



## AGENDA

### **Public Participation Task Force**

**October 17, 2013**

11 am to 1 pm

Madison Avenue Meeting Room

500 SW Madison Avenue (across from City Hall)

1. Welcome, Check-in, Introductions, Ground Rules review (Kent - 2 Min.)
2. Results of Budget request to City Council (Annette - 2 Min.)
3. Review and discuss both sets of minutes for 10/3/13 meeting (Penny - 5 Min.)
4. Review and Approve 10/3/13 minutes (All - 5 Min.)
5. Review Today's Agenda: Additions, Changes (All - 2 Min.)
6. Review future meeting dates especially for 2014 (Kent - 2 Min.)
7. Review last meeting's work on CC Charge and Brenda's Outline (Brenda - 10 Min.)
8. Report on and review work of the Tiny Task Forces (TTFs) (each TTF - 30 Min.)
9. Visitor's Propositions - 12: 05 PM
10. Continue working on CC Charge and plans for continuing work until 11/7/13 PPTF Meeting (All - 30 Min.)
11. Agenda for next meeting (Kent - 5 Min.)
12. Check-out: Was time used efficiently? Was everyone prepared? Was everyone heard? Other feedback about meeting process, how could we do better? How are you feeling now? (Richard, All - 10 Min.)

**CITY OF CORVALLIS  
PUBLIC PARTICIPATION TASK FORCE  
MINUTES  
October 3, 2013 – 11am-1pm**

**PRESENT:**

Kent Daniels, Chair; Emily Bowling; George Brown; Becki Goslow; Richard Hervey; Annette Mills; Brenda VanDevelder; Penny York; Mary Beth Altmann Hughes; Claire Pate, Recorder

**ABSENT:**

Lee Eckroth, Rocio Munoz

**VISITORS:**

**KEYPOINTS OF DISCUSSION**

<u>Agenda Item</u>	<u>Info Only</u>	<u>Key Discussion Points</u>	<u>Recommendations/ Actions</u>
I. Welcome/Check in, Introductions & Ground Rules Review		<ul style="list-style-type: none"> <li>• Everyone introduced themselves.</li> </ul>	
II. Agenda Review, Changes, Additions			

<u>Agenda Item</u>	<u>Info Only</u>	<u>Key Discussion Points</u>	<u>Recommendations/ Actions</u>
III. PPTF budget support/minute taking		<ul style="list-style-type: none"> <li>• Penny will test ability to take brief minutes while still participating in meeting.</li> <li>• Another resource for note takers might be Public Policy Master's program students (<i>BOLI rules preclude interns, but could be someone who volunteers to do it</i>).</li> <li>• Budget request has been submitted to City Council, and CMO will refine the dollar amounts.</li> </ul>	
IV. Department Head & City Manager attendance at future meetings		<ul style="list-style-type: none"> <li>• Prior to getting input from managers, PPTF members should do research of other comparable cities in Oregon, in order to frame appropriate questions.</li> <li>• Mayor will also be invited to a meeting.</li> </ul>	
V. Review PPTF outcomes document from last meeting.		<ul style="list-style-type: none"> <li>• Brenda reviewed how she had grouped the items into categories.</li> </ul>	<ul style="list-style-type: none"> <li>• Brenda will email a copy of her document to the PPTF.</li> <li>• All headings for such documents should include the word "brainstorm."</li> </ul>
VI. Review and Prioritize City Council Charge		<ul style="list-style-type: none"> <li>• The charge can be broken up into eight main components for research/discussion.</li> <li>• Some are appropriate for large group discussion; others should be assigned to "Tiny Task Force" (TTF) groups for</li> </ul>	<i>(See Attachment A for recommendation)</i>

<u>Agenda Item</u>	<u>Info Only</u>	<u>Key Discussion Points</u>	<u>Recommendations/ Actions</u>
		<p>research and work, with results brought back to PPTF.</p> <ul style="list-style-type: none"> <li>• Important to get input from B&amp;C members, as well as input from appropriate City manager/staff.</li> <li>• Survey instrument, such as “Survey Monkey” would be a good way to get the input.</li> <li>• A list of model cities and a set of questions to ask of them (as well as whom to ask) needs to be devised.</li> </ul>	
VII. Visitor’s Propositions (12:10pm)			
VIII. Discuss/Review Background Documents and Information Sources		<ul style="list-style-type: none"> <li>• Councilor Brown’s report has useful information, including the references.</li> <li>• Ashland document is dated 2000; contact should be made to determine how it is now being used.</li> <li>• “The Process is the Decision” needs some follow up to determine where it is being applied now.</li> <li>• Does City have any policy direction given to staff about citizen engagement?</li> </ul>	
IX. Agenda for next meeting <ul style="list-style-type: none"> <li>• October 17, 2013; 11 a.m.</li> </ul>		<ul style="list-style-type: none"> <li>• Report back from City Council meeting</li> <li>• Report from TTF dealing with B&amp;C member survey and the City staff survey questions</li> </ul>	

