

## AGENDA

### Public Participation Task Force

December 5, 2013  
**11 AM - 1 PM**  
 Madison Ave. Meeting Room  
 500 SW Madison Ave. (across from City hall)



\* Start Times are estimates

<u>* Start Time</u>	<u>Agenda Item</u>	<u>Lead</u>	<u>Est. Time</u>	<u>Action Needed</u>
11:00	1. Check in, introductions, review ground rules	Kent/All	2	Information
11:02	2. Review today's agenda: changes/additions	All	2	Decisions?
11:04	3. Review/approve 11/21 meeting minutes (document attached)	All	2	Decision
11:06	4. Review calendar Dec. 5 to Feb. 6 and agree on plans for new Tiny Task Forces (TTFs) and on the outcomes and work products (document attached)	Penny	15	Information/ discussion/ next steps decisions
11:36	5. Updates on status of information gathered to date and next steps/future use (documents attached)	Richard/ All	25	Discussion, possible decisions
11:46	6. Updates on plans for Jan. 13th public meeting by Annette, Emily and Brenda	Annette	15	Discussion/ decisions
12:00	7. Dialog with Mayor Manning and City Manager Patterson (questions document attached)	Kent	30	Dialog
12:31	8. Visitors comments, ideas, suggestions	Kent/All	10	
12:41	9. Breakout into new TTFs for future planning discussions and decisions, plans for report back Dec. 19th	All	15	Discussion, possible decisions
12:56	10. Check-out: Was time used efficiently? Was everyone prepared? Was everyone heard? Meeting process okay? Can we do better? next meeting agenda?	Richard	5	Information

**CITY OF CORVALLIS**  
**Public Participation Task Force Minutes**  
**November 21, 2013 - DRAFT**

<b>Members Present:</b>	Kent Daniels, Chair; Annette Mills, Vice Chair; Richard Hervey; Rocio Munoz; Brenda VanDevelder; Lee Eckroth; Penny York; Becki Goslow; George Brown; Emily Bowling
<b>Members Absent:</b>	
<b>Staff:</b>	Mary Beth Altmann-Hughes, HR Manager; Claire Pate, Scribe
<b>Visitors:</b>	Stewart Wershow, Courtney Cloyd

<u>Agenda Item</u>	<u>Key Discussion Points</u>	<u>Action or Information Only</u>
1. Check in, introductions, review ground rules (Chair)		
2. Review Agenda (Chair)	<ul style="list-style-type: none"> <li>• No changes.</li> </ul>	
3. Review/Approve 11/07/13 Meeting Minutes	<ul style="list-style-type: none"> <li>• Penny noted that the minutes do not need to be so detailed.</li> <li>• Kent prefers to use names to indicate responsibility for discussion items.</li> </ul>	Motion by Annette, seconded by Becki to approve minutes; motion passed unanimously.
4. Minutes template/structure & instructions status, and next steps (Penny)	<ul style="list-style-type: none"> <li>• Still getting feedback from Directors.</li> </ul>	<ul style="list-style-type: none"> <li>• Richard to bring something back for discussion relating to an agenda template.</li> <li>• Keep this item on agenda.</li> </ul>

<u>Agenda Item</u>	<u>Key Discussion Points</u>	<u>Action or Information Only</u>
5. Mayor/City Manager; Department Head Meeting Structure (Kent/All)	<ul style="list-style-type: none"> <li>• Kent sent out a draft of questions that will be asked.</li> <li>• There were several suggested rewrites and questions.</li> </ul>	<ul style="list-style-type: none"> <li>• Kent will add/rephrase questions for Mayor/City Manager and department heads, &amp; send out a copy of the new draft.</li> </ul>
6. Outline of PPTF outcomes/work Products – review and add to guiding principles and other categories (Penny/All)	<ul style="list-style-type: none"> <li>• Per Penny’s suggestion, three groups/subcommittees will be formed to discuss input received and to draft findings and recommendations:               <ol style="list-style-type: none"> <li>1) Public Participation - Guiding Principles and outreach inclusiveness. (Rocio, Becki, Annette, Mary Beth)</li> <li>2) Neighborhood connections. (George, Richard, Emily, Kent)</li> <li>3) B&amp;C’s operations and structure. (Brenda, Lee, Penny, Kent)</li> </ol> </li> </ul>	<ul style="list-style-type: none"> <li>• Subcommittees will meet and work towards having draft recommendations in February; public meeting will be held in March for reviewing recommendations.</li> </ul>
7. Proposals for Upcoming Public Meetings (TTF – Emily)	<ul style="list-style-type: none"> <li>• Annette sent out a draft document proposing the use of a World Café process for the first public meeting.</li> <li>• Table topics/questions should be formulated so they can be fed back into the three groups/subcommittees.</li> <li>• First meeting to target B&amp;C members, as well as neighborhood association members.</li> <li>• The meeting can be a model for how public meetings should be structured.</li> <li>• The feedback/content has to be fed back into the three groups. The tables should</li> </ul>	<ul style="list-style-type: none"> <li>• Target January 13, 2014, as date for first public meeting. Book the library meeting room. (Kent)</li> <li>• Second public meeting will be held in March.</li> </ul>

<u>Agenda Item</u>	<u>Key Discussion Points</u>	<u>Action or Information Only</u>
	<ul style="list-style-type: none"> <li>have topics that lead into them.</li> <li>Facilitation for Spanish speakers should be considered, especially for second meeting.</li> </ul>	
8. Updates on contacts with other cities – next steps (Kent/All)	<ul style="list-style-type: none"> <li>Reports given on contacts made to date.</li> <li>Suggestion made to capture info from each City about numbers of B&amp;C's and list of them.</li> <li>Penny suggested that data from these contacts could be organized so it would feed into the three subcommittees' work.</li> </ul>	<ul style="list-style-type: none"> <li>On agenda for next meeting.</li> </ul>
9. Visitors Comments	<ul style="list-style-type: none"> <li><b>Stewart Wershow:</b> 1) Councilor Beilstein will meet with the TTF on Neighborhood Associations (NAs) 2) Agenda packets should include all the information and draft reports distributed for items under discussion. Refer to Parliamentary Rules used by City for agenda template.</li> <li><b>Courtney Cloyd,</b> President of Central Park NA: 1) there is an imbalance in amount of time given proponents of an action versus the time given to involved citizens. 2) Proposal that PPTF recommend a change in how B&amp;C's and City Council accept testimony. Organized bodies such as NA's should be allowed 15 minutes to offer cogent</li> </ul>	<ul style="list-style-type: none"> <li>Penny and Richard declared for the record that though there was brief mention of the CC public hearing relating to the Gazette-Times Building, the discussion was generic and related to hearing process only and not to any of the issues around the application under consideration.</li> </ul>

<u>Agenda Item</u>	<u>Key Discussion Points</u>	<u>Action or Information Only</u>
	<p>testimony. Individuals would still get 3 minutes.</p> <ul style="list-style-type: none"> <li>• Kent commented that Planning Commission has allowed more time for organized testimony in the past and City Council might consider taking this approach.</li> </ul>	
<p>10. Update from TTF for Boards &amp; Commissions (B&amp;Cs) members Survey, and next steps – Report (Emily/TTF)</p>	<ul style="list-style-type: none"> <li>• Emily showed quantitative results of the survey.</li> <li>• More than 80 total responses, with a 46% response rate</li> </ul>	<ul style="list-style-type: none"> <li>• Next steps – identify themes throughout all the B&amp;Cs, not by individual B&amp;Cs.</li> <li>• Emily will send out PowerPoint and then a PDF of all the responses.</li> <li>• TTF will meet again.</li> </ul>
<p>11. Update from TTF for Neighborhood Associations – next steps (Richard/TTF)</p>	<ul style="list-style-type: none"> <li>• There are 28 listed on City website.</li> <li>• City website information relating to the NA’s is not always up-to-date.</li> <li>• City website should have links to NA’s websites when they exist.</li> </ul>	<ul style="list-style-type: none"> <li>• Richard would like City survey responses apropos to NA’s sent to him.</li> </ul>
<p>12. Update from TTF for cost outcomes – Next steps (Mary Beth/Penny)</p>	<ul style="list-style-type: none"> <li>• Penny distributed a summary of responses to the surveys.</li> <li>• Takeaways from input received: <ul style="list-style-type: none"> <li>1) Need for goal-setting and clear expectations for B&amp;C’s.</li> <li>2) Clear understanding of when it is appropriate for B&amp;C’s to ask for staff resources on issues/work elements.</li> </ul> </li> </ul>	
<p>13. Check-out: Was time used efficiently? Was everyone prepared? Everyone heard? Other feedback about process;</p>	<ul style="list-style-type: none"> <li>• Good work, but overwhelmed by emails.</li> <li>• Agenda should be set up to reflect the</li> </ul>	<ul style="list-style-type: none"> <li>• Agenda for 12/5/13 meeting includes 1/2 hour for Mayor and City Manager;</li> </ul>

<u><i>Agenda Item</i></u>	<u><i>Key Discussion Points</i></u>	<u><i>Action or Information Only</i></u>
how could we do better?Agenda for next meeting? (Richard/All)	three “buckets” of work products that subcommittees will be working on.	and reports back from TTF’s.
14. Adjourn	The meeting was adjourned at 1:05 p.m.	

Respectfully submitted, Kent Daniels, Chair

Next Meeting: December 5, 2013

**PPTF: process and Outcomes and Work Products, DRAFT**

1. Guidelines for “Key Discussion Points” Minutes
  - a. To Council/ASC – recommendation to adopt key discussion points format as the standard for boards, commissions and task forces; excluding Planning Commission and Historic Resources Commission.

**TTF 1: Rocio, Becki, Annette, Mary Beth**

2. Public Participation: guiding principles
3. Public participation: outreach and inclusiveness
  - a. Draft by TTF 1
  - b. Review by PPTF
  - c. Review at public meeting early March
  - d. Revise
  - e. To Council/HSC April

**TTF2: Emily, George, Richard**

4. Public participation: neighborhood connection to the City (what is the City’s role?)
  - a. Draft by TTF 2
  - b. Review by PPTF
  - c. Review at public meeting early March
  - d. Revise
  - e. To Council/ASC April

**TTF3: Kent, Brenda, Lee, Penny**

5. Boards and Commissions: operations (ex.: evaluation, goals and work plans, etc. – as defined in the charge to PPTF)
6. Boards and Commissions: structure (ex.: gaps, overlaps, options; include CCI per charge to PPTF)
  - a. Draft by TTF 3
  - b. Review by PPTF
  - c. Review at public meeting early March
  - d. Revise
  - e. To Council/HSC April

Nov, Dec. – Mayor, City Manager, Dept Directors; complete data gathering

January – key findings all; key findings 3TTFs

February – draft recommendations 3 TTFs, review by PPTF

March – public meeting: revise by PPTF

April – report to Council/ASC/HSC

**My Report**

Last Modified: 11/24/2013

**1.** 1.) On which board or commission do you serve?

Text Response
Bicycle and Pedestrian Advisory Commission
Airport Commission
CACOT
Corvallis Watershed Management Advisory Commission
downtown parking
CACOT
Library
Bicycle and Pedestrian Advisory Commission
Corvallis-Benton County Public Library Board
Bike and Pededtrian Commission
Corvallis Benton County Library Board
Airport Commission
Capital Improvements
Watershed Management Advisory Commission
Airport Commission
Airport Commission
Capital Improvement Program commission
Parks Natural Areas and Recreation and CIP
Corvallis/Benton County Library Board
Citizens Advisory Commission on Transit
Arts and Culture
Beautification and urban forestry CBUF
CBUF
MLK commission
Planning Commission
Parks and Natural Areas
public art selection
PNARB
CBUF
Martin Luther King
Capital Improvement Commission
WMAC
BPAC
Library
Planning Commission
Downtown Commission
Planning Commission
planning
Arts & Culture Commission
Historic Resource Commission
Historic Resources
Historic Resources Commission
Planning Commission
HRC
Public Art Commision
downtown commission
The Library Board
Watershed Management Advisory Commission

Planning commission and liason to historic resource commission
Arts and Culture Commission
Downtown Parking Commission
HCDC
Airport Commission
HCDC
Corvallis-Benton County Public Library Board
Library Board
HCDC
CCI
Finance
Budget Commission
Community Police Review Board
Citizen Advisory Commission on Civic Beautification & Urban Forestry (CBUF)
Budget Commission
Parks, Natural Areas and Recreation
budget commission
Community Police Review Board
Budget
Parks, Natural Areas & Recreation
Planning Commision
Corvallis Police Review Board
Arts and Culture Commission
Downtown Commission
Board of Appeals
Board of Appeals
CBUF
Community Police Review Board
HCDC
Rock Creek Watershed Management Advisory Commission
Civic Beautification & Urban Forestry (CBUF)
Landmarks
Economic Development
Economic development and budget
Economic Development Commission
Economic Development Commission
Economic Development

Statistic	Value
Total Responses	85

2. 2.) My board/commission understands our purpose.

#	Answer	Bar	Response	%
1	Yes		79	93%
2	No		2	2%
3	Unsure		4	5%
	Total		85	

Statistic	Value
Min Value	1
Max Value	3
Mean	1.12
Variance	0.20
Standard Deviation	0.45
Total Responses	85

3. 3.) My board/commission sets annual goals.

#	Answer	Bar	Response	%
1	Yes		49	58%
2	No		24	28%
3	Unsure		12	14%
	Total		85	

Statistic	Value
Min Value	1
Max Value	3
Mean	1.56
Variance	0.53
Standard Deviation	0.73
Total Responses	85

4. 4.) My board/commission is diverse and represents the community we serve.

