARB) Recreation functions extremely well. PNARB has consistently worked to consolidate and streamline activities and functions, for example its merger with the Open Space Commission and the sun-setting of the Riverfront Commission (with PNRB absorbing remaining responsibilities).
- The Planning Commission is fulfilling its mandated roles
- The Housing and Community Development Commission continues to fulfill its role for the city
- Commission on Civic Beautification and Urban Forestry work over the last 12-13 years.
- The work of the Library Board, Foundation and Friends groups
- The Arts Center Board
- The CIP Commission and process

Most recently, two other volunteer groups are helping shoulder the burden of time-consuming initial identification of problems and draft recommendations for City Council and staff review, evaluation, refinement, and implementation:

- The Infill Task Force is a great example of volunteer work done completely by knowledgeable and committed residents with little staff support until its finished recommendations for Land Development Code revisions were sent to staff for review and comment. Almost all of the work of this task force has been adopted by the City Council. The Task Force recently started a second round of work on additional issues regarding the Land Development Code, including possible work on design review guidelines for residential development and redevelopment..
- The OSU/City Collaboration, established by the 2011-12 City Council, represents over 6,000 hours of citizen volunteer time spent working through controversial and thorny issues to research and draft potential solutions, and work with neighbors, city and OSU staff, and ultimately yourselves to help keep our city livable and working better for all its residents.

Concerns

With such a clear history of how the community benefits from citizen participation, it is unfortunate that concern has arisen about the apparent erosion of the kind of citizen involvement in our decision-making process that is expressed in the 2020 Vision Statement. To determine whether this was a perception or a tangible trend, we requested specific examples from a number of community members with long-term involvement in Corvallis local government. Those who responded confirmed that such erosion has occurred over the past several years and has resulted in a significant decrease in citizen involvement along with, they believe, increased dissatisfaction with city decisions.

The 2020 Vision says that “boards, commissions and task forces are the primary working groups that evaluate, draft and recommend plans and legislation to the city council.” But there are a number of major recent departures from that vision:

- Support for, communication with, and involvement of established neighborhood associations has been minimal.
- The recent staff development of the 2013/14 budget had minimum input or involvement by the City Budget Commission, any Boards or Commissions or citizens in general.
- There has been almost no involvement of the Library Advisory Board or the PNARB in planning for or developing renewal plans for the Local Option Levy for Parks and Library services, which expires in June of 2014.
- The City Council’s work on a proposed public safety fee/tax levy likewise has not benefited from involvement by or input from any Boards or Commissions or citizens in general. The current plan for implementing a potential levy in November 2013 includes citizen participation after major decisions have been made regarding the number of levies and range of the amount.
- There has been little direct citizen involvement in development by the Public Works Department of plans to address the Total Maximum Daily Load (TMDL) issues regarding state mandates for city water disposal. The proposal to use the Orleans Natural Area across from the downtown as a secondary wastewater treatment site was developed and proposed by staff and the consultant with no board, commission, task force or citizen involvement.
- Recent proposals for staff to spend significant time analyzing the contracting out of current Parks programs were brought forth without any input, review, notice, or recommendation of PNARB.

Additional items:

- Significant reductions in the notice area for local land use decisions.
- No work done to date, as far as we could determine, on planning for the update

and revision of the 2020 Vision Statement, the Comprehensive Plan, and the Land Development Code.

- Introduction of a three-minute time clock for Visitors Propositions—previously the allotted time was five minutes, and the time was kept by the Mayor or staff. The clock sends a negative message to citizens regarding the value of their involvement.
- Hiring of a new Police Chief without any prior announcement regarding the process or potential candidates, or any staff or resident involvement even after the decision was made.
- Significant curtailment of the Budget Commission and Council roles in providing direction to staff on development of the proposed budget and in assisting in development and review of the proposed city budget.
- Continuing consideration of various options and proposals to markedly reduce citizen involvement in Planning Commission decision-making as well as residents' ability to appeal decisions.
- Ongoing lack of direction and support for the Committee for Citizen Involvement (CCI). This includes reduction of meetings from monthly to quarterly and the continuing limit on recommendations or areas of involvement by the CCI to the land use system.
- Elimination of the small Neighborhood Empowerment Grant program (\$5,000/yr.).
- Discussion at Budget Commission meetings that left citizen members with the impression that the current Council sees citizen involvement as challenging their role as councilors and believes citizens are micro-managing processes and adding to the city work load.

Possible Implementation Process

We assume the Council will take the lead, with input from the public, in developing and implementing this goal. Therefore, we respectfully encourage you to consider using the "Effective Decision Process," explained in the document "The Process Is the Decision" Unlike traditional processes in which public opinion is tightly funneled, this process does not presuppose a preferred outcome. It has been used before in Corvallis with positive results.

Importantly, this process emphasizes citizen involvement in decision-making **before any decisions are made**. The first two steps are: 1) Identify the **perceived** deficiency, issue or problem, and 2) Invite public involvement/create a task force or working committee to work on the matter.

First step: Form a task force or working committee to address the goal. Selection of membership and leadership (the chair) for a task force is critical. People need to be

involved who are knowledgeable, involved with and committed to citizen involvement in city government. Name a chair who has excellent experience chairing boards, commissions or task forces, and who is committed to strong citizen involvement. Above all, given the nature of the goal, we urge that work on solutions or proposals be citizen-led and citizen-driven.

Membership might include:

- * City Council liaisons (2-3)
- * Representation from existing active neighborhood associations
- * Several citizens currently serving on boards or commissions who have a proven record of leadership and accomplishments
- * Some community members not currently serving on city boards or commissions
- * Representation from the League of Women voters--citizen involvement is one of the League's major goals
- * A facilitator: given the subject matter, a volunteer facilitator may be available pro bono or at reasonable cost.
- * Staff involvement is important, and should include current staff who are knowledgeable and supportive of citizen involvement. However, like the infill task force mentioned above, **much of the work should be able to be done without a great deal of ongoing staff support.**

Second step: Give the task force a clear charge or goal, with a very specific time limit within which to complete its work and make recommendations to the City Council. The task force should be asked to--as much as possible--provide ranges of options for the Council to consider, rather than "take it or leave it" choices.