<u>Agenda Item</u>	<u>Info Only</u>	<u>Key Discussion Points</u>	<u>Recommendations/ Actions</u>
		<ul style="list-style-type: none"> <li>• Report from TTF dealing with model cities</li> <li>• Report from TTF looking at # &amp; scope of B&amp;Cs and CCI.</li> <li>• ID which items should be kept for large group discussion.</li> </ul>	
X. Checking out: How did we do? <ul style="list-style-type: none"> <li>• <i>Was time used effectively?</i></li> <li>• <i>Everyone prepared?</i></li> <li>• <i>Everyone heard?</i></li> <li>• <i>How can we do better?</i></li> </ul>		<ul style="list-style-type: none"> <li>• Thanks to Brenda for her work.</li> <li>• Richard and George might not be at the next meeting.</li> </ul>	

The meeting adjourned at 1 p.m.

Respectfully submitted,

Kent Daniels, Chair

**Next Meeting(s):**

- October 17<sup>th</sup>
- November 7<sup>th</sup> & 21<sup>st</sup>
- December 5<sup>th</sup> & 19<sup>th</sup>

**Parking Lot:**

- Multi-Jurisdictional Committees  
City/County (Example: Library Board)  
OSU  
Non-profits

**PPTF CHARGE COMPONENTS & ASSIGNMENTS**

<b>Component</b>	<b>Comments</b>	<b>Assigned to:</b>
Opportunity to advise the Council	Develop a B&C Member survey	TTF*: Annette, Emily, Brenda
Relationship with City operating departments	Develop a City Department Manager & staff survey	TTF: Annette, Emily, Brenda
Model cities comparison	TTF to determine which cities, what questions to ask, and who to contact.	TTF: Becki, Kent, Penny
What are the cost factors?		TTF: Mary Beth, Penny
Neighborhood Associations		TTF: Annette, Emily, George, Richard
Formation, evaluation, revision & sunseting of B&Cs		
Current # and Scope of Boards & Commissions; CCI		TTF: Kent, Brenda, Richard, Becki
Council Liaison Role		

\* TTF = "Tiny Task Force

**CITY OF CORVALLIS**  
**PUBLIC PARTICIPATION TASK FORCE Notes**  
**October 3, 2013 – 11am-1pm**  
**DRAFT**

**PRESENT:**

Kent Daniels, Chair  
Annette Mills, Vice Chair  
Emily Bowling  
George Brown  
Becki Goslow  
Richard Hervey  
Brenda VanDevelder  
Penny York, volunteer notetaker  
MaryBeth Altmann Hughes, HR Manager  
Claire Pate, Recorder

**ABSENT:**

Lee Eckroth  
Rocio Munoz

**VISITORS:**

Joe Raia  
Hossien El-Nashar

**KEY POINTS OF DISCUSSION**

<b><u>Agenda Item</u></b>	<b><u>Key Discussion Points</u></b>	<b><u>Recommendations/Actions/ Info Only</u></b>
I. Welcome, Introductions, ground rules review - Kent	<ul style="list-style-type: none"><li>All present introduced themselves.</li></ul>	

<u>Agenda Item</u>	<u>Key Discussion Points</u>	<u>Recommendations/Actions/ Info Only</u>
II. Agenda review, changes, additions - Kent	<ul style="list-style-type: none"> <li>• Introductions should include “check in”.</li> <li>• Last agenda item should read “check out”.</li> </ul>	
III. PPTF budget support/minute taking for this meeting - Kent	<ul style="list-style-type: none"> <li>• Kent submitted a proposal about needed support to the City Manager. The City Manager and City Recorder developed a cost estimate for the support. It is assumed it will be part of the Council agenda packet for next week.</li> <li>• Task Force members are welcome to attend when Kent and Annette present the proposal to City Council at the next meeting.</li> <li>• Claire Pate is the notetaker again today. Penny is also taking notes at this meeting. She will take “minimalist notes” that can be compared with Claire’s notes to determine the style of notes the Task Force would prefer.</li> <li>• There was discussion about the possibility of finding community volunteers for note taking, should they be required.</li> </ul>	
IV. City Manager/Dept. Head/other staff attendance at future meetings	<ul style="list-style-type: none"> <li>• What do members want to know from senior staff?</li> <li>• What is the process for seeking public input?</li> <li>• Should the Task Force learn about best practices before focusing on what is happening now with the B&amp;Cs?</li> <li>• Consider looking at the TF charge and deriving questions from that.</li> </ul>	<p><b>Kent</b> will let department managers and others know that this will be scheduled for later meetings.</p>