#	Answer	Bar	Response	%
1	Yes. If yes, please explain why.		52	61%
2	No. If no, please explain why not.		17	20%
4	Unsure. If unsure, please provide additional comments.		16	19%
	Total		85	

Yes. If yes, please explain why.	No. If no, please explain why not.	Unsure. If unsure, please provide additional comments.
Both pilots and non-pilots participate	No, we're all white and middle class.	I am unclear about the term "diverse" in this context -- with regard to what?
The members of the downtown parking commission represent a variety of businesses and places throughout downtown.	Most members are very avid bicyclists.	Our commissioners fill vacant seats with folks we know from within our natural resources communities-- this is in part why our Commission tends to work very well together. On the other hand, there are lots of opinions on forest management and watershed stewardship, and some may be silent from time to time.
Different stakeholders, both CTS riders and non riders, participate. We also get feedback from First Student and the drivers periodically.	Rural Benton County is not well represented -- many of us are from Corvallis. Many of us are older, white, educated...	The commission members tend to be aviation oriented, which is necessary, but may not reflect the broader community.
5 city residents and 5 county residents. Varied ages, genders, backgrounds.	PNARB needs more young individuals and at least one youth	The word diverse is unclear. We do not have any minorities on our committee. Nor am I familiar with us working with minorities.
We have a variety of ages, ethnicities, genders, and an equal membership of city and county members	7 men two women no minorities racial or ethnic	not diverse with respect to race, is with gender and age
All aspects of airport and industrial park are represented. backgrounds of members are diverse.	No minority representation and commission is primarily male.	I think this commission can benefit from the input of low-income members of our community. I don't know what the income levels of our commissioners are, but I think this voice is underrepresented
We have representatives from industry (engineering/environmental, construction, finance), lay people, and representatives from council and other commissions.	Various demographic profiles from various parts of the city but no minorities	People on the board represent a variety of ages, family situations, and ideas. All board members are open minded and want to consider all ideas an perspectives. However, many board members seem to be affluent or middle class. I wonder if we're missing representation from the lower income population. We could also use representation from college-age individuals and perhaps more input from people who do not speak English as their first language.
The airport is an important entity to Corvallis especially with the increasing functions that OSU is responsible for. On game days the tarmac is full of private planes from Business jets to small aircraft.	We have an open seat currently and are looking to fill it with someone from the business community.	The members of the board are all caucasian. But the board does represent a wide range of organizations in the community.
Commission is made up of experts (engineers, developers, contractors, planning, finance), former city councilors and other community members.	There are only two people of color on the board and very few (if any) people from the outside of Corvallis branches.	We are pretty much comprised older white people, retired, democrat, etc.
We strive to have a community cross-section of members representing both the private and public sectors	We need greater representation from arts organizations	The board has varying representation, but I do not have enough specific information about each member to determine adequate representation.
The Arts and Culture has works to have representatives from the major arts/culture areas. Our appt. are by the Mayor and her success in finding representatives from these groups varies.	It represents the community but not very diverse	We have one African American member but no Hispanic or Asian members.
CBUF has a representation of arborists, master gardeners, OSU liaison, citizens at large, and an OSU student	The board members are mostly women, many are retired, except for one, none has young children in schools and cannot relate to the budget issues as reflected on schools and libraries relationships	If we are to represent the entire city on downtown issues, we may be too heavily weighted to just downtown stakeholders.
Adequate number of committed board members from all sorts of different backgrounds.	Mostly retired individuals. No people with young families or students.	City has large number of hispanic people but no one is on the board
Good mix of our community artist, business, color-wise.	Should consider having an OSU student on the Board	Represents the community; however, the community is not particularly diverse in many ways
We have a good mix of experience and perspective with our Board members.	No gender diversity; no Latino/a representation given the population; no youth or post secondary representation; no OSU rep	I think the Commission understands its topic as it relates to the community. I don't know that it looks like the community across all metrics.
Seems to be a good mix of young and old, public and private sector, professionals and laypeople, and diverse interests and skills.	More focus on subject matter experts.	
Our commission is probably the most diverse of any the city has.		
Members represent different types of expertise relating to watershed issues and interfacing		

with the City		
We have broad representation and active participation		
includes business owners, students, full-time, part-time workers plus retired people, young parents, both genders		
We have representatives from the interested groups from downtown: businesses, property owners, housing, arts, historic preservation and residents		
It seems to, though the required preference for familiarity with history, preservation, and planning naturally limit membership to a subset of the population.		
Wide variety of ages and backgrounds.		
Members from different sectors of the community: architectural, community, design and history/academic		
Our commission has a mix of design professionals and non-professionals, young and old, and male and female. Some have more background in historic preservation than others, but we all have an interest in historic preservation in our community.		
Our commission is represented by the Arts Center, OSU, working artists from the community, both men and women, and older and younger citizens.		
representatives from Business, Social groups and downtown residents and downtown property owners		
Members represent a diverse range of both technical expertise and community involvement including OSU.		
People from all around town and with different backgrounds serve.		
Individuals from different sectors, and consumers		
For HCDC we have realtor, banker, homeowner, contractor on the commission - all integral areas of the housing ind.		
We come from different professional backgrounds and have different relationships with City		
Have the commissioners are elected by voters in the nine wards. The other commissioners are appointed by the mayor(s), usually over a span of at least two such elected leaders.		
Representatives come from city business, interested citizens and students, city staff, OSU, as well as tree and landscape professionals. Age ranges from retirees through mid-level working professionals to college students. Gender seems rather equally balanced.		
The Mayor has chosen a diverse group		
Because these the makeup of board is as diverse as our community.		
Members live in various locations within city and have multiple and varied experience with city planning and in vocations.		
The board decides on technical issues of the code that are not resolved between the city building department and property owners.		
I met all of the existing board members. While the board has a general understanding of building and construction issues, the board is a cross-section of public, commercial, academic, and City experience.		
Professionally diverse and by age and a mix of neighborhoods		
Yes, we listen to and analyze the needs of several organizations that serve our city		
Involved citizens with diverse experience and knowledge in plants and trees		
There are specific areas for each position.		
The mayor has done a good job with		

appointments to ensure this		
Major business sectors, public education, and government all represented		

Statistic	Value
Min Value	1
Max Value	4
Mean	1.76
Variance	1.32
Standard Deviation	1.15
Total Responses	85

5. 5.) New members of my board/commission receive an orientation or meeting with the chair.

#	Answer	Bar	Response	%
1	Yes		31	36%
2	No		32	38%
3	Unsure		22	26%
	Total		85	

Statistic	Value
Min Value	1
Max Value	3
Mean	1.89
Variance	0.62
Standard Deviation	0.79
Total Responses	85

6. 6.) The chair and vice chair, in collaboration with city staff, set the agenda for my board/commission.

#	Answer	Bar	Response	%
1	Yes		58	68%
2	No		11	13%
3	Unsure		16	19%
	Total		85	

Statistic	Value
Min Value	1
Max Value	3
Mean	1.51
Variance	0.63
Standard Deviation	0.80
Total Responses	85

7. 7.) The citizens who serve on my board/commission make decisions in collaboration with city staff.

#	Answer	Bar	Response	%
1	Yes		73	86%
2	No		9	11%
3	Unsure		3	4%
	Total		85	

Statistic	Value
Min Value	1
Max Value	3
Mean	1.18
Variance	0.22
Standard Deviation	0.47
Total Responses	85

8. 8.) My board/commission has an appropriate working relationship with city staff.

#	Answer	Bar	Response	%
1	Yes. If yes, what is working well?		79	93%
2	No. If no, what improvements can be made?		6	7%
	Total		85	

Yes. If yes, what is working well?	No. If no, what improvements can be made?
City staff is extremely helpful and responsive to commission requests; they share information and communicate very well.	The Board should be functioning more on its own. City staffer ends up leading/talking to much due to commission not having strong enough leader.
The city staff with whom we work are exceptional and they never begrudge the time spent working after hours with us.	We had a good working relationship, but our commission no longer receives much staff support. City staff do not attend the meetings, but are available for some support functions that require the city such as purchasing. We set our own agenda and keep our own minutes without staff support.
There seems to be good rapport between staff and commissioners. Staff follows up on requests and other items as needed. Staff really keep us on track.	Members of my board heard short monthly reports from different departments within Library, but do not work together
Respect, no micromanaging, camaraderie	The purpose of the committee is unclear and so everything else is a struggle.
They always follow through on any tasks we ask them to do and they always keep us in the loop via email.	I've only attended one meeting so not sure
The Director is a key player. A County Commissioner and City Council member regularly attend. Library staff is always present. City admin staff also attend at times.	We don't work with the staff
Staff provide critical info, help with research, provide minutes from meetings	
Several staff attend meetings. Divisions provide written updates. The Director brings current issues to the board. We regularly review policies.	
Staff are highly competent and have great knowledge. Airport manager is the best we have ever had!	
Greg Gescher does a great job of being an intermediary between commission and City staff.	
City Staff work closely with Commissioners, and are responsive to their questions/needs.	
There is very good communication between the commission and staff.	
Dan Mason is our staff person and is well versed on State and Federal funding that we are qualified for.	
City staff does an excellent job of educating the commission and identifying issues to be addressed.	
Parks Director consult with chair & check in on issues CIP staff consults with chair	
Co-operation between the staff and our board	
Our staff liaison, keeps us informed on city policies, advises us if she thinks we are headed in a direction the city might not support and is actively engaged at meetings	
Our parks supervisor, city arborist, and urban forester attend every meeting and answers to any questions that are brought up. Our job is to help the city staff make decisions with an input, that input is heard and acted upon	
They either participate with us on projects or provide information on how a project will be successful	
communication	
Trust and collaborative approach to discussing staff/commission issues	
Monthly meetings with good regular attendance by board and staff facilitates open discussion at meetings.	
City staff are very willing to work on projects and provide information for the Board.	
Great support from staff. They listen well, support good ideas, take action to make them happen. I'm impressed.	
Staff do a great job of putting together a complex package of information and coordinating a year long process	
we are a team along with the consultants	
professional, respectful, cordial relations	
Staff provides background information, does requested research, works closely with subcommittees. They bring us items for discussion and they respond to issues the commissioners raise.	
all	
good balance of technical guidance without being directive	
Karen is awesome. Great resource, contributes where/when needed, efficient	

and effective.	
Bob Richardson is excellent. He is succinct in his presentations providing only relevant information.	
Staff prepares excellent documents for review and consideration by Commissioners. Staff understands and presents the issues extremely well, expediting the process.	
Communication and openness are ongoing.	
We communicate well with each other. They keep us informed of issues. If we have questions or want to go down a certain path, they are there to help us.	
The city staff we work with are well organized and completely informed. We mainly work with Parks and Recs Stephen DeGhetto.	
Great communication and transparency	
We get updates from the divisions' directors every week.	
Coordination on agendas, planning, reporting, respectful relationship at meetings, staff sometime bring cookies!	
We work very closely with city staff as they generate all the reports that we read.	
The ACC IS supported by Parks and Rec. Karen Emery guides us with info about city policy and process.	
Good communication	
The staff is friendly and professional.	
Dan Mason does a great job keeping the commission informed; is responsive to requests.	
Staff is outstanding - the biggest reason the HCDC commission is so good.	
Reports from library staff at each meeting and in our meeting packet. Appropriate level of guidance and information sharing from library director.	
We are presented with quality information that is unbiased. Kent Weiss does an excellent job at keeping us well informed and aiding commissioners in digesting information through the context of HUD and similar regulations.	
Staff is responsive to commissioners requests for information. Commissioners get to ask all the questions they want. At end of each budget cycle we debrief on how to make it better the following year.	
City Parks staff attend each meeting and clarification questions and discussions happen regularly	
Staff is very helpful always with questions	
Committees to work on specific goals. Brainstorming discussions to identify goals.	
Good open dialogue with the Chief of Police	
The staff provides a wealth of information and is clearly open to feedback, suggestions, and guidance through our board review process.	
Staff is very efficient and prepares through reports.	
In particular, staff assigned to the board provides necessary and timely information for meetings and is always accessible should questions arise. Effective relationships with police chief(s) and other law enforcement officers and city manager(s).	
Our staff have really supported us with information, funding assistance, in-kind help and positive reinforcement generally. She goes out of her way to help us do our job.	
Great participation and communication by all.	
The city staff keeps the board updated on an annual basis of any changes in board members or the city code that is relevant to our board.	
Staff is very open about issues, and prepares documentation that fully outlines the facts and arguments.	
Staff supports our ideas and provides help and time in off hours to meet	
Minutes taken; meeting place is prepared; timely notification of meetings	
Seems to have good open communication and clear agenda	
Commissioners make decisions as individuals while considering and valuing input from staff.	
working with urban forester	
Tes	
The staff are committed to the goals/metrics/tactics in the council-approved CEDC strategy. They are also excellent people!	
Good staff connectivity and easy access to broader staff community when needed	
While the city's economic development office is small, both staff are actively engaged with the Commission	

We have shared objectives and work collaboratively to achieve them.	
City staff and Council liaison present at each meeting	

Statistic	Value
Min Value	1
Max Value	2
Mean	1.07
Variance	0.07
Standard Deviation	0.26
Total Responses	85

9. 9.) I feel my contributions to my board/commission are valued and appreciated.