ATTACHMENT 1

Additional language from Councilor York

"By December 2013 the.....Council will have completed a comprehensive review of its board and commission system and redesigned it for improved effectiveness and efficiency. By December 2014 all changes will be implemented.

* the scope of a 'comprehensive review' will include a review and analysis by the City Council of:

- * all boards and commissions that are authorized by the Council, appointed by the Mayor and confirmed by the Council,

- * other advisory models

- * relationships with independent bodies that currently have or could have Council liaisons, and

- * issues such as group and individual appointee roles and responsibilities, staff and Council liaison roles and responsibilities, group charges and purposes, number of members and requirements, methods of communications, recruitment and selection processes, sunset and review methods, and other related policies or informal practices.

- * 'Redesign' and "changes' may include consolidation of some related boards and commissions and advisory bodies, creation of new or dissolution of existing boards or commissions or advisory bodies, and revision of related policies or practices.

- * 'Effectiveness' means improved communication between residents and appointees with the Council and staff in ways that result in better, more informed decision making.

- * 'Efficiency' means purposeful and limited use of city resources, including staff time, volunteer time and other direct costs."

ATTACHMENT 2

Corvallis 2020 Vision Statement and Citizen Participation

In 1997 over 2,000 Corvallis citizens worked with staff and the City Council to develop the Corvallis 2020 Vision Statement. This document has served since then as the guiding framework for decisions regarding the future of Corvallis. It was formally adopted by the City Council in 1998.

Citizen participation in city government is one of the core values in the Vision statement: Page One states, "We envision that in 2020 Corvallis will be blessed with an involved citizenry that actively participates in public policy and decision making."

Also, "Governing and Civic Involvement," one of the seven major sections in the Vision Statement, includes the following:

- * "Corvallis in 2020 fosters citizen participation in all aspects of community decisions."
- * "Boards, commissions, and task forces are the primary working groups that evaluate, draft and recommend plans and legislation to the city council."...The boards and commissions are effective and objective forums for discussing issues".
- * "...when practical, citizens are involved in the deliberative process. A broadly based Committee for Citizen Involvement informs and assists citizens on how to become involved and how to be most effective in participating in community land use decisions.
- * "Balancing efficiency and citizen involvement in government is challenging. Corvallis has a highly participatory government that when necessary, accepts higher costs and extended time periods for making decisions in order to maximize citizen involvement. The city council makes decisions only after a thorough review by the community. Citizens help decide what ought to be done; as well as how and when it will be done."

**The Process
is
the Decision**

EMERGENCY SERVICES SUPPORT

2325 Marylhurst Drive
West Linn, OR 97068
(503)-635-3985

Almost every organization, and particularly governmental units, faces making decisions which are subject to public review. In some cases the review is held formally, as in a Public Hearing environment; in other cases informally, as in grapevine discussions and continual general unrest with the population. Given the public's willingness to criticize but not contribute constructive suggestions, what methodology can best deal with this problem?

In examination of many decisions and decision-making processes, we have identified several steps which can significantly reduce the post-decision conflicts and avert potential appeals. Within these concepts, we concluded that **The Process is the Decision**.

The Traditional Decision Process

The Traditional Decision Process has been developed over many hundreds of years of governance. While it provides a structured and effective system for reaching conclusions, it ignores a situation basic to the democratic system, i.e. public interest and involvement.

Traditional Decision Process

- * Identify Deficiency
- * Examine Options
- * Evaluate Proposals
- * Formulate Plans
- * Conduct Public Hearings
or announce plans
- * Sell Plans/ Overcome Objections
- Deal with Appeals

While this system may generate appropriate decisions, it frequently causes delays in implementation due to lack of understanding and invalid assumptions. It also contributes to the myth that government prefers to operate in a vacuum and without oversight of the governed. What to do?

Let's examine the basic premises of the decision process and see where changes are appropriate.

The first step in the Traditional Decision Process is to identify a deficiency. That seems pretty easy. Usually we don't even have to work to find the problem. It finds us, or we have it brought to our attention. However, even at this point we are on the wrong road. We assume that because we perceive there is a problem, everyone else does also. Not so!

Problems, and hence solutions, are matters of perception. While it is true that many problems create a common perception, pot-holes in the roadway for example, others do not. Probably everyone sees the need to fix a pot-hole, but does everyone see a need to change the Comprehensive Plan? We will return to this question when we examine the Effective Decision Process.

Examining options is clearly an appropriate methodology in reaching a conclusion, right? Well, maybe. We consider it implicit in the Traditional Decision Process that having identified a problem, we must proceed to a solution. This could be a mistake. Let's look further.

A problem can be allowed to continue indefinitely. In some cases, we chose to take no action because of various limitations imposed from without. A lack of funds, a lack of other resources, a lack of priority, or other external limitations may force us to "ignore" a problem for a while. The Oregon Department of Transportation does not make all the road repairs and upgrades "immediately" simply because they don't have adequate revenue. Identified problems are allowed to continue and we live with them. This is a result of external limitations.

Yet it is entirely possible that we may chose to take no action because we simply aren't ready to act. In modern society, we are accustomed to acting fast, ergo we expect to resolve everything as soon as possible. The Traditional Decision Process is based upon an action assumption!

Next we evaluate proposals. If we accept the idea that action is appropriate, then this step is obvious. There is actually no change needed here, other than the nature of the evaluation. More on this later.

Now we formulate a plan. This means that we have taken the best proposal, based upon some stated or un-stated criteria, and decided that we will "do" this one. We compare the resource needs of the project against the available totals and figure some way to proceed. While the process here is appropriate, we have made a crucial error: The decision has been MADE!