<u>Agenda Item</u>	<u>Key Discussion Points</u>	<u>Recommendations/Actions/ Info Only</u>
V. Review PPTF outcomes documents from last meeting - All	<ul style="list-style-type: none"> <li>• Discussed main points from outcome discussion. (notes from Kent, Penny, Brenda)</li> <li>• All items from prior meeting and attachments are the result of brainstorming and not prioritized or approved.</li> <li>• There was discussion about a spreadsheet Brenda developed to summarize the outcomes. It was used later as a framework to begin to organize the work of the TF.</li> </ul>	<b>Brenda</b> will send out the spreadsheet she developed to summarize the outcomes discussion.
VI. Review and prioritize City Council charge (what, when, how) - Richard	<ul style="list-style-type: none"> <li>• <b>Process:</b></li> <li>• Reference to the document “The Process is the Decision”.</li> <li>• It would be helpful to learn about the concerns of citizens.</li> <li>• Should we approach this work through small groups? Do some issues need whole group discussion, at least initially? What issues should they address?</li> <li>• Are we looking at whether citizens are happy with opportunities for participation or looking at the system of participation.</li> <li>• Should we look together at models from other cities? How would we do that? Should we have a base set of questions? How would they be developed? Discussion about developing “TTFs” (tiny task forces or subcommittees) for each?</li> <li>• Discussion about methods of seeking information. Methods of contacting members of B&amp;Cs. Purposes of seeking information. Including a brief statement of our TF and charge.</li> <li>• Should we be seeking information from Corvallis B&amp;Cs before or at the same time as looking at other models?</li> </ul>	The TF will form small groups (TTFs) to look into issues in the charge including: <ul style="list-style-type: none"> <li>• Cost factors for supporting B&amp;Cs. – <b>MaryBeth (convener)</b> &amp; Penny</li> <li>• Neighborhood associations. <b>Annette (convener)</b>, Emily, Richard, George (will not meet immediately)</li> <li>• Number and scope of B&amp;Cs, CCI, Councilor liaison role. <b>Richard (convener)</b>, Kent, Brenda, Becki</li> <li>• Opportunities to advise the Council. (whole task force to address later)</li> <li>• Relationship with City operating departments. (no consensus about how to address)</li> <li>• Formation, evaluation,</li> </ul>

	<ul style="list-style-type: none"> <li>• <b>Issues:</b></li> <li>• There were questions about whether some citizens feel left out of the participation process.</li> <li>• Should the TF look at some options for standardizing aspects of B&amp;Cs?</li> <li>• One aspect of effective participation is the timing of when the efforts of citizens come into the process. Problems can occur when citizens don't come until the end.</li> <li>• Looking at the evaluation process is important.</li> <li>• The B&amp;Cs could be more effective if more involved in the City budgeting process, and other decisions as well.</li> <li>• Citizens have significant expertise and that is an important resource which could be used more effectively.</li> <li>• Are there ways that the City can better support good participation?</li> </ul>	<p>revision, sunseting. (no consensus about how to address)</p> <p>A TTF will draft a survey of B&amp;C members: <b>Annette (convener)</b>, Emily, Brenda.</p> <p>A TTF will look at other city models, how to investigate, how select the cities, possible cities, who to contact: <b>Becki (convener)</b>, Penny, Kent</p>
<p>VII. Visitors Propositions - 12:10</p>	<ul style="list-style-type: none"> <li>• Joe Raia made a suggestion to seek information about reviewing the outcome document.</li> </ul>	
<p>VIII. Discuss/Review other documents - All</p>	<ul style="list-style-type: none"> <li>• Looking at the history, there has been a lot of change in the B&amp;Cs of the City.</li> <li>• There was brief discussion about references to additional information in Council policies about B&amp;C and Council liaisons.</li> </ul>	
<p>IX. Agenda for next meeting - Kent</p>	<ul style="list-style-type: none"> <li>• Report back from City Council presentation on the budget.</li> <li>• Reports from TTFs: costs, survey, B&amp;Cs, city contact</li> <li>• It would be helpful if survey drafts went out in advance.</li> <li>• Review the charge for identifying TTFs and their work.</li> </ul>	<p>The agenda was developed. Members should let Kent know if they need something added.</p>
<p>X. Check out: How did we do? - Richard</p>	<ul style="list-style-type: none"> <li>• Having a facilitator for one portion was effective.</li> <li>• Having a volunteer notetaker is daunting and some worry that they may have to take a turn and wouldn't be able to do it effectively.</li> <li>• Quorum check for the next meeting.</li> </ul>	