#	Answer	Bar	Response	%
1	Yes		74	88%
2	No		3	4%
3	Unsure		7	8%
	Total		84	

Statistic	Value
Min Value	1
Max Value	3
Mean	1.20
Variance	0.33
Standard Deviation	0.58
Total Responses	84

10. 10.) Please provide any additional comments or feedback you have about the Organization and Process of your board/commission.

Text Response
I think it would be really good for CACOT to set annual goals for itself. When we are not busy with route changes or other timely work, it seems like there is not a lot of content on which to focus. We don't have a strategic direction.
This commission has worked well for decades as it is presently configured. Members have contributed, voluntarily, much to the library system's great success. Please don't change it.
We don't set annual goals, but we do set many short term goals.
We lack a strategic plan/ goals. Too many decisions/issues without a broader context.
We recently developed committees to set objectives for the board for the coming year. Our committee is recommending enhanced orientation for new and current board members and further clarification of our role, both for the city and the county.
The airport commission is quite free of politics and philosophical conflicts. We are a fairly-specialized body and that helps us to stay focused and efficient.
We rechartered in the Spring and believe we have set a clear vision of what it is we need to achieve.
We have good meetings that stay on track, and orderly discuss issues, thanks to the leadership.
I appreciate the process and community involvement in all City boards/commissions. I think we are fortunate to live in a community that values community involvement.
Setting yearly goals and having each board member work on one or more goals is helpful. Sometimes the problem is limited staff time to devote to helping the volunteers be most effective.
We understand that our role is to advise...it is sometimes frustrating that the advice is not implemented, nor is there sufficient feedback in those instances.
I am currently satisfied with our commission, we have a lot of great ideas that will positively impact the city of Corvallis in all aspects possible.
We have a new chair for CBUF. One new area that we are re-establishing is an education subcommittee. How to educate our community of all age groups...about sustainability, proper planting of trees/shrubs. CBUF has been GREAT about including additional public support on projects--The Downtown clean up included Dox Church and local citizens. The Art Center planting included local citizens, students from Crescent Valley, and local Gaia-a local land business. I enjoy serving on this committee.
The Planning Commission needs to take more leadership in giving direction to long-range planning needs and goals and to addressing planning issues in our community, besides simply reacting to applicant proposals that come before us. I am also concerned about Planning Commissioner attendance. Recent decisions about applications of intense interest to our citizens have been made by 7, 7, 5, and 5 commissioners even though we are a 9 person body.
I think our commission is moving in the right direction. We have gone over City Policy, made good revisions, and have better understanding of our mission. We are working to be more pro-active within our limited "powers."
There are times I feel we receive information that pushes us toward a decision that was expected. If the Board makes a recommendation, it is not always followed or acted upon.
I'm a brand new member of CBUF, so I'm not sure about all the policies and procedures yet. I'm coming up to speed. Hope my feedback is helpful. Overall things seem to be going well, and there is a feeling that CBUF is enjoying a renaissance of sorts with new folks and projects coming on board.
We have a vibrant and active commission that has support of the community, but the city's support is not particularly obvious. There were attempts to sunset the commission and staff support was withdrawn. It does not give the appearance of support for diversity from the city. If the city supports citizen involvement and wants to make the most of the countless volunteer hours offered to it by its citizens, some level of staff involvement is needed to make the most of these contributions. It is hard for the boards and commissions to be responsive to the city's needs and for the city to benefit from the work being done if there is little or no staff involvement to connect the work back to the city's mission. Citizen involvement and ownership over city governance is worthwhile and worthy at least a small investment of the city's time and resources. There are areas where the city could more efficiently use their resources, but cutting back support for boards and commissions is not one of those areas.
Excellent working relationships with each other, staff, consultant, and community members.
We also do training whenever new members come on board, and we discuss our role, responsibilities, and what's working/not as ongoing training informally throughout the year.
The Commission and the City Planning staff work well together to review and rule on the many different issues placed before the Commission. Staff is invaluable in preparing the documents for review.
For the most part, I believe the HRC works well. However, the forms and paperwork that people have to fill out seem a bit cumbersome and perhaps a bit intimidating for some people.
I feel that the commissions I serve on fulfill a real need for citizen input and provide citizen decisions for development.
My main interest in serving on the Airport Commission is the promotion of economic development in the Airport Industrial Park. I would like more opportunities for the commission to focus on that aspect.
New members receive an orientation with the library director, but the board chair was not present. I am fairly new to the library board, but so far it seems to operate as I envisioned a good board would. Recently board members have asked for additional clarification about our purpose and role, so we can set goals and carry out our board member duties appropriately. We are getting that clarification through discussions with the library director and with ourselves. I believe every board member is interested in hearing more from the community. We keep our eyes and ears open, but it would also be great if citizens knew they could contact us with feedback. There are rarely any visitors at library board meetings.
The committee has been sporadic at best. I do not feel it is a good use of anyone's time. There also does not really seem to be a well understood purpose. Of the meetings that were held, we seemed to flounder on what we wanted to accomplish. I think if it were to be reinstated, the requirements, knowledge, skills required of committee members should be clearer.
The next series of questions (11 onward) are not applicable to the Budget Commission, given that it has no "Council liaison," unless you want to count all nine of the Councilors on the Budget Commission. :-)
Our role is to review the citizen complaint process to insure that CPD has followed policy in the handling of a complaint. I have served on the Board since 2008 and there have only been one or two referrals to the Board. Mostly we meet and approve the minutes of the last meeting, review complaints and commendations for the quarter and then adjourn.
In my opinion, the Budget Commission acts only as a rubber stamp on City Council Decisions. At least one City Councilor has mentioned publicly that it doesn't matter what the Budget Commission says, the City Council makes all the decisions. While I guess this is true, it's not very good for our morale! More than one Budget Commissioner is ready to quit due to this issue.
The process of the commission seems to be improving this year as we have had more input, been involved in the budget process a little more than last year. Could still improve with more input.
Weird to deliberate with elects who will ultimately make their own decision regardless of citizen input. Of course they always have that power but sharing the commissioner role with the elects is a bit odd.

Sometimes the staff reports are TOO through. Could be boiled down to just the essence of the case to be presented.

It could be seen as a positive that we don't have a lot of business, as that could be considered an indication that citizens who have disputes with or complaints about their interactions with law enforcement have had their concerns handled to their satisfaction at levels that must be utilized preceding bringing their complaints to the board. On the other hand, not having a lot of business could be an indication that citizens might consider it's too much of a hassle to take all the necessary steps. Not knowing which is the case has been a board concern.

We sometimes are handicapped in our work without a full complement of members. Would like to improve the process for filling vacancies so that they can be filled as soon as possible.

I am not sure if I bring enough to the commission. What I do bring appears to be valued.

there is an appreciation and support for ideas and action. The board and staff work well together and are getting many action items accomplished.

Board could work more with public and the Community Policing Forum. Need to let people know. that board exists.

I feel it is an important board/commission in hearing and looking at funding for several programs/projects within our city from a diverse group of people that have a vested interest in supporting what is best for our city

A pleasure to work with a conscientious group of community volunteers working for the protection of the Rock Creek water quality and Corvallis Forest. Staff quite competent, communicative, good to work with and does not attempt to lead the body or individuals in any particular direction.

I am new to the commission and would like for there to be more opportunity to get to know the other commission members better and there does not appear to be a way for that to happen.

While we don't have (per above answer) an annual goals process, we do have a strategy and metrics that are regularly reviewed, and we respond to comments/questions/suggestions from the City Council and the public. The goals process should revolve about keeping the strategy/metrics current.

Weakest link is the city council liaison. Not clear that there is any communication back to city council.

I appreciate that the objectives for our Commission are relatively clear. I have been a part of other civic groups in which the primary objective seemed to be the conversation. I don't mean for this comment to be flip. I believe that we as a community often take an academic &/or political approach to issues that gets in the way of material accomplishment. This condition may be an indication of the affluence of time and resource that we have historically enjoyed. It may also be the result of other areas of endeavor being inherently less objective than Economic Development.

Statistic	Value
Total Responses	44

**11.** 11.) I understand the role of the City Council liaison on my board/commission.

#	Answer	Bar	Response	%
1	Yes		70	82%
2	No		5	6%
3	Unsure		10	12%
	Total		85	

Statistic	Value
Min Value	1
Max Value	3
Mean	1.29
Variance	0.45
Standard Deviation	0.67
Total Responses	85

12. 12.) Our City Council liaison communicates to City Council regularly on behalf of my board/commission.

#	Answer	Bar	Response	%
1	Yes		39	46%
2	No		3	4%
3	Unsure		43	51%
	Total		85	

Statistic	Value
Min Value	1
Max Value	3
Mean	2.05
Variance	0.97
Standard Deviation	0.99
Total Responses	85

13. 13.) My board/commission has provided input or direction to City Council in the last year.

#	Answer	Bar	Response	%
1	Yes. If yes, please provide details below.		58	68%
2	No		6	7%
3	Unsure		21	25%
	Total		85	

**Yes. If yes, please provide details below.**

Our chair (or proxy) reports to the City Council every year.

I believe we have made recommendations on a smoking policy and perhaps exclusion as well, but that may be been longer than a year ago.

Input on several occasions to council and budget comm re levy and the annual budget. Monthly meeting minutes are shared.

We regularly attend Council meetings for various reasons but mostly associated with budgetary matters

Submitted a goal for council goal setting process. Not sure what else

Budget, policy revisions

airport plan and various "housekeeping" items, subject to our review, such as approval of leases

Indirectly, we approve the Capital Improvements plan which then gets passed on to the budget commission who makes suggestion to the Council.

Passing the Corvallis Forest Plan, adopted by City Council in Summer of 2013

We recently completed comprehensive planning for the airport and industrial park.

Regarding upgrades to the runway, taxiway, and buildings.

Capital Improvement Program plan is submitted annually to the City Council.

Parking Districts around Senior Center and Orleans Park use

We had an opportunity to update Council on our goals and progress

Councilman Hirsch always confirms--"Do you want me to take this/that information and share with council".

unresolved planning issues list provide to council by staff. We should be doing more to communicate and work with the City Council on long range and community planning issues.

Submitted a letter addressing the issue of contracting out park maint. to businesses

Revisions to the policy governing our commission were made and discussed at the Committee level, soon to go to full council.

Orleans site for waste water treatment -- still in negotiations.

The CIP recommendations are part of the budget process which the City Council works on.

update on forest plan; update with annual review

Specific statement regarding importance of long-range planner

Requests for CIF and input for Council goal setting

Various

CC took out recommendations about adding community development dollars onto the proposed levy, and I believe that CC takes our votes and recommendations seriously.

About the budget.

City Council reviewed and adopted an updated City Forest plan developed.

the last 2 decisions of planning commission are before city council.

We have provided a brief update of our work. We have not been formally asked for input.

Through recommendations such as CDBG, exceptions to policy, drafts

Revision of the Airport Handbook which was adopted and approved by the Council.

Recommendations of the allocation of funds and selection of projects.

We recommend the budget and the tax rate for the coming fiscal year.

Input and recommendation on development of a Heritage Tree Program, Input and recommendation on right of way tree appraised values and tree for fee option for development

Budget deliberated and passed

The commission has provided information on creating a park district, naming a park, looking at cost savings and creating a friends organization.

Commenting on and asking questions about the budget and process

Proposed budget document.

The board has provided guidance and feedback to the council on a wide-array of topics.

Regarding planning code changes and capitol improvements.

When asked to address a specific issue or provide input, we have complied in a timely manner

tree for fee project Heritage tree program

Submitted Revised Forest Management Plan and related documents

ongoing discussion with Joel Hirsch

We provided a report on the strategy with both answers to council questions and a look ahead to next steps

Was not able to give much direction

Responding to the Council's direction for the Commission

We reported to the Council this month on our progress and plans

Update presentation in November Council meeting

Statistic	Value
Min Value	1
Max Value	3
Mean	1.56
Variance	0.75
Standard Deviation	0.87
Total Responses	85

14. 14.) My board/commission has adequate communication with City Council.