Lastly, ironically, we conduct Public Hearings and attempt to sell the plan we have created. Because of the process involved to this point, we have a tremendous amount of proprietary baggage which we haul into the hearings. Any suggestion for change is met with an immediate defensive barrage. "You just don't understand" or "We already thought of that and it won't work" are the typical responses as we defend the decision we have reached. To give in or modify the decision is seen as an admission of failure, or a lack of our ability to properly research the issues involved. Heaven forbid that someone should question what we have decided or point out that we missed something.

Because of this process, we frequently enjoy further discussion as the preliminary decision is hauled through various levels of appeal, threats of recall, and other malevolent actions taken by concerned citizens. What fun!

Now, having declared all that is bad in the usual process, where do we go?

The enlightened decision process, which we have called the **Effective Decision Process**, contains many of the same steps, taken in different order and taken for different reasons.

The Effective Decision Process begins from the same origin, somehow a deficiency is identified. How this has occurred is unimportant, although it is easier to begin the process if there is a general perception that a problem exists. If there is no general perception, or if the perception is not widespread, then the process will resolve the issue as it proceeds.

Effective Decision Process

- * Identify Perceived Deficiency
- * Invite Public Involvement
 - * Is there a Deficiency ?
 - * Do we need to make a decision or take action ?
 - * What is the Decision ?
 - * What is the criteria for the Decision?
 - * Examine all Options
- * Public Presentation
 - * Present criteria
 - * Present all Options
 - * Those that fail and why
 - * Those that come close, but...
 - * Those that meet the criteria
- * Implement the decision

Having identified a potential deficiency, the process kicks in. We start by asking for public help in dealing with the problem. Remember that this step may well be the first time anyone outside of the organization even knows something is "wrong." Don't respond as if the public is dumb for not knowing, after all, you may have just found out yourself.

Create a Task Force, working committee, or whatever you wish to call the group to work on the issue. Make a conscious effort to get both potential supporters and opponents in the group. Any perception that you have stacked the deck will call into question your motives and the resulting recommendations.

Give the Task Force (we use this term from here on for convenience) a clear charge, ie: determine if there is a problem, do we need a solution, and what is the appropriate solution. Don't, repeat DON'T, tell them anything more. You wish to guide the process but not the decision. Set clear and reasonable time-lines, provide appropriate staff support, and a clear definition of your needs.

Lastly, give them an outline which you expect them to follow in terms of process (use this one if you don't have anything else). Now, get out of the way and let them work.

NOTE: The next section deals with what is supposed to happen, but it is not something you're going to do yourselves.

Look at that sub-list under **Invite Public Involvement**. It details the tasks which are completed by the Task Force. First, determine if there is really a problem. Does everyone think we need to widen the street, or just some people? Is the deficiency really a request from a "special interest group" and not a generally held belief? Is this actually only a problem for a small group of people? All of this discussion leads to the next concepts: Do we need to make a decision and what is the decision?

This may sound a little basic, and it is. Frequently we are led to making a decision without determining what is the decision. In the retail industry this is called "impulse buying." We react to something we see without giving any thought to whether or not we need to react. Everyone is susceptible to the power of the moment, but this has no place in our decision process on these types of issues. Widening a roadway or building a new library is not similar to buying a pack of gum while standing in the check-out line at the grocery store, or at least it shouldn't be.

Do we need to make a decision?

Implicit in this question is a discussion of the alternatives which come from refusing to make a decision. It may be that the current issue is going to be affected by future events and therefore any decision will soon be moot. If so, do we need to make a decision? Can the "small group" which perceives this problem be handled better in some other way? All of these are ideas which should be explored as a part of the decision process.

What is the decision?

Obvious? Maybe.

We may, at first glance, perceive only the superficial decision: should we build a new library? While the real decision may involve issues such as "What is the appropriate role for our government in providing library services?" These are two completely different questions, perhaps with radically different answers.

Should we widen this street to provide better traffic flow? Is the real question, how should we deal with increased traffic throughout the service area?

The question we are actually deciding is more important than the decision we make. It has larger implications than our immediate decision.

In the Portland area, we recently began a long process of discussion and planning regarding the construction of a new roadway through Washington County. The "Westside Bypass" will involve building a freeway to connect cities and areas without adequate direct connections in the current road net. It will also (probably) create new areas of growth and development in previously rural and agricultural lands.

It is easy to look at both the need for the road and the development together, but the real question may be "Do we build roads to create opportunities for development or do we build roads solely to respond to development?" We don't have an answer, but this is definitely got to be part of the question.

All right. We have examined our problem and determined:

We have a problem of general perception
We need to make a decision
We know what the decision is

What's next?

We need to establish criteria to use in evaluating potential solutions. If we have a clear measuring tool, the answer will be much easier to qualify. What are the criteria? Things like "most economical" and "creates minimum change" are frequently found in the criteria, and they are a good start. Clearly we aren't looking for the "most expensive solution" or "the solution with the greatest potential to upset people," but it doesn't hurt to include the obvious. If we don't include them, someone will assume we excluded them.

Other criteria depend upon the specifics of the decision. In a School District Attendance Boundary Study which we performed, we began with a criteria that we needed to achieve specific maximum student population levels in the schools and "move the fewest students possible." Again, while these might appear obvious, list them. They will come back into play later. Remember, if you create an obviously valid list of criteria, the outcome of the decision process will also appear to be obvious.

Now, develop options.

Encourage as many options as the group can think of. Write them down or otherwise document them, but don't, don't, DON'T begin to "judge" them, just write them down. Don't allow the process of ownership or authorship to creep into the discussion. Don't let the chairman (or anyone else for that matter) make comments about or evaluate what is presented. Let these things live and die on their own. Later!