The meeting adjourned at 1:05 p.m.

Respectfully submitted, Kent Daniels, Chair

**Next Meeting(s):**

- October 17<sup>th</sup>;
- November 7<sup>th</sup> & 21<sup>st</sup>
- December 5<sup>th</sup> & 19<sup>th</sup>

**Parking Lot:**

- No additions

**See attachments:**

- PPTF Outcomes, in categories, brainstormed, not prioritized or approved 9/20/13

## **PPTF Outcomes, in categories, (brainstormed, not prioritized or approved)**

09/20/2013

- PPTF – how we do our work
  - Highlight work of the task force as we progress
  - Look/survey other cities as role models for our public participation
  - (Study) barriers to public participation
  - Want committee to have tangible impact, accomplish
- PPTF – our work products
  - Clear direction to City Council
  - Clear guidelines and outcomes for boards and commissions
- City Boards and Commissions
  - B&C system goals and changes
    - Devise system (of) annual measurable goals for boards and commissions
    - Open advertising for board and commission vacancies (diverse ethnicity – more reflective of Corvallis). Consider use of photos in ads.
    - Fewer boards and commissions with greater focus and scope
    - Commonality re: staff support
    - (Develop) templates for boards and commissions re: roles, responsibilities, goal-setting structure, recruiting, sunseting
    - Understand tangible and intangible costs
    - Use city resources well, be efficient
    - Boards and commissions produce (their) work products rather than staff producing them
    - Process for City Council, boards and commissions, staff to use when creating a task force
      - or major planning efforts to ensure citizen involvement from the beginning
    - Training and orientation for chairs
    - CCI is for all city activity and promotes diversity and citizen involvement
  - B&C attitudes
    - All boards and commissions to receive respect and appreciation
    - Positive/collaborative relationships amongst boards and commissions
    - Citizens more interested and empowered in city government and its task forces, boards and commissions
    - Different dynamic and relationship, staff is supportive; citizens in charge
- Communication, participation, decision-making, and general outcomes
  - Easy flow of information from city government to citizens
  - Citizens empowered before decisions reached.
  - Create environment to give input in public forum
  - Things/outcomes happen faster
  - Go to the people and ask (invest now) rather than react
  - Renewed faith in city government
  - City Council and city staff see citizens/volunteers positively
- Neighborhoods
  - Increased interdependence between neighbors
  - Visibility of neighborhood associations
  - Neighborhood associations proactive, not reactive
- Inclusiveness/diversity
  - Non-traditional strategies to reach non-traditional populations (language)
  - Funds to ensure all people can participate
  - Recognize different levels of involvement

**Public Participation Task Force Chart from 10/3/13 Meeting**

*10/9 - from  
Chair Saville/jw*

1. OPPORTUNITIES TO ADVISE THE COUNCIL
2. RELATIONSHIP WITH CITY DEPARTMENTS
3. COST FACTORS
4. NEIGHBORHOOD ASSOCIATIONS
5. (B & C) FORMATION, EVALUATION, REVISION, SUNSETTING
6. & 7. NUMBER AND SCOPE OF Bs AND Cs, INCLUDING THE CCI
7. (8.) COUNCIL LIASON ROLE

**Tiny Task Forces (TTFs)**

- A. Survey of B & Cs TTF: Annette, Emily, Brenda
- B. Look at other models for citizen involvement (other cities, counties) TTF: Becki, Kent, Penny
- C. Cost Factors TTF: Penny, Mary Beth
- D. Neighborhood Associations TTF: Annette, George, Emily, Richard)
- E. Number and Scope of Boards and Commissions (Brenda, Becky, Richard, Kent)