#	Answer	Bar	Response	%
1	Yes. If yes, what is working well?		58	72%
2	No. If no, what suggestions do you have?		23	28%
	Total		81	

Yes. If yes, what is working well?	No. If no, what suggestions do you have?
As long as we have an annual opportunity to 1) share commission perspective with Council and 2) consider Council opinions and respond to questions and concerns, then we're good to go and modeling a good process.	Honestly, I am not sure about the amount of communication, so I'm going to say in the spirit of improvement, that it could be better.
Maybe more of an update from City Council will be good on a regular (monthly) basis, but overall communication seems ok.	unknown
see question 13	I'm not sure what communication we actually have, except through the director and the city manager....
Our representative does a good job of being involved and representing library concerns.	I am not sure if we really need it, though. Our Council liaison is a great person, but rarely attends or talks at our meetings - though maybe he really is just supposed to be there in case we have questions?
Our council rep is very effective at this.	Only if we go to the meeting and then we only get the dreaded 3 minutes. Could make better connections if each Board was given a 10 minutes time slot at a Council meeting once a year.
Council liaison is articulate, has a high level of interest, and supports our goals	This is neither yes or no - the department heads communicate well - our council liaison is less reliable in communicating
Our representative from Council keeps both ends informed.	I always appreciate attendance to an aspect of our voice to the city. However, it is understandable if the council member cannot make a meeting. Interactions are positive and Joel has excellent input
Biff Traber is our connection with City Council and does a great job communicating.	Whatever communication occurs is mostly through staff or only involves the chair as far as I know. In 1 1/2 years on the Planning Commission I have personally had little if any interaction with anyone on the Council about policies or issues the Commission addresses.
Councilman Hirsch is our liaison. He is doing a great job.	Our liaison is not always at Board meetings, but he does read minutes. His own opinions are different from the Board but he speaks for us when necessary.
Joel listens and takes information back to Council	The City Council could better use the commission in council business around diversity issues.
Penny is an active and valued participant. She always attends the meetings and openly communicates with us. I appreciate her presence!	Seems to, but without an "unsure" option here I guess I'm left to reply in the negative simply because I don't have a real sense of how information is shared in both directions.
staff and liaison convey what is going on at council level	I don't know of any communication between Historic Resources and City Council.
The liaison reports on Council matters that relate to downtown. He attends our meetings and listens to discussions on downtown issues/concerns/projects	We are a quasi judicial commission making recommendations regarding Historic Resources. The City Council has the ability to accept or overrule our recommendations.
Though more would be helpful	I think it would help for the liaison to simply state that at the HRC meetings what they have communicated about the HRC to the City Council. I'm not sure how the City Council feels about the HRC.
Council liaison participation	It would be helpful to have a structured type of communication, i.e. Annual or bi-annual presentation to city council with agenda time allocated for the topic of this commission's charge
Our CC liaison has regular and valuable input at our meetings.	I wish our board had a representative in each of the City Council meetings open to public
Unsure.	Unsure. I have not seen the City Council liaison at meetings regularly.
communication	not sure...we haven't met in a very long time
We have open communication, particularly about the budget.	Could always be improvements in communication
This commission has limited need for communication but can work through our Council liaison as needed.	I think there is a widely held perception that certain Councilors will not be engaged in discussion.
For the most part the council endorses our decisions.	Might be a good idea to have a Commission member attend council meeting on a monthly basis?
Through our liaison	I'm actually not sure about this question.
We participate in meetings together. We have had work study sessions together.	
To date, the council member of the Board serves that role.	
Joel provides regular updates on council activities and city initiatives	
City Council is part of Budget Commission, so this doesn't really apply	
There seems to be a good flow of information in both directions.	
We have a council person on the committee.	
from all indications. council rep serves as communication conduit between board and city council	
Not direct communication. Staff and liaison work adequately on our behalf.	

Our board meets once annually unless needed more by the City. Communication with the Council is not critical on a frequent basis.	
While there have been no recent appeals to the Board, I believe that the last Board orientation set a stable groundwork for communication to the Council.	
They trust us to be good stewards of the Forest and Watershed and we respect their full basket of responsibility	
discussion with Joel Hirsch and monthly meetings	
Excellent past and present council liaisons. Presentations to City Council - have been annual, should perhaps be every 6 months.	
Annual updates.	
I think there is a majority Council belief that the work of our Commission is important to the future economic foundation of the community	

Statistic	Value
Min Value	1
Max Value	2
Mean	1.28
Variance	0.21
Standard Deviation	0.45
Total Responses	81

15.) My board/commission has strategies for collecting citizen input.

#	Answer	Bar	Response	%
1	Yes. If yes, please provide your strategies below.		50	60%
2	No		17	20%
3	Unsure		17	20%
	Total		84	

**Yes. If yes, please provide your strategies below.**

Each meeting is open and hearings with consideration to changes to CTS service are posted online and in local media outlets.

Monthly meetings where public has the opportunity to give input. Sometimes have surveys. Citizens write/email as well.

We have time for visitor comments for non-agenda items and we welcome comments on agenda items as well.

Only visitor input and informally asking people

Open forum for public input.

At every meeting we provide time for public participation/questions, and have done a number of public meetings/tours to collect input.

We communicate with pilots on the field and they attend meeting regulary.

Public hearings

No real strategy except inviting individuals to come and testify at the meetings

We conduct surveys

we are about to bring in a consultant who will have mtgs with the major arts and culture organizations as well as aopen forum

This year, we piloted having citizens vote on Civic Beautification lawns. The return was successful. Citizen's enjoyed nominating people for this award. We also invited citizens to be active participants with cleaning up Central Park.

Stakeholders meetings on issues - specifically the survey on what citizens wanted from Parks and the cost recovery process.

We have connections and collaboration with other community organizations.

CIP Commission holds at least one public meeting to get input/suggestions, and advertisements are used in the newspaper.

WMAC hosts annual watershed tour (approx 50-100 people); open monthly meetings; sometimes collaborate with other like groups in the area at their functions

extensive opportunities for public input, careful cultivation of welcoming and neutral atmosphere.

Announcements for meetings and advance notice for public hearings on large issues. We have also used polls and surveys.we are always welcoming to visitors...although we don't have many.

significant lead time notifications for land use decisions

Currently conducting a survey in partnership with the OPAL group at Oregon State. Will be engaging citizens during our strategic planning process over the next 6 months.

Public has an opportunity to speak in all public meetings and submit materials through the planning office.

Notices are provided to affected community members and there is an opportunity for their participation during our monthly meetings.

All issues placed before us ARE citizen originated.

Our chair encourages maximal public input and interacts with citizens at public meetings in a very effective way.

open to the public input

Monthly public meeting has a period of public comments, annual city forest tour, outreach to groups and cooperators .

It is an open meeting that takes place at a scheduled time and date published in GT.

Outreach to arts organizations, citizen input surveys

Visitors are invited to address the commission at the monthly meetings.

We hold at least two public hearings during budget development process, where citizens can speak, or write, or email.

Outreach with master gardeners, parks volunteers, neighborhood associations, and labeling at communnity events

Annual Citizen Questionaire

We have held meetings on the trails plan that were open to the public. Our meetings are open to the public. We reach out to interested organizations and encourage their feedback and participation.

We have time at each meeting for citizen input.

The department makesan effort to receive citizen input on major work as well as providing an opportunity for citizen testimony at each board meeting.

Public input in written form and in person at meetings.

This refers to "NO" - only way to make a comment is to indicate YES. Citizens are informed of the board's purpose when there are questions regarding interactions with law enforcement.after but there are no strategies specifically to collect input absent a situation brought to the board.

In addition to always providing a time for public comment on our agendas, we regularly invite citizens who are a part of the arts and culture community to visit our meetings and explain their or their organization's activities and mission, and discuss possibilities for collaboration efforts. Additionally, we have hosted several networking events for the entire arts and culture community. Finally, on an ongoing basis we individually reach out to and visit with artistic and cultural organizations and their leaders, learning what they do and explaining our role and activities.

Upcoming survey

we are forming an education outreach program

Various Community Outreach efforts being discussed and prioritized presently; forest tours; presentations to schools and itnerested paties; continued advertising of public meeting times

members meet with local garden groups, discuss community programs

We usually have guest presenters, many of whom requested time. We also had a public meeting at OSU to review the ED strategy.

Regular public input opportunities at monthly meetings

We routinely have informed opinion brought to the Commission on a variety of topics related to Economic Development. We have a visitors comments part of our agenda each meeting.

Public comment period at each meeting, interest groups invited to provide presentations

Statistic	Value
Min Value	1
Max Value	3
Mean	1.61
Variance	0.65
Standard Deviation	0.81
Total Responses	84

16. 16.) My board/commission meetings regularly have visitors.

#	Answer	Bar	Response	%
1	Yes		53	63%
2	No		30	36%
3	Unsure		1	1%
	Total		84	

Statistic	Value
Min Value	1
Max Value	3
Mean	1.38
Variance	0.26
Standard Deviation	0.51
Total Responses	84

17. 17.) Please provide any additional comments or feedback you have about the Communication for your board/commission (to City Council and with local citizens).

Text Response	
While not so many people come to the meetings we do get emails and written input regularly especially about favorable experiences with the library system	
We are developing a process for citizen input to update the library's strategic plan. I think that one or two of the recently formed committees are looking at ways to engage / inform citizens.	
All entities in the city have a financial challenge. Efficiency, coupled with high standards, is important. Corvallis airport is in a unique situation in being self-sustaining. Our operations are governed by FAA regulations. The airport receives federal dollars regularly. Excellent management is key to successful communications at all levels.	
Once i a great while we have acitizen that complains about aircraft over the city. when we explain the procedures, altitudes, and controls , they seem to calm down and are more understanding.	
Could use more information on the city web site about the various boards/commissions, what they do, why there are important, when they meet, who on the Board to contact with questions and how to get involved. Council liaions need to be more consistent in providing short verbal reports to the entire Council on a regular basis and alert the Council of issues/concerns of the advisory group. Citizens: Would be helpful for the Council to pay more attention to visitors who come to meetings to comment on an issue. The Council rarely asks questions or makes helpful comments or suggestions and usually they seem to not be paying attention. Also, they could take time later in the meeting to ask staff about the issue and discuss visitors ideas that they may want to pursue further or even to state why there are not prusing the suggestions. Get rid of the in your face time clock. Timing is ok, but there are more friendly ways to do this without this awful timer - could be a discrete clock that staff or the mayor has on their desk that would ding (quietly) halfway through and then at the end of the time. And 3 minutes is not enough time. It used to be 5 minutes. Four minutes would be a cmpromise here.	
Our citizen input is almost entirely related to specific tree concerns that sometimes have similar results. I would like to survey citizen opinion related to urban forestry feelings.	
See comments above. The Planning Commission currently is mostly a reactive body and is doing little if anything to address serious policy and planning issues. I also do not think that the Commission's time has be "used" much by staff and not at all by the City Council to address planning policy and issues. With regard to citizen input, the only thing we do as far as i know is take public comment at every meeting from whoever shows up (in addition to testimony at hearings). The Committee for Citizen Involvement is inactive as far as I know (No communication that I know of with the Planning Commission as a whole) and the Planning Commission is doing little if anything to addressCitizen Involvement even though it is Goal ONE in the State land use system.	
PNARB does get concerned citizens to the regular meetings. We do send written recommendations to City Council and provide verbal input at Council meetings.	
Boards and commissions serve a role representing the community on issues it has deemed to be of importance. The city council and the city staff could benefit from increased involvement and communication with the boards and commissions and allow them to serve their purpose by sharing and listening to the insights and reflections of the members. It would be good for boards and commissions along with city councilors and city staff to have at least annually a more open public forum to discuss the issues of the board and commission with all interested parties not just limit the discussion to members. There are many ways to solicit citizen input, but better input will come from real conversation than simply surveys and one way communication.	
I would like to see the CIP process coordinated with the budget process so that both start involving citizens in the early fall, perhaps as one process.	
This is an excellent commission whose volunteer members provide priceless service to the City.	
We have seen an increase in visitors recently, and do try to invite special visitors to join us, but its not a regular happening yet.	
The Historic Resources Commission greatly values the participation of community members. I'm not sure how this may be communicated better as those that may wish to participate because a change may be made to a structure around them, are provided direct notice of the opportunity.	
Even though we have a liason from the City Council on the board, I don't feel like there is any communication between the two entities. I'm not sure what our liason reports. It would be good to know what he reports or perhaps after every meeting the question should be asked, "what does the HRC want to communicate to the City Council?" so the liason can pass that along.	
The City Forest plan the Commission operates under has a specific section on public communication and outreach and is identifying specific tasks to improve that outreach for this fiscal year.	
Great forum to let people vent their concerns.	
We invite visitors to the ACC meetings to learn more about the current state of arts and culture in Corvallis. We do not attract visitors for visitor propositions because we are a new, low profile commission.	
Overall the communication is great. Staff keeps members informed through emails, and updates at the meetings. There are few, if any, supprises. 5.) New members of my board/commission receive an orientation or meeting with the chair. Even though I never met with the chair, I did meet with Kent W. prior to joining the HCDC for an orientation and to receive working documents.	
I had to answer "unsure" to many of these questions because I have served on this board for less than 6 months and am still learning.	
We are currently forming subcommittees with specific goals. One of these subcommittees is focussing on Communication and Advocacy to envolve the entire Board in tasks identified with the help of Library Staff to advocate for the Libary and communicate with patrons, general public, and special population groups. Suggested activites board members may occupy themselves with the appropriate support of staff include, but are not limited to: • Communicate on behalf of the Library to community groups, the Chamber, City Council, other cities, and the State of Oregon. • Contribute to written, audio or video coverage of library events and issues via public media outlets, including newspapers, radio, magazines, and/or the internet.	
We've all talked at length about this. Maybe more participation in the process by the non-City Council Budget Commission members would be appropriate.	
I think we would have had a better proposed levy if Council had asked the Budget Commission to help decide/discuss the details. The Budget Commission (all 18) are far more qualified in matters of fiscal decision making than the City Council alone.	
Visitors are infrequent. There have been just a couple of curious individuals, and a couple of citizens who brought complaints, and a couple of citizens who did not know where to take their concerns. We have no evidence of the breadth and depth of knowledge that citizens in general have of the board and its purpose.and how the board might be of service.	
I feel the City Council appreciates our work. We continually discuss and implement ways to get the word out to more citizens about our role and work, but it is difficult to gauge whether very many people are aware of us.	
The Board is designed to convnene whenever there are appeals. Therefore, the Board raraely meets.	
Having a member of the Budget Committee on our board helps keep our reasonably close connection to the Council's business and concerns	
I think it would be good for there to before outreach in the community. Workshops or informational meetings would be good so that the neighborhoods that are regulated got to know and understand what their obligation are.	
More citizen feedback would be welcme	

Statistic	Value
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18. Additional Feedback 18.) Please provide any additional comments or suggestions you have for improving the effectiveness and efficiency of your board/commission that you would like to share.