Next, just like we do now, evaluate all options. The only thing we add here is include "doing nothing" as an option. This is important! Doing nothing is always an option, and it is important to place all the possible options within the context of "what happens if we do nothing."

You may wish to establish a rating system, giving points for options which meet certain criteria better than others. This is sometimes optional, depending upon the issue. Don't "vote" on anything here, just evaluate. If an option doesn't meet any criteria, or very few, write out how or why it fails and set it aside. If it meets some options, but not others, record the results and set it aside. If it meets almost all (or all) the criteria, write it down.

Now, place the options into groups. Group I is all those which fail big-time. This means they meet virtually NO criteria. If you allowed a truly open discussion and development phase, there will be several of these. Place a cover sheet on each one, indicating those criteria which they failed and perhaps how or why. In our school district scenario above, we had about 20 options which failed, either because they didn't meet the attendance caps or they moved literally hundreds of kids. *NOTE: The mathematically best solution moved about 40 kids, the best options (3) each moved about 60.*

Next, identify the options which meet some of the criteria but fail a least one. Again, make the cover sheet and explain why these fail.

Lastly, follow the same process on the options which meet your criteria. In some cases, you may have only one, or even none. Other times, there will be several which meet your concerns.

Now comes the excitement. Decision time!

Have the Task Force present everything. Yes, everything!

Start by presenting the decision to be made. If you identify the question, then everyone is thinking along the same lines when they evaluate the answer.

Next, explain the criteria. Why did we think this was a part of the decision. How did we evaluate what we did.

Next, and this is important, present all the options. Yes, we said ALL the options. One of the greatest failures in the decision process is the assumption by the public that you didn't look at "doing this" or "doing that." Take a few minutes to go over each option and summarize the cover sheet. This allows everyone to travel the same road you did. In completing this trip, they all arrive with you rather than being stuck in a cul-de-sac somewhere.

Present the failures first, briefly stating what the option was, and how it failed. Then present the "Close but no cigar" options and explain where they failed. Then present the successful options and (if there are more than one) what their various strengths and weaknesses are.

If the Task Force has made a selection of the "best option" have them present that after all the options are on the table. Again, we are delaying any defensive position until everyone has seen everything.

In summary, what we have done is open up the decision process. It is sometimes said "*Reasonable minds don't differ.*" While we don't believe this absolutely, it is true that people given a common set of facts and information will often come to the same conclusion. In the absence of common information, all sorts of suspicions will arise. Changing the process allows this to disappear.

Remember, The Process is the Decision.

RECEIVED

AUG 29 2013

CITY MANAGERS
OFFICE

To: Corvallis City Council
From: Dan Brown, Ward 4

August 29, 2013

Subject: Public Process and Participation Goal

Most Americans support the ideal of citizen participation. But what does "citizen participation" mean? One interpretation is that it is a process for running a government so that citizens will have a voice, and government decision makers will listen to them. Starting historically in the 1960s the original context involved issues involving "the citizens" voice in decisions made by the executive branch of the government. (I first published an article on citizen participation in statewide transportation planning back in the 1970s.)

Through the structure of City government, citizens can "participate" in a number of ways. Traditionally, they have been able to: vote in elections, run for elected office, and speak to their elected representatives. In the last fifty years, new forms of participation have become more popular: reading official publications, volunteering in City organizations, getting appointed to a board/commission/task force, providing testimony at public meetings, filling out surveys, expressing opinions through "new media." Some people consider lobbying, organizing, demonstrating, and even litigating through special interest groups to be citizen participation.

Over time, rules have been prescribed for both sides. "The citizens" should vote, should be proactive, should be informed, and should be willing to compromise. The government (City) should listen and should be: objective, transparent, and balanced. The City should also educate citizens about how processes work and should provide adequate notice about upcoming issues.

I voted for the Public Process and Participation Goal (PP&P) without understanding what it means. I expect that Staff doesn't understand it either. From Sociology, I know definitions for "processes and structures," and from Economics, I know definitions of "effective and efficient." I am very uncertain about the meanings of: *develop diverse future leaders . . . enhance communication between citizens and the Council . . . help connect citizens to each other to strengthen community and neighborhoods . . . and utilize the expertise of citizen-volunteers in solving community problems.* Overall, I don't think this is a SMART goal - yet.

There are some interesting tidbits concerning citizen/public participation on the internet. I recommend that Councilors look at a few. Here are some I found to be interesting:

City of Eugene, *Public Participation Guidelines*, July 2011, 79 pages.

City of Ashland, *Citizen Participation Plan*, February 2000, on City of Ashland website.
<http://www.ashland.or.us/Page.asp?NavID=116>

Judith E Innes and David E. Booher, "Reframing Public Participation: Strategies for the 21st Century," *Planning Theory and practice*, 2004, pp. 419-436. <http://escholarship.org/uc/item/4gr9b2v5>

Various Goals of Citizen Participation:

Before we set the Public Participation Task Force about their work, I would like the Council to have some shared understanding about what the PP&P policy goal is all about.

The Goal: Why does the Council want citizen participation in the first place?

The Problem(s): Why do we want to change our processes & structures for participation?

I've done some research on the internet and summarize my findings in the lists which appear in **Figure I** and **Figure II**. (We could use the resulting matrices to thoughtfully evaluate what we intend to do). Horizontally, the "Structures and Processes" include the list of things we do to engage citizens, "the way we do things in Corvallis." To clarify, "Appointed Advisory Groups" includes a very long and growing list of: Boards, Commissions, Task Forces, etc. The bottom line question is: In terms of efficiency (or redundancy), how many structures and processes does the City need?

Second, the "Effectiveness and Efficiency" goals are shown in two vertical lists. I assume that the wording of the PP&P goal means we want to expand Benefits [**Figure I**] and/or reduce Costs [**Figure II**]. I have placed a few smiley faces in the first matrix, and would also be willing to place some frowny faces in the second matrix as part of a Council discussion. Although I have frequently heard "Better Decisions" cited as a benefit of participation, I don't know what that means. I would like the Council to provide a specific meaning for this term to the Public Participation Task Force.

Figure III looks at specific statements in *Vision 2020*. After decades of personally "participating" in 509J, OSU, Benton County, and City processes - I observe that there are real costs (and even pitfalls) in poorly-designed or poorly-run participation processes. Sometimes, these include lack of transparency, obvious bias, lack of community consensus, loss of trust in government processes, continual increase in services in spite of decreasing City budgets, and creation of an overwhelming workload for the Council.

Figure IV looks at ratings from the *Citizen Attitude Survey*. These represent a starting point. We should do additional research to see what problems really exist and are having undesirable impacts on the body politic. If so, then have the necessary insight into crafting the strategies and implementing the tactics and measurement tools to solve the problems. Finally, we should determine how well and quickly and cost-efficiently we did so.

Participants' Roles in City Processes:

The City Charter describes the roles of Mayor, Councilor, and City Manager. As I understand it, the Council has the responsibility for making policy (and quasi-judicial) decisions, and through the City Manager, staff has the duty to implement policy. Often the public's concerns are aroused by the details of Staff's implementation, and sometimes by the Council's policies.

Regardless of the specific process, citizens can participate at different levels of influence. They can always receive information passively from the City and spontaneously provide ideas. Some processes are designed to capture certain citizens' expertise based on technical qualifications or based on specific experience, but not all are. Finally, I would hope that the Council would be very selective in choosing which citizen decisions to rubber stamp.

POWER GRANTED TO PARTICIPANTS

Less More

Citizens Receive Information → From City	Citizens Brainstorm Ideas →	Some Citizens Can Provide Expertise →	Council Rubber Stamps Citizen Decisions
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In any process, the authority granted to participants should be made explicitly clear on every occasion. Further, the amount of City resources allocated to the process should be known to them. Failing to do this creates incorrect expectations and hard feelings afterward.

Budget for the Goal:

My understanding was that the PP&P goal would not involve substantial staff support or budgetary expense. Based on my personal interest in this subject and in the spirit of a "volunteer" mode of operation, I have met to discuss this issue with Councilors York, Sorte, and Hervey on several occasions to discuss the goal. I continue to expect that pursuit of the PP&P goal will not require us to dip into the City coffers at the expense of other things we are doing for the next year and a half.

Figure I

POTENTIAL BENEFITS OF CITIZEN PARTICIPATION

← Structures and Processes →

	Ballot	Representative Surveys	Appointed Advisory Groups	Testimony	Volunteering	Running for Election	Publicity	New Media	Special Interest Groups	Neighborhood Assns.	Advisory Referendum*
Minimum State Requirement (e.g. Goal 1)			☺								
Democracy: i.e. Will of the governed	☺										
"Better" Decisions											
Greater Citizen Acceptance											
Avoid Litigation											
Free Labor					☺						
Reduce Citizen Surprise											
Train Future Electeds					☺						
Inform Public											
Public Trust, Credibility											

* I don't remember seeing this before, but it is mentioned in *Vision 2020*.

Figure II

POTENTIAL COSTS OF CITIZEN PARTICIPATION

← Structures and Processes →

	Ballot	Representative Surveys	Appointed Advisory Groups	Testimony	Volunteering	Running for Election	Publicity	New Media	Special Interest Groups	Neighborhood Assns.	Advisory Referendum*
Administrative Costs											
Time Delay											
Lack of Transparency											
Bias: non-inclusion and advocacy											
Conflict: Lack of Community Consensus											
Loss of Trust in City											

* I don't remember seeing this before, but it is mentioned in *Vision 2020*.

Figure III

ARE THESE STATEMENTS IN *Vision 2020* TRUE TODAY?

Neighborhood organizations are vigorous

Look at history since 1997. Many come to life to support or oppose specific issues and then wane or die. How many are vigorous" today?

Most [>.50%] citizens vote

Review of last 4 years: True for national elections / not true for local issues.

A broadly-based Committee for Citizen Involvement informs and assists citizens on how to become involved . . .

Limited to land use processes. First to take City budget cuts.

Citizens . . . work proactively, directly, and positively to find common ground among their interests and those of other people in the community.

Each board and commission is balanced in terms of members' ages, economic status, gender, race, philosophical concerns and professional experience.

Citizens are confident that their elected representatives will carefully consider their ideas and opinions.

Figure IV

RESULTS OF RECENT CITIZEN ATTITUDE SURVEYS

PARTICIPATION IN CIVIC ENGAGEMENT OPPORTUNITIES

	2011	2010	2009	2008
Watched a meeting of local elected officials or other public meeting on cable television, the Internet or other media	18%	21%	25%	26%
Attended a meeting of local elected officials or other local public meeting	24%	20%	25%	29%
The job Corvallis government does at welcoming citizen involvement	67%	67%	66%	66%
	2012			
"Quality": Public review of land development proposals	50%			

City of Corvallis Website

- City home page = www.corvallisoregon.gov
- City boards and commissions = City home page, under tool bar “Government” – <http://www.corvallisoregon.gov/index.aspx?page=89>
- City e-notification = to subscribe to various City topics/meetings, the link is at the bottom of City home page – <http://www.corvallisoregon.gov/index.aspx?page=18>

BOARDS & COMMISSIONS

The City Council currently has over 20 advisory boards and commissions. Members are unpaid volunteers who devote countless hours of their time to these community activities. Participation on City boards and commissions :

- Involves citizens directly in their local government in ways that impact the future of our community.
- Provides the City Council with timely input on important issues .

Consider serving your community in this important way.

We need you!

You are eligible to serve on an advisory board or commission if you reside in Corvallis or within Corvallis' Urban Growth Boundary, or if you are employed or self-employed full time in Corvallis. You can apply to serve using our online commission application.