Text Response	
Why does the commission even exist?	
It is the best!!	
My only real concern is with the Attorney General's interpretation which prevents Board members from collectively and/or individually supporting funding measures during elections as a such. This has the effect of gagging the natural leadership within the community for tax measures. This may be the purpose of the law if not the interpretation. This needs to change. Advocacy does not stop the minute it counts. The GT editorial was correct on this. It is a tissue of hypocrisy.	
We are an advisory board -- as a new member of the Board, I am still unclear about what that means and my duties within cotext of the relationship between the library district and the Corvallis library	
The commission runs very efficiently, Starts on time, Sticks to task.	
I appreciate the opportunity to serve on the CIP Commission. I have learned a great deal and have enormous respect for the work the city staff is doing.	
Council seems poorly informed about the role and importance of advisory committees except for Planning Commission	
We understand that our role is to advise City Council, who then direct city staff. However, our tasks often deal with more operational components of our transit system...which would better flow directly to the department involved, rather than be recommended to Council which has far more important things to deal with. Perhaps, if we ever have a true "in-house" transit system where all aspects are directly controlled by the city, we would serve more efficiently as a managing board.	
More time!!	
1. Meaningful discussions between the Planning Commission and the City Council. 2. Better, more structured orientation and training for new commissioners 3. Rotation of the Chair duties so that they are shared by everyone. 4. More information from staff regarding future work plans and planning work, and what the Commission's role in that work is to be. 5. Re-examination of the Citizen Involvement role for the Commission and the city as a whole for planning issues.	
We do not get many updates between meetings, and we do not seem to get agendas prior to meetings.	
Our own goals and work we have completed are not always given serious consideration when we receive requests from Council. I understand that they are very busy and have many boards/commissions to keep up with, but don't ask for something we have already done.	
I wish I could speak as a seasoned member, but I do hope my comments as a new member are helpful.	
Our commission is effective and efficient and all the boards and commissions represent many hours of free work to the city so they are by nature very efficient. The city should make decisions on boards and commissions based upon its priorities and values and not just look to cut funding where it seems easy. The places where funds could be best saved are in places that are politically harder, but would better serve the city in the long run. The city needs to look seriously at its priorities and budget and makes sustainable and responsible adjustments. The boards and commissions are not at the root of the city's financial problems and could be a big part of the solution if they were properly utilized and valued. The boards and commissions are just as valuable as they have been in previous administrations, but they are not as valued by the city as they were in previous administrations. City Councilors and city managers need to find the value in the boards and commission through active support and participation. There is a wealth of untapped insight into city issues that resides in the boards and commissions. It can be difficult to get active participation in boards and commissions, but when you have people willing to serve and offer their energy, it should always be encouraged and facilitated.	
I think the planning commission does a great job meeting its mission and creating an atmosphere where all can feel comfortable testifying.	
I think that our group would benefit from assigning a secretary. We often have great conversation during our meetings but often it is one or two people who move things forward in between. Having someone take notes and track the tasks might help with that.	
We need specific guidelines on how to run meetings such that they are standard among boards and commissions, use of email for communication (what is and is not considered a public discussion on line), what are public records, what should meeting minutes include in the way of public discussion and input, how to handle public members that are negative or threatening.	
I think the system for my 2 commissions works very well with good relations with staff and city attorney to make sure that everything works legally.	
Improve transparency of how B&C vacancies are filled. Is it hard for the mayor to find candidates? Are there too many B&Cs that are too narrowly focused? All appointees should receive an orientation (ideally) or a frequently asked question form (at a minimum)	
None at this time.	
I was honored to have been appointed to serve on this board. I look forward to learning more about my board and my role so I can be an effective board member for the rest of my term.	
Corvallis is a city that values the sustainability and the livability of its community. The city commission is responsive and supportive of these goals and demonstrates this through its support of Parks and Urban Forestry initiatives and its response to the input from the Citizen Advisory Commission on Civic Beautification & Urban Forestry (CBUF). Thanks for all your efforts to keep Corvallis a great place to live!!	
I would advise the City Council and City Staff to lean more on the Budget Commission members for input. There are some smart, experienced people on the Budget Commission, who are not utilized effectively.	
Love the chance to participate in the well being of the community through public service. Thanks.	
In my experience, many members of boards and commissions (not only my own) have little or no understanding of the work or even the existence of other boards and commissions; that is, each group is working in a silo. Additionally, they have little grasp of city governance structure. Many of them would benefit from heightened awareness of others' work, particularly so when appropriate they can work together on issues germane to more than a single board. Some ways to overcome these constraints might be an annual all-City Boards and Commissions event or meeting, and a new member orientation booklet or write-up that is provided to anyone appointed to any board or commission. Finally, it seems very important to convey to all boards and commissions the importance of respect and support for one another's work. Many of us feel passionately about the field for which we are advocating, and an atmosphere of mutual encouragement and partnership should be emphasized, so that all groups feel equally valued in their missions to assist City Council and staff continue to make our community an even better place to live, work, and raise families. I'm not sure that larger understanding and awareness exists for most boards and commissions, outside the limits of their own group.	
CBUF in my view, after many years as a member, is one of the most engaging and informative commissions in the city network. Our agenda is wide ranging from protecting and preserving the urban forest to informing the citizens on ways they may be involved and help protect and nurture their neighborhoods. Our job is to inform rather than legislate. Recently, the Heritage Tree Committee was formed to highlight the many special trees and their history in our neighborhoods.	
I think we need to develop a historic preservation plan for Corvallis.	
Enjoy serving, but it is substantial time commitment.	
Statistic	Value
Total Responses	28

# Corvallis Boards & Commissions Survey

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November 21, 2013

Public Participation Task Force

# 1.) On which board or commission do you serve?

Commission	Total Responses
Airport Commission	5
Arts and Culture Commission	4
Bicycle and Pedestrian Advisory Commission	4
Board of Appeals	2
Budget Commission	4
Capital Improvement Program Commission	4
Citizens Advisory Commission on Transit	3
Civic Beautification & Urban Forestry (CBUF)	6
Committee for Citizen Involvement	1
Community Police Review Board	4
Corvallis-Benton County Public Library Board	8
Downtown Commission	3
Downtown Parking Commission	2
Economic Development Commission	0
Finance?	1
Historic Resources Commission	4
Housing & Community Development Commission	4
Landmarks?	1
Land Development Hearings Board (part of Planning)	0
MLK Commission	2
Parks, Natural Areas, & Recreation Board	5
Planning Commission	7
Public Art Selection Commission	2
Watershed Management Advisory Commission	5
<b>Total</b>	<b>79, 2 unknown</b>

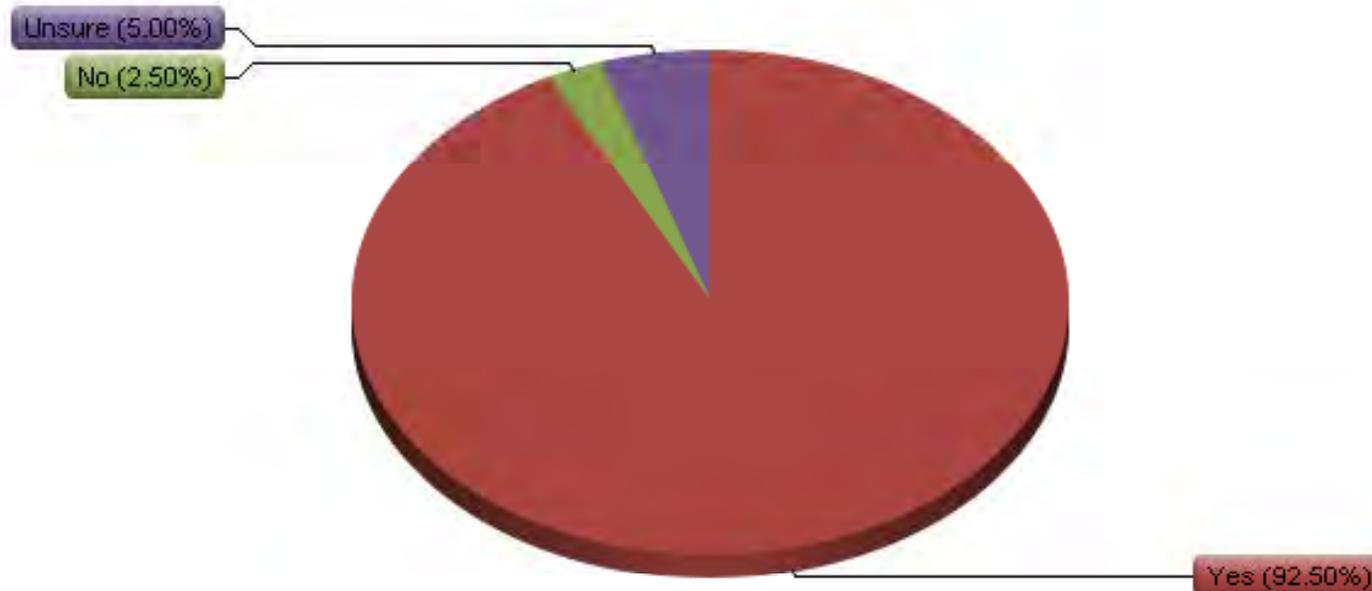
Note: There are 174 total members on all commissions. Some members are on more than one. This represents a 46.0% response rate.

Note: Five (5) members of the Economic Development Commission completed the survey during the week of 11/17. These results are not included in the graphs and tables in this presentation. This also bumps the participation rate up to 48.9%.

# 1.) On which board or commission do you serve?

Statistic	Value
Total Responses	80

## 2.) My board/commission understands our purpose.

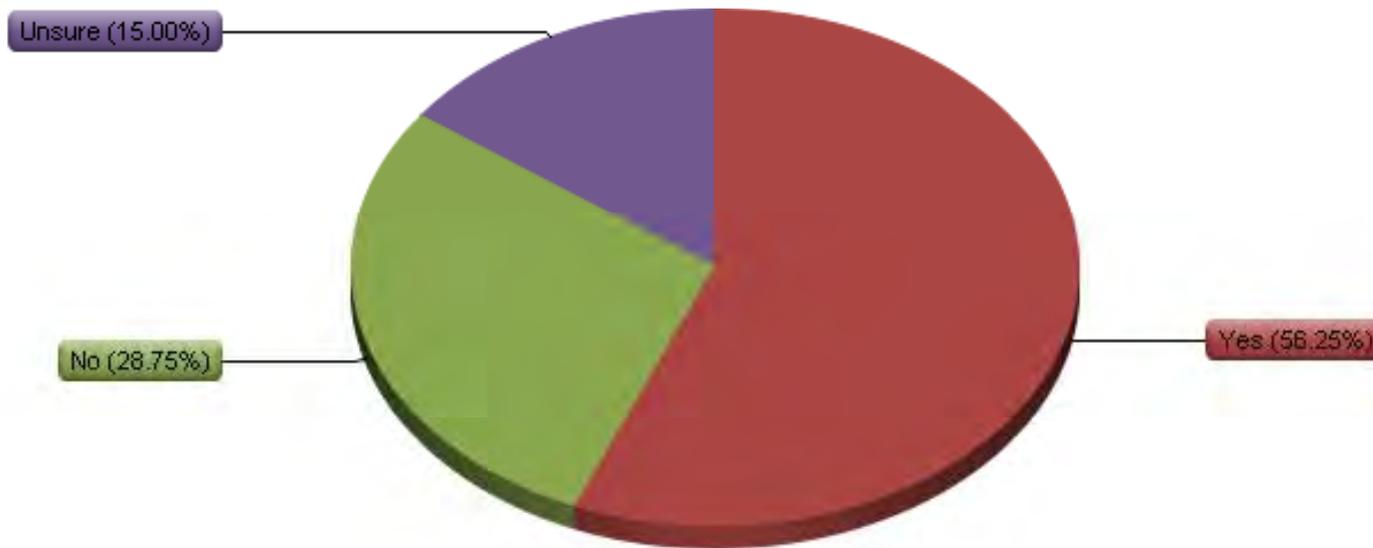


#	Answer	Response	%
1	Yes	74	93%
2	No	2	3%
3	Unsure	4	5%
	Total	80	100%

## 2.) My board/commission understands our purpose.

<b>Statistic</b>	<b>Value</b>
Min Value	1
Max Value	3
Mean	1.13
Variance	0.21
Standard Deviation	0.46
Total Responses	80