[View a list of current vacancies](#)

The boards and commissions serve in an advisory capacity to the City Council. Typically, each term of office runs for three years, and members may serve up to three consecutive terms or nine years. Members are appointed by the Mayor and confirmed by the City Council. The Calendar of Events lists upcoming meetings.



Airport Commission

Advises on the management, care, and control of the Municipal Airport and on the planning of the Airport Industrial Park. (8 members and 1 Council representative*) For more information [click here](#).

Meeting Time: First Tuesday of the month, 7:00 am

Meeting Agendas and Minutes

Contact: Dan Mason - 541-766-6783

Members: Bill Dean, Lanny Zoller, Todd Brown, Bill Gleaves, Rod Berklund, Louies Parsons, Douglas Warrick, Paul Woods, Biff Traber (Council)



Arts and Culture Commission

Advises the Council on all matters pertaining to arts and culture, ensuring that arts and culture are a civic priority. (9 voting members)

Meeting Time: 4th Thursday of the month, 5:30 pm

Meeting Agendas and Minutes

Contact: Karen Emery 541-754-1703

Members: Rebecca Badger, Karyle Butcher, Charles Creighton, Patricia Daniels, David Huff, Shelley Moon, Larry Rodgers, Brenda Van Develder, Elizabeth Westland, Joel Hirsch (Council)



Bicycle & Pedestrian Advisory Commission (BPAC)

Advises on bicycle and pedestrian facilities, operation, routing, and safety within the community. The Commission was instrumental in developing the bike transportation system in Corvallis -- the best in the state for a community our size. (7 members and 1 Council representative*).

Meeting Time: First Friday of the month, 7:00 am

Meeting Agendas and Minutes

Contact: Greg Wilson- 541-766-6916

Members: Susan Christie, Jeanne Holmes, Charles Fletcher, Glencora Borradaile, Meghan Karas, Brad Upton, Brian Bovee, Thomas Bahde, Mike Beilstein (Council)

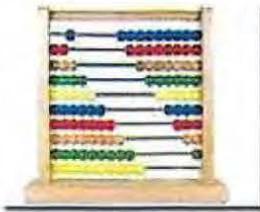


Board of Appeals

Hears appeals relating to building and fire codes as they are being interpreted and enforced by building officials and the Fire Chief. (6 members and 1 Council representative*)

Contact: Dan Carlson - 541-766-6539

Members: Tom Gerding, David Horning, Phil Ermer, John Evans, Shawn Stoneberg, Charles Fletcher, Jeanne Raymond (Council)



Budget Commission

Reviews, advises, and recommends the operating and capital budgets for each fiscal year. The Commission also ensures that the proposed budget reflects the current City Council's goals and objectives and the wishes of the citizenry while complying with federal, state, and local laws. (9 City Council members and 9 citizen members).

Meeting Agendas and Minutes

Contact: Nancy Brewer - 541-766-6990

Members: Citizen Members: Mark O'Brien, Elizabeth French, Janet Gambatese, Karyle Butcher, Laurie Mason, Curtis Wright, Barbara Bull, Rich Carone, John R. Davis. City Council: Penny York (Ward 1), Roen Hogg (Ward 2), Richard Hervey (Ward 3), Dan Brown (Ward 4), Mike Beilstein (Ward 5), Joel Hirsch (Ward 6), Bruce Sorte' (Ward 7), Biff Traber (Ward 8), Hal Brauner (Ward 9)



Capital Improvement Program Commission (CIP)

By soliciting participation from other boards and commissions, neighborhood organizations, and citizens at large, this Commission identifies needed infrastructure projects required to implement the vision of the Comprehensive Plan, enhances the community's quality of life, and protects its investment in municipal facilities. The Commission recommends a 5-year CIP program to the Planning Commission, Budget Commission, and City Council. (9 members, and 1 Council representative*)

Contact: Greg Gescher - 541-766-6731 x5081

Members: Tom Gerding, Barbara Bull, Betty Griffiths, Ben Herman, Lyle E. Hutchens, Kenton Daniels, Scott Carroll, Bill Humphreys, Richard Hervey (Council)

Citizens Advisory Commission on Civic Beautification and Urban Forestry

Advises the City Council on matters concerning urban forestry, landscape beautification, and related resources on City-owned lands and in the community-at-large. (9 members and 1 Council liaison*)

Meeting Time: Second Thursday of the month at 8:30 am

Meeting Agendas and Minutes

Contact: Parks and Recreation - 541-766-6918

Members: Tim Brewer, Ian Davidson, Kent Daniels, Becki Goslow, Tony Livermore, Norm Brown (OSU *ex officio*), Ruby Moon, Ross Parkerson, Larry Passmore, Angelica Rehkugler, Joel Hirsch (Council)



Citizens Advisory Commission on Transit (CACOT)

Advises on the operation, maintenance, and expansion of the City's transit system and any other transit system interfacing with the Corvallis Transit System. (8 members and 1 non-voting Council representative*)

Meeting Time: Second Tuesday of the month at 8:20 am

Meeting Agendas and Minutes

Location: Madison Avenue Meeting Room, 500 SW Madison Ave

Contact: Tim Bates

Members: Stephan A. Friedt, Steven Black, Eric Cornelius, Steve Harder, John Oliver, Kriste York, Bruce Sorte (Council)*, 1 OSU Vacancy, 1 ASOSU Vacancy



Commission for Martin Luther King, Jr.

Plans the annual memorial celebration for the Martin Luther King, Jr. holiday and special celebration activities and events throughout the year. (8 members and 1 Council representative*). Sign up here to receive MLK agendas and minutes electronically.

Meeting Time: Fourth Tuesday of the month, 5:00 pm

Meeting Agendas and Minutes

Contact: Human Resources - 541-766-6902

Members: Marna Claywoman, Megha Shyam, Luis Rosa, Jose-Antonio Orosco,

Esmeralda Reyes, Chareane Wimbley-Gouveia, Kim Nguyen, Jeanne Raymond
(Council liaison)



Committee for Citizen Involvement

Helps facilitate citizen involvement in all aspects of land use planning and decision making. (9 members, 1 Council liaison*, 1 non-voting Planning Commission liaison)

Meeting Time: First Thursday of the month, 7 pm

Contact: Sarah Johnson -541-766-6574

Members: Josue Gomez, Will Parker, Candace Pierson-Charlton, Christie Koch, Karin Main, Elizabeth Foster, Joan Demarest, Selena Parnon, Alex Kilian, Tony Howell, Richard Hervey (Council)



Community Police Review Board

In April 2007, the City Council unanimously approved the by-laws and operating rules of a new Community Police Review Board and adopted an ordinance establishing the Board's creation. The goal of the Board is to build trust and communication between the Police Department and residents.

Meeting Time: First Wednesday, 3 pm

Meeting Agendas and Minutes

Contact: Kathy Brennan - 541-766-6925

Members: Ben Calhoun, John Landforce, Richard Hein, Jim Swinyard, Stewart Wershow, Phyllis Lee, Terry Ross, Mike Beilstein (Council)



Corvallis-Benton County Public Library Board

Advises on the operation, expansion, and level of service provided by the Library. Members also recommend policy regarding selection of library material, patron behavior, and the use of meeting room space at the Library. Membership reflects the fact that the County contracts with the City to provide services to Benton County. (5 County appointed members and 1 County

Commission representative plus 5 City appointed members and 1 Council representative*)

Meeting Time: First Wednesday of the month at 7:30 pm in the Library Board Room

Contact: Janelle Cook - 541-766-6928 or e-mail at public.library@ci.corvallis.or.us

Members: Mike Beilstein (Council), Megan Castellano, Judith Edelstein, Scott Elmshaeuser, Martha Fraundorf, Leanne Giordono, Corrine Gobeli, David Low, Isabela Mackey, Linda Modrell, Jacque Schreck, Steve Stephenson.



Downtown Commission

The Downtown Commission provides public policy guidance and recommendations to the City Council in the following areas: Implementation of community plans for the downtown area, including the Downtown Strategic Plan; Public infrastructure activities such as streetscape projects; Redevelopment efforts; Land use matters, such as recommending development code revisions; Public parking policies and projects; Other community matters that may affect downtown.

Meeting Time: Second Wednesday of each month at 5:30 pm, Madison Avenue Meeting Room, 500 SW Madison Avenue.

Meeting Agendas and Minutes

Contact: Sarah Johnson, 541-766-6574

Members: Brigetta Olson, Kirk Bailey, Dee Mooney, Elizabeth Foster, Mary Gallagher, Ken Pastega, Steve Weiler, Heidi Henry, Liz White, Donna Williams, Michael Wiener, Dan Brown (Council)



Downtown Commission Parking Committee

The Downtown Parking Committee advises the Downtown Commission and the City Council on matters concerning parking in the Downtown.

Meeting Time: First Tuesday of each month, 4:00 pm, Madison Avenue Meeting Room, 500 SW Madison Avenue.

Meeting Agendas and Minutes

Contact: Lisa Namba, 541-754-1759

Members: Roen Hogg (Council), Steve Uerlings, Brad Upton, Liz White, Chris Heuchert



Economic Development Commission

The Economic Development Commission shall advise the Council on all matters pertaining to economic development, ensuring that economic development is a civic priority. Click on the link above for a full description.

Meetings: 2nd Monday, 3 pm, in the Madison Avenue Meeting Room.

Meeting Agendas, Minutes, and Packets

Contact: Tom Nelson , 541-766-6339

Members: Jay Dixon, Nick Fowler, Elizabeth French, Pat Lampton, Ann Malosh, Larry Mullins, Skip Rung, Richard (Rick) Spinrad; Tim Weber, Biff Traber (Council liaison)



Historic Resources Commission (HRC)

Among other responsibilities, the HRC is a quasi-judicial decision-maker for matters that include the following:

- Decisions regarding the application or removal of a Historic Preservation Overlay when a public hearing is required;
- Decisions regarding HRC-level Historic Preservation Permit applications (some applications are reviewed administratively and are called Director-level decisions);
- Decisions regarding appeals of Director-level Historic Preservation Permit applications.

The HRC consists of 9 volunteer members appointed by the City Council. The members collectively provide expertise in a variety of professional fields including architecture, planning, conservation, history, and general contracting.

Meeting Time: Second Tuesday of each month at 7:00 pm in the Downtown Fire Station, 400 NW Harrison Blvd.

Meeting Agendas and Minutes

Contact: Bob Richardson - 541-766-6575

Members: Geoffrey Wathen, Kristin Bertilson, Tyler Jacobsen, Rosalind Keeney, Cathy Kerr, Jim Ridlington, Eric Hand, Lori Stephens, Roen Hogg, Council Liaison.



Housing & Community Development Commission

Formulates and recommends policies on housing and community revitalization issues, with an emphasis on older, declining, or lower income neighborhoods. The Commission also recommends policies to provide for and conserve low and moderate income housing in the City. (9 members and 1 Council representative*)

Meeting Time: Third Wednesday of the month at 12:00 pm

Contact: Kent Weiss - 541-766-6944, x5055

Members: Kara Brausen, Ed Fortmiller, Judy Gibson, Gary Hamilton, Dave Henderer, Roger Lizut, Kenny Lowe, David McCarthy, Gerry Perrone, Biff Traber (Council liaison)



Land Development Hearings Board

Some land use actions are heard by the Land Development Hearings Board, which is a subcommittee of the Planning Commission.