### 3.) My board/commission sets annual goals.

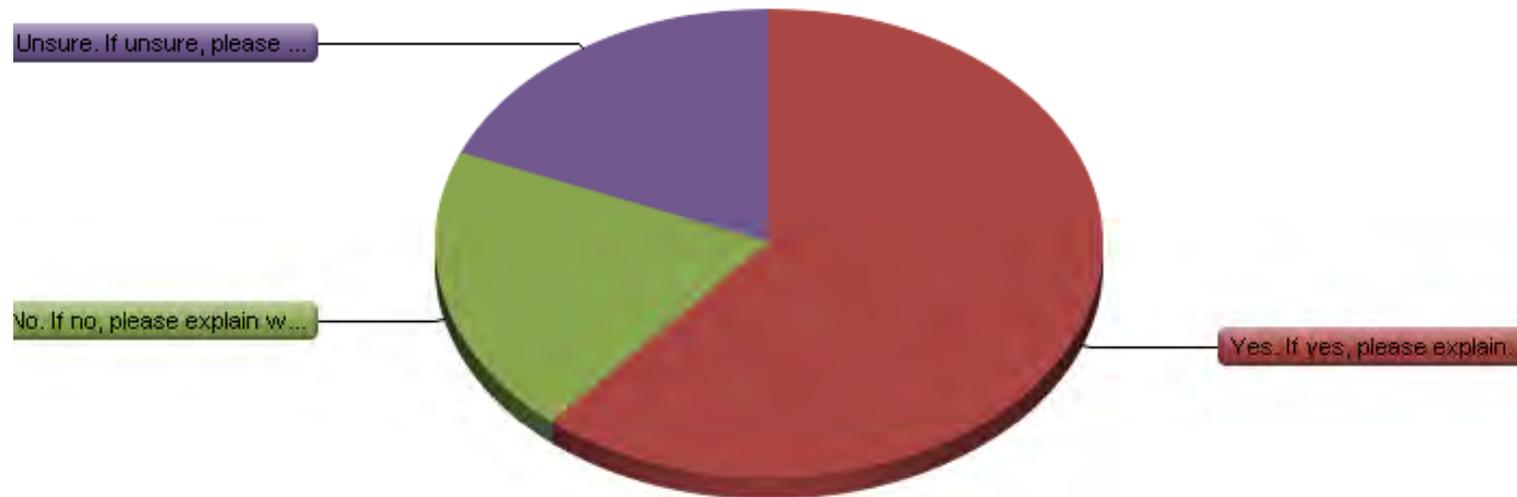


#	Answer	Response	%
1	Yes	45	56%
2	No	23	29%
3	Unsure	12	15%
	Total	80	100%

### 3.) My board/commission sets annual goals.

<b>Statistic</b>	<b>Value</b>
Min Value	1
Max Value	3
Mean	1.59
Variance	0.55
Standard Deviation	0.74
Total Responses	80

## 4.) My board/commission is diverse and represents the community we serve.

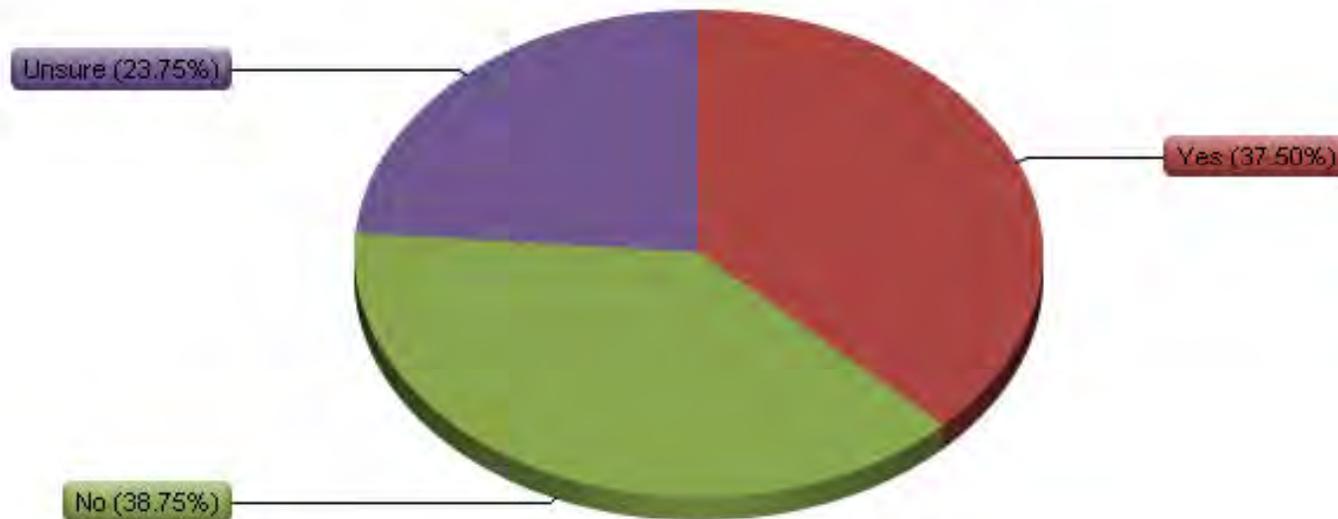


#	Answer	Response	%
1	Yes. If yes, please explain why.	49	61%
2	No. If no, please explain why not.	16	20%
4	Unsure. If unsure, please provide additional comments.	15	19%
	Total	80	100%

## 4.) My board/commission is diverse and represents the community we serve.

<b>Statistic</b>	<b>Value</b>
Min Value	1
Max Value	4
Mean	1.76
Variance	1.32
Standard Deviation	1.15
Total Responses	80

5.) New members of my board/commission receive an orientation or meeting with the chair.

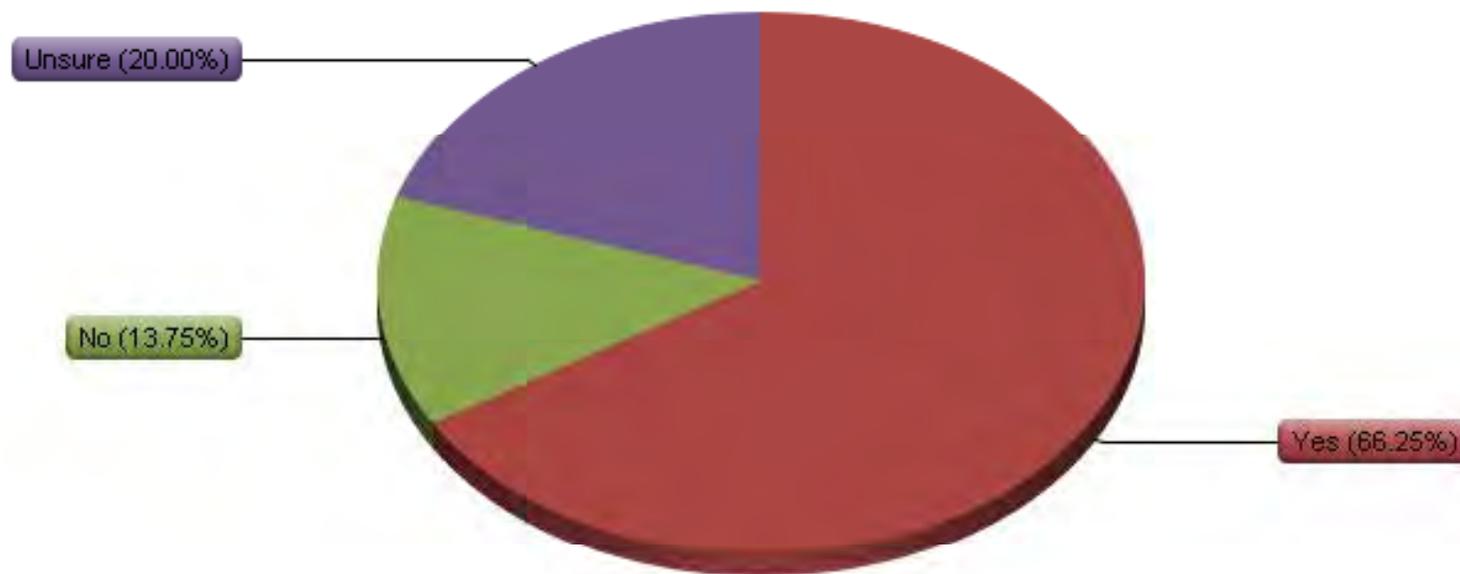


#	Answer	Response	%
1	Yes	30	38%
2	No	31	39%
3	Unsure	19	24%
	Total	80	100%

5.) New members of my board/commission receive an orientation or meeting with the chair.

<b>Statistic</b>	<b>Value</b>
Min Value	1
Max Value	3
Mean	1.86
Variance	0.60
Standard Deviation	0.78
Total Responses	80

6.) The chair and vice chair, in collaboration with city staff, set the agenda for my board/commission.

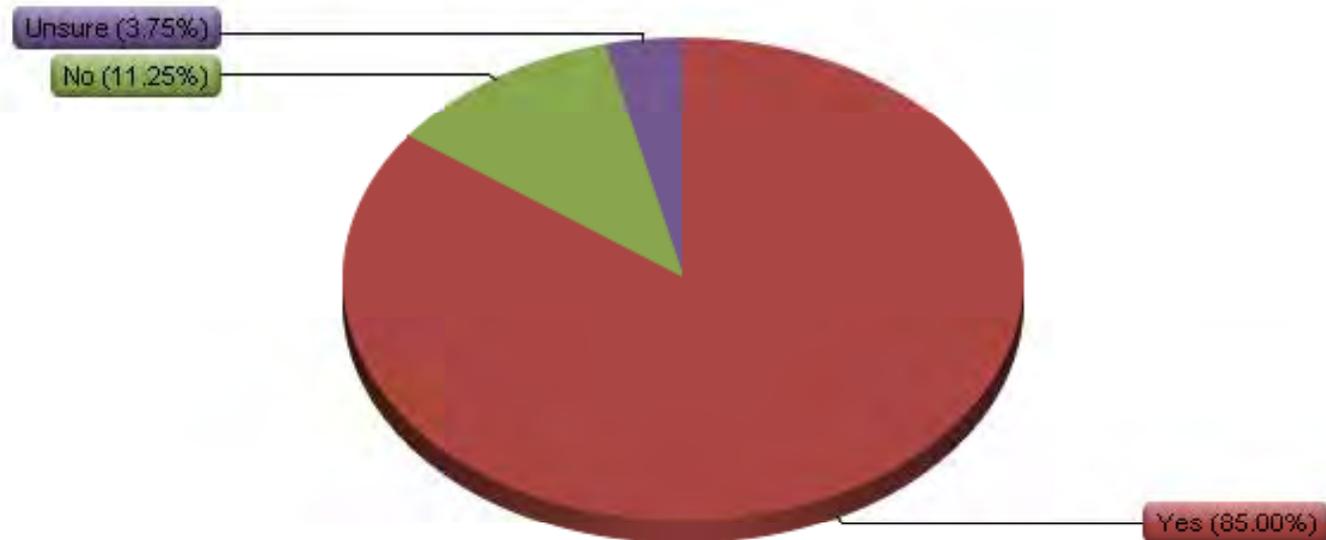


#	Answer	Response	%
1	Yes	53	66%
2	No	11	14%
3	Unsure	16	20%
	Total	80	100%

6.) The chair and vice chair, in collaboration with city staff, set the agenda for my board/commission.

<b>Statistic</b>	<b>Value</b>
Min Value	1
Max Value	3
Mean	1.54
Variance	0.66
Standard Deviation	0.81
Total Responses	80

7.) The citizens who serve on my board/commission make decisions in collaboration with city staff.



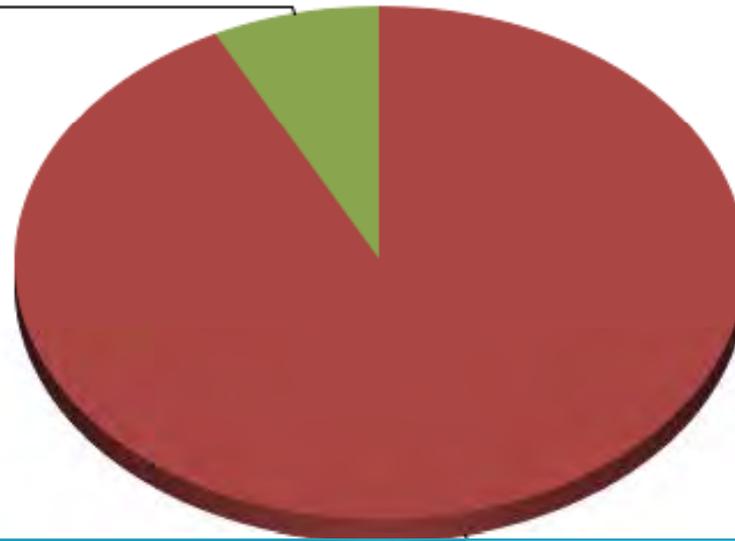
#	Answer	Response	%
1	Yes	68	85%
2	No	9	11%
3	Unsure	3	4%
	Total	80	100%

7.) The citizens who serve on my board/commission make decisions in collaboration with city staff.

<b>Statistic</b>	<b>Value</b>
Min Value	1
Max Value	3
Mean	1.19
Variance	0.23
Standard Deviation	0.48
Total Responses	80

## 8.) My board/commission has an appropriate working relationship with city staff.

No. If no, what improve...



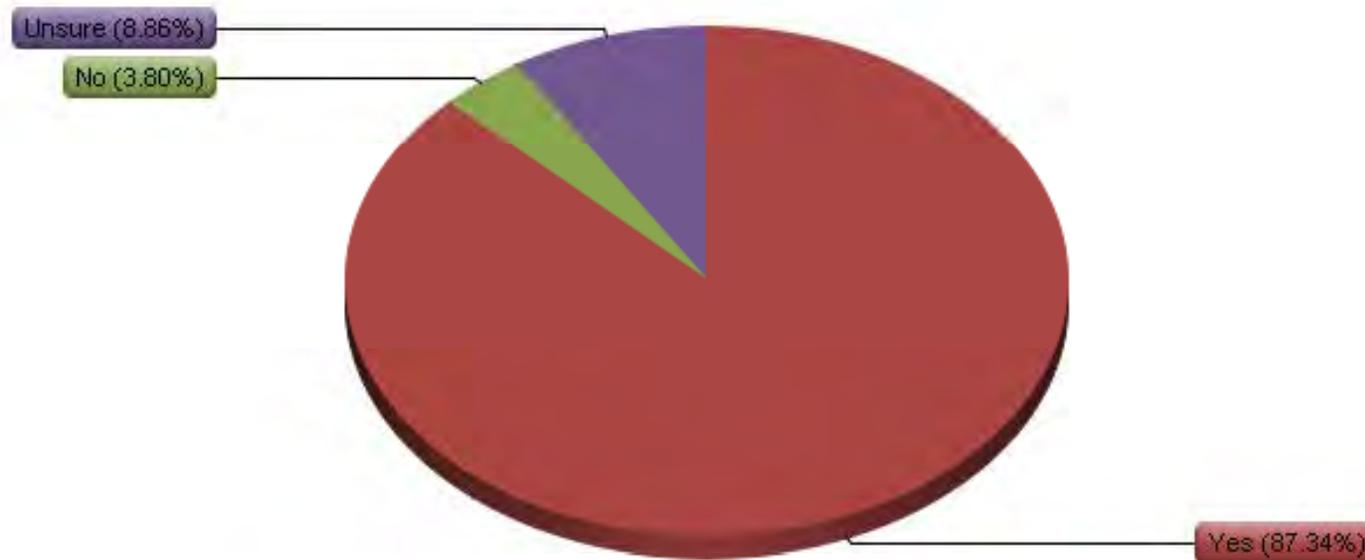
Yes. If yes, what is worki...

#	Answer	Response	%
1	Yes. If yes, what is working well?	74	93%
2	No. If no, what improvements can be made?	6	8%
	Total	80	100%

8.) My board/commission has an appropriate working relationship with city staff.

<b>Statistic</b>	<b>Value</b>
Min Value	1
Max Value	2
Mean	1.08
Variance	0.07
Standard Deviation	0.27
Total Responses	80

9.) I feel my contributions to my board/commission are valued and appreciated.

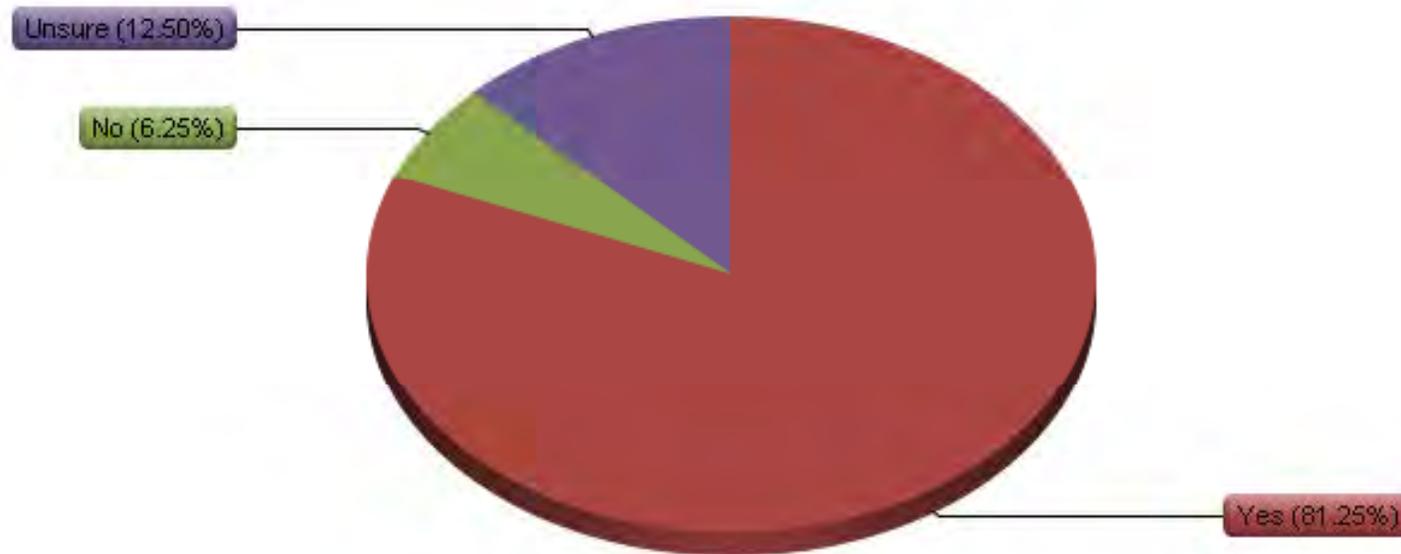


#	Answer	Response	%
1	Yes	69	87%
2	No	3	4%
3	Unsure	7	9%
	Total	79	100%

9.) I feel my contributions to my board/commission are valued and appreciated.

<b>Statistic</b>	<b>Value</b>
Min Value	1
Max Value	3
Mean	1.22
Variance	0.35
Standard Deviation	0.59
Total Responses	79

# 11.) I understand the role of the City Council liaison on my board/commission.

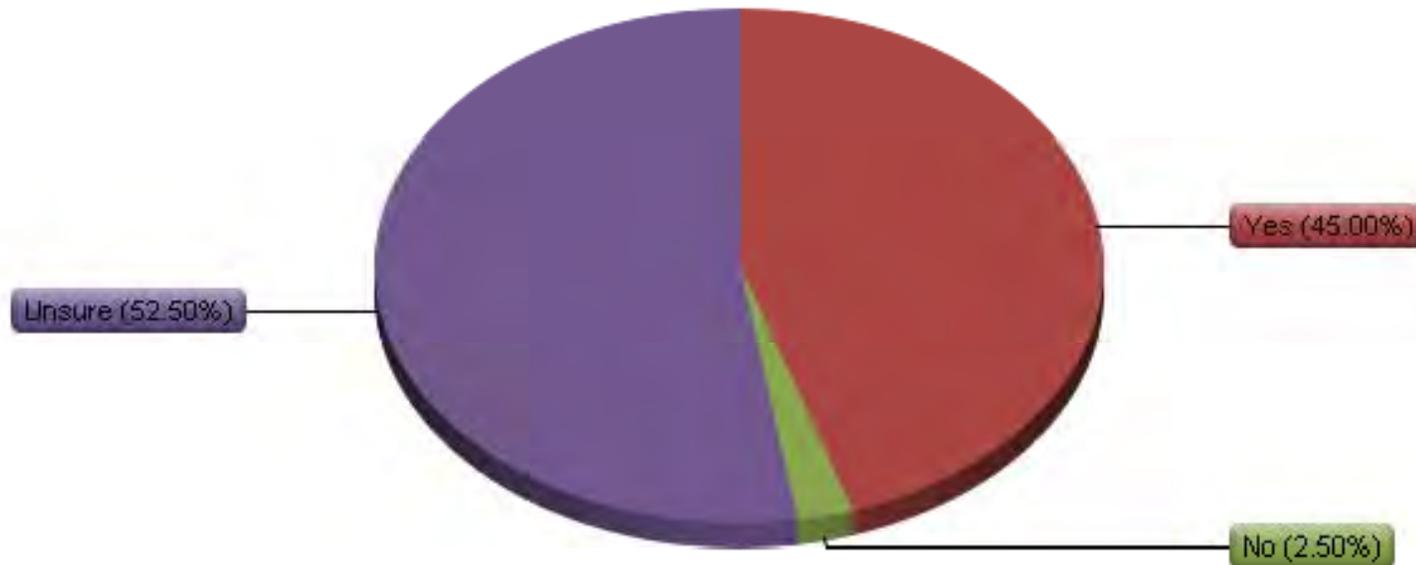


#	Answer	Response	%
1	Yes	65	81%
2	No	5	6%
3	Unsure	10	13%
	Total	80	100%

# 11.) I understand the role of the City Council liaison on my board/commission.

<b>Statistic</b>	<b>Value</b>
Min Value	1
Max Value	3
Mean	1.31
Variance	0.47
Standard Deviation	0.69
Total Responses	80

12.) Our City Council liaison communicates to City Council regularly on behalf of my board/commission.

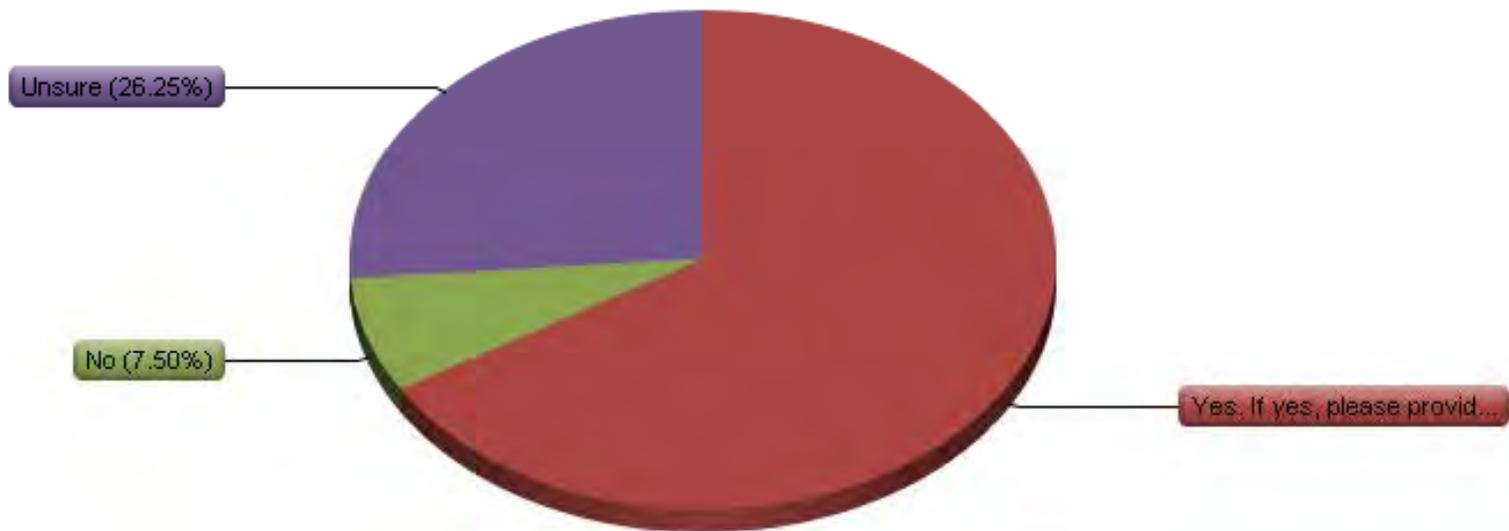


#	Answer	Response	%
1	Yes	36	45%
2	No	2	3%
3	Unsure	42	53%
	Total	80	100%

12.) Our City Council liaison communicates to City Council regularly on behalf of my board/commission.

Statistic	Value
Min Value	1
Max Value	3
Mean	2.08
Variance	0.98
Standard Deviation	0.99
Total Responses	80

13.) My board/commission has provided input or direction to City Council in the last year.



#	Answer	Response	%
1	Yes. If yes, please provide details below.	53	66%
2	No	6	8%
3	Unsure	21	26%
	Total	80	100%

13.) My board/commission has provided input or direction to City Council in the last year.

<b>Statistic</b>	<b>Value</b>
Min Value	1
Max Value	3
Mean	1.60
Variance	0.77
Standard Deviation	0.88
Total Responses	80

# 14.) My board/commission has adequate communication with City Council.

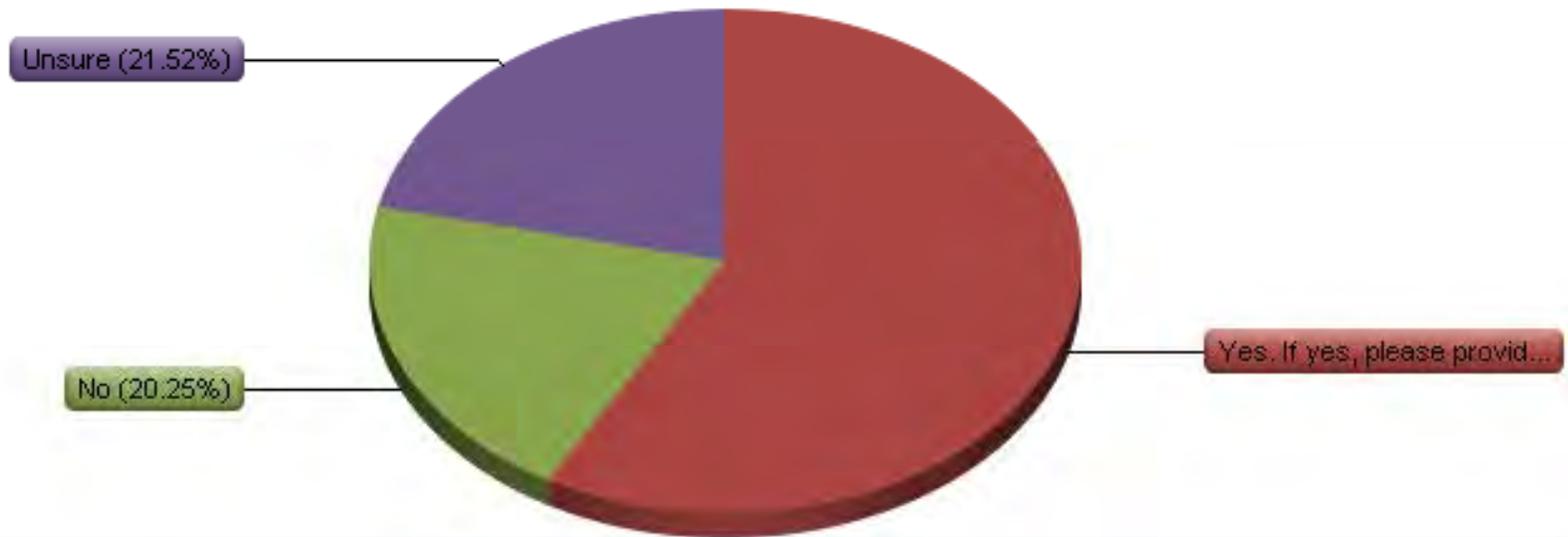


#	Answer	Response	%
1	Yes. If yes, what is working well?	53	70%
2	No. If no, what suggestions do you have?	23	30%
	Total	76	100%

# 14.) My board/commission has adequate communication with City Council.

<b>Statistic</b>	<b>Value</b>
Min Value	1
Max Value	2
Mean	1.30
Variance	0.21
Standard Deviation	0.46
Total Responses	76

# 15.) My board/commission has strategies for collecting citizen input.

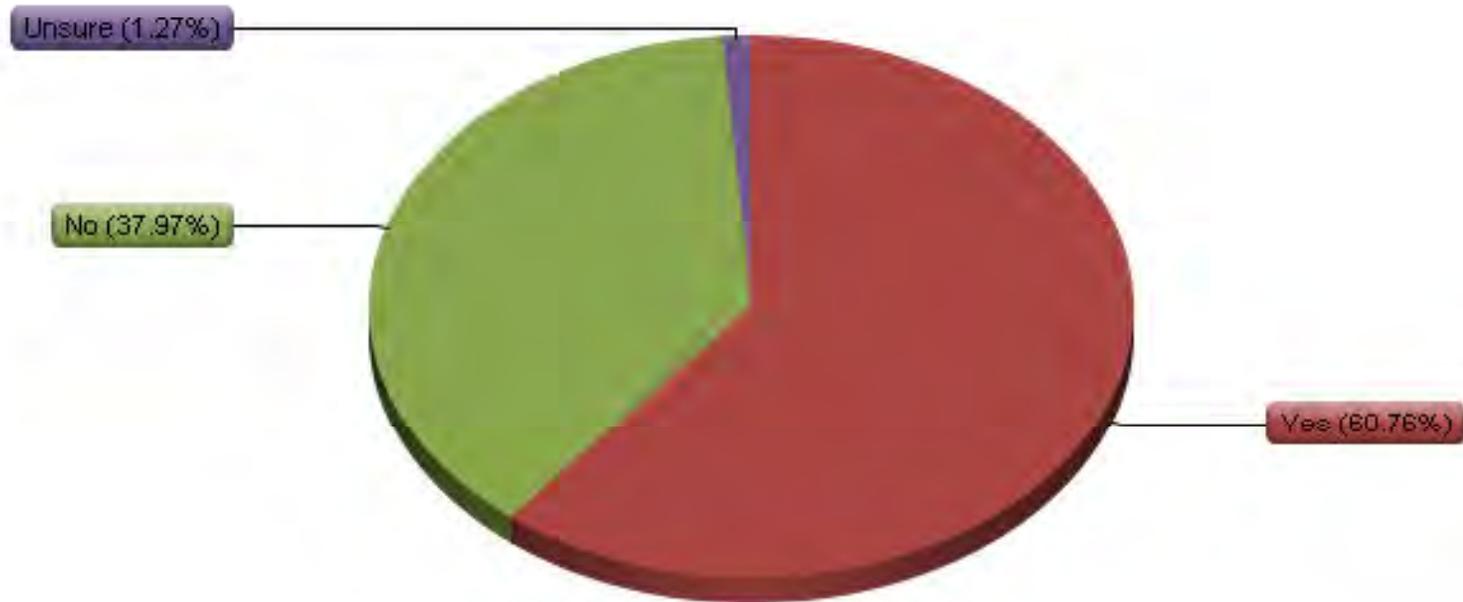


#	Answer	Response	%
1	Yes. If yes, please provide your strategies below.	46	58%
2	No	16	20%
3	Unsure	17	22%
	Total	79	100%

# 15.) My board/commission has strategies for collecting citizen input.

<b>Statistic</b>	<b>Value</b>
Min Value	1
Max Value	3
Mean	1.63
Variance	0.67
Standard Deviation	0.82
Total Responses	79

## 16.) My board/commission meetings regularly have visitors.



#	Answer	Response	%
1	Yes	48	61%
2	No	30	38%
3	Unsure	1	1%
	Total	79	100%

## 16.) My board/commission meetings regularly have visitors.

<b>Statistic</b>	<b>Value</b>
Min Value	1
Max Value	3
Mean	1.41
Variance	0.27
Standard Deviation	0.52
Total Responses	79

	<u>Pleasant Street</u> Mike Schweizer 541-757-1981	<u>Porter Park</u> Amy Roy 541-753-1597	<u>Queens View</u> Chuck Orman 541-754-6177 Chuck is treasurer. Pres. Moved away.	<u>Skyline Valley</u> Ralph Waldron 541-753-2207 message Tuesday	<u>South Corvallis</u> Tom Powell inacitve Recent meetings have been lead by Miriam Edell List serve active, some recent meetings twice this summer
Is your neighborhood association active?	no	No	no		
How often do you meet?	not formally	3 years ago	never		
How do you announce your meetings?	email, but not meeting	email	some emails		
What would you like from the City in terms of support?	Likes getting notices from City. Does forward them.	Likes getting notices from City. Does forward them.	none		email list serve resume neighborhood empowerment grants, slow down traffic on 3rd steet, fix dangerous multiuse path
What types of activities do you have?	pot lucks, visiting, only 8 houses	None. Established for one purpose. Sucessful completion, now inactive.	none		Very active list serve connects neighbors. Arts Walk, 4th of July picnic,
How you recruit new members?	not needed	Doesn't. Only 15 houses maximum total	don't		word of mouth
Do you have bylaws?		yes			yes
When is the last time you had an election?		Doesn't know	inactive		many years ago
Do you have a treasurer?		Doesn't think so.	me		yes, Russell Sullivan

	<p>Ithaca, New York  Megan Wilson  Planning &amp; Economic Development Staff  607-274-6560</p>
Background Info	<p>Strong Mayor government. Has a Board of Public Works that Shares decision making responsibility with Council. Hiring a City Administrator next year.</p>
Where can I find information on the number and scope of your organizations Advisory Boards and Commissions?	<p>On web site.</p>
How do you make decisions about forming, evaluating, revising or sunseting Boards and Commissions?	<p>There is a mtg. tonight to discuss reorganizing their B&amp;C's. Too much overlap. No set process for sunseting, some just die due to lack of interest, or not recruiting new members to inactive B&amp;C.</p>
What is the City Council/Governing Body relationship to Boards and Commissions? Do you have City Council liaisons and if so what is their role? (Charge #4)	<p>All B&amp;C's are advisory to Council and the Board of Public Works. (Note: web page notes some problems with the shared leadership between Council and B of PW.) Liaison's like Corvallis.</p>
In general, how do you/does your organization go about generating citizen involvement or participation in decision-making outside your Board and Commission system (Charge #5)	<p>They do lots of project based citizen involvement. They are currently rewriting their Comp Plan. Using web site to get word out and recruit testimony. They use surveys for specific topics and Cornell statistical research dept. does annual survey for them.</p>
How do you manage costs for supporting boards and commissions? Do you have or have you done any cost analyses regarding your Board and Commission system and/or public participation? (Charge #6)	<p>Call City Clerk - Julie Conley-Holcomb 607-274-6570 for more info.</p>
Do your boards and commissions use any regular goal setting processes, and if so, how is progress towards completing those goals measured? (decision-making improvement language in charge)	<p>Each B&amp;C sets a work plan in the fall for the next year. They informally discuss progress on the current year's work plan and report progress to council. There is no formal setting of metrics and evaluation.</p>
How does your organization work with or provide support to neighborhood organizations? (Charge #8)	<p>They have a dozen or so NA's. They rely on NA's to distribute info to citizens including notifications, mailings, agendas and minutes. They have a Neighborhood Improvement Incentive Fund which gives up to \$300 a year to NA's and less formal neighborhood groups to fund things like block parties, national night out, etc. They have 3 to 5 active NAs. They have held neighborhood association council meetings in an attempt to get them to link up with each other and as a way to test for common issues. They also use NA's to solicit public input.</p>
What process(es) do you use, or have, to advertise for/find, and select persons to serve on your Boards and Commissions? Who makes the selection decisions? (general charge language)	<p>They are listed on the web site. For more important ones they send out press releases. They table at major functions. Current members recruit. Mayor nominates with staff input and council decides.</p>
Do you have any processes or documents that you use to train volunteers, or which explain their roles and responsibilities? (general charge language)	<p>For Quasi judicial and public works, yes. Even have ongoing education requirements. No training for the rest, though they do get copies of City policies.</p>
How does your organization recognize or honor volunteer service from board and commission members? (general charge language)	<p>Not done in an organized way. Get thanks / congratulations at the end of significant work efforts.</p>
If you could make one improvement in your board and commission system, what would it be? (general charge language)	<p>Consolidate some of them.</p>

# Responses from City Directors concerning Boards and Commissions

## Cost information by Department:

### Finance, Nancy Brewer:

1. **List:** Please send a list of the current City Boards and Commissions within your department.

1. **Finance supports the Budget Commission and the Investment Council.**

2. **Direct Cost:** Please include the direct costs associated with operating your Board and Commission. Direct Costs include: Cost for minute takers, internal review of minutes regardless if taken by City staff or contractor, room rentals, food, translators, staff time (include both salary and hourly staff) preparing for and making presentations (include cost of overtime if incurred). Break down the costs by Board and Commission.

#### **Budget Commission:**

- The direct cost information provided below is reflective only of the specific time spent putting together materials, etc. for the BC meetings. (Not included: all the costs of putting together the budget.)
- Each year's budget meetings run a little different, with 3 to 8 meetings per year. Direct costs for Finance Department staff being in the meeting range from \$3,000 to \$8,000 per year, plus \$250 or so per meeting for minutes, which are done using a contractor. I spend another 10-20 hours preparing for meetings, answering questions, etc. each year so another \$800 to \$2,000 in preparation time. We mostly use the Fire Station Main Meeting Room at no cost. We have occasionally rented a room at LaSells for \$800 to \$1,000 when we anticipate a large turnout.
- For most meetings, all department directors attend at a cost of \$1,750 to \$2,000 for each 2 hour meeting. Some other staff may choose to attend, either to be prepared to provide technical responses or listen to/participate in the public hearing comments. Since these people are not required to attend, I have not included costing information.

#### **Investment Council:**

- Minimal

3. **Indirect Cost:** Please include indirect costs associated with operating your Board and Commission. Indirect Costs include: Room rental costs lost because of City meeting utilizing current rental space, multiple staff in attendance (sometimes we have layers of people present because there is a current feeling that all needs to be addressed in the moment, what is the cost for that on-time service).

Our meetings are generally held in rooms that are not rented for public events. Cost for multiple staff members in attendance is addressed above.

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### Parks and Recreation, Karen Emery:

Board & Commissions	Annual Direct Cost	Annual Indirect Cost
Parks, Natural Areas & Recreation Board (PNARB)	\$16,800	None
Arts & Culture Commission (A & C C)	\$3,143	None
Civic Beautification and Urban Forestry (CBUF)	\$5,366	None
Public Arts Selection Commission (PASC)	\$1,844	None

## **Community Development, Ken Gibb:**

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### **Direct Cost:**

**Planning Commission** - Staff support related to reviewing land use applications, preparing staff reports, attending hearings, doing follow-up work etc. includes CD, Public Works, City Attorney's Office and Parks and Recreation staff. The amount of associated staff time depends on the complexity of a case and the amount of community involvement. For example, the annexation application fee for a 50 acre parcel would be about \$16k while a zone change request for a 5 acre parcel would be about \$5k on a 70% cost recovery basis. Fees for appeals of Planning Commission decisions are set low for policy reasons. i.e. so as not to discourage citizen participation, and capture less than 10% of actual costs. An average Planning Commission meeting costs \$ 350 for contracted recorder attendance and minute preparation time. Typical public hearings are also staffed by the City Attorney's Office, Public Works and occasionally by Parks and Recreation staff.

**Historic Resources Commission** - The average staff and out of pocket costs to processing an HPP that go before the HRC is estimated to be about \$3k. A typical HRC meeting costs about \$200 in contracted recorder attendance and minute preparation time.

**Land Development Hearings Board** – Appeals of staff decisions that would go to the LDHB may cost \$ 2- 3K in staff time and out of pocket expenses. The appeal fee is only \$250. Stand alone rezoning requests are reviewed by the LDHB and have associated fees set at 70% of average cost. An average LDHB meeting is estimated to cost about \$200 in contracted recorder attendance and minute preparation time.

**Board of Appeals**- This is a legally mandated body that meets very infrequently.

**Downtown Commission** – The Commission has monthly meetings and also forms subcommittees to work on specific projects in the Commission's work program. It is estimated that general staff support to the commission and its subcommittees totals about 15 hours a month (approximately \$ 13k annually) plus an average of \$100 per monthly meeting in minute recorder costs.

**Housing and Community Development Commission** – The HCDC meets. It is estimated that staff costs (meeting prep, meeting attendance, meeting minutes) are approximately \$10k per year.

**Committee for Citizen Involvement** – Historically, the CCI met on a monthly basis, more recently it moved to quarterly meetings. During the time where CCI