Contact: Kevin Young - 541-766-6572, x5123

Members: Planning Commissioners Hann, Reese, and Feldmann (Alternate - Woodside)

OSU Collaboration Project

Formed to address the Council goal: Working with the OSU President and his staff, by December 2011, the Council will create a plan to seize opportunities on parking, code enforcement, infill design, rental code, traffic design and other important issues.



Contact: Mayor Manning - 541-766-6985

Members:

CITY - Julie Manning (Mayor), Hal Brauner (Councilor), Roen Hogg (Councilor), Jim Patterson (City Manager), Ken Gibb (Community Development Department Director)

OSU - Will Later, Steve Clark, Mark McCambridge, Jock Mills, Ed Ray, Dan Schwab, Vincent Martorello

ASOSU - Joseph Dubie, Tonga Hopoi

COUNTY - Jay Dixon (County Commissioner)

COMMUNITY - Patricia Daniels, Dolf Devos, Jim Moorefield



Parks, Natural Areas, and Recreation Board

Advises the City Council on policy matters pertaining to Corvallis parks resources and recreation activities. (11 members, 1 Council representative*)

Meeting Time: Third Thursday of the month at 6:30 pm

Meeting Agendas and Minutes

Contact: Karen Emery, Parks and Recreation Director- 541-766-6918

Members: Joshua Bauer, Kevin Bogatin, Tatiana Dierwechter, Betty Griffiths, Phil Hays, Ed MacMullan, Deb Rose, Jon-Marc Soule, Marc Vomocil, Lynda Wolfenbarger, Joel Hirsch (Council), *Two Vacancies*



Planning Commission

Proposes policy and legislation related to the growth and legislation of the community. Members review the Comprehensive Plan, assist in the formulation of the Capital Improvement Program, make recommendations on proposed annexations, conduct hearings, prepare findings of fact, and take actions concerning specific development proposals as required by the Land Development Code. (9 members and 1 Council representative*)

Meeting Time: First and third Wednesdays of the month at 7 pm, with other meetings scheduled as needed.

Meeting Agendas and Minutes

Contact: Kevin Young - 541-766-6572, x5123

Members: James Feldmann, Jennifer Gervais, Franklin Hann, Roger Lizut, Jim Ridlington, Ronald Sessions, Jasmin Woodside, Kenton Daniels, G. Tucker Selko, Penny York, Council Liaison.



Public Participation Task Force (PPTF)

Established by Council Goal: *"By December 2014, the Council will revise its processes and structures into a more effective and efficient citizen engagement program to develop diverse future leaders, enhance communication between citizens and the Council, help connect citizens to each other to strengthen community and neighborhoods, and utilize the expertise of citizen volunteers in solving community problems."*

Meeting Time: First Meeting: September 19, 11 am to 1 pm, Madison Avenue Meeting Room, 500 SW Madison Avenue

Meeting Agendas, Minutes, Packets (link will be posted here when materials are ready)

Contact: City Manager's Office, 541-766-6901

Members: Kent Daniels (Chair), Emily Bowling, George Brown, Lee Eckroth, Becki Goslow, Richard Hervey (Council), Annette Mills, Rocio Munoz, Brenda Van Develder, Penny York (Council) , Mary Beth Altmann Hughs (staff)



Public Art Selection Commission (PASC)

Established for the purpose of art selection for the City of Corvallis consistent with Council Policy 98-04.12, "Public Art Selection Guidelines."

Meeting Time: meets quarterly

Meeting Agendas and Minutes

Contact: Steve DeGhetto, 541-754-1702

Members: Shelley Curtis, John Hackenbruck, Bill Laing, Chi Meredith, Shelley Moon, Paul Rickey, Jr., Cynthia Spencer, Joel Hirsch (Council)

Watershed Management Advisory Commission



Advises on the management of the Rock Creek watershed located on the east side of Marys Peak and above the intake for the Rock Creek Water Treatment Plant. Issues about the watershed include the need to protect the pristine nature of the water to minimize treatment costs associated with the drinking water supply drawn from this source. (7 members and 1 Council representative*). For more information, [click here](#).

Meeting Agendas and Minutes

Contact: Tom Penpraze - 541-766-6916

Members: Charlie Bruce, Creed Eckert, Richard Hervey (Council), Jessica McDonald, Raquel Rancier, Jacque Schreck, Sheryl Stuart, David Zahler

Visit the Volunteer page for more information about volunteer opportunities with the City of Corvallis

* Council representative is a non-voting member.

Updated (Tuesday, 06/19/2012)

PUBLIC PARTICIPATION TASK FORCE
Appointed August 19, 2013

Member	Employer/Title	Current City Board/Commission	Other Affiliations	Contact
Kent Daniels, Chair	Retired	Planning Commission Capital Improvement Program (CIP) Commission	Central Park Neighborhood Association	
Emily Bowling	OSU Civic Engagement and Service Coordinator		Leadership Corvallis 2013	Emily.bowling@oregonstate.edu
George Brown	First Alternative Co-op		Tunison Neighborhood Association	
Lee Eckroth	Town & Country Realty		Rotary Club of Greater Corvallis Leadership Corvallis 2005	
Becki Goslow	Retired	Citizens Advisory Commission for Civic Beautification and Urban Forestry (CBUF)	Corvallis Kiwanis Club	
Richard Hervey	Retired	Corvallis City Council		Ward3@council.corvallisoregon.gov
Annette Mills	Retired		Corvallis Sustainability Coalition League of Women Voters of Corvallis	
Rocio Munoz	Benton County Health Department, Community Health Equity Specialist			Rocio.munoz@co.benton.or.us
Brenda VanDevelder	Corvallis Public Schools Foundation, Executive Director	Arts and Culture Commission	Leadership Corvallis 2008	
Penny York	Retired	Corvallis City Council	Leadership Corvallis 2001	Ward1@council.corvallisoregon.gov
MaryBeth Altmann Hughes (non-voting)	City of Corvallis Human Resources Manager			Marybeth.altmannhughes@corvallisoregon.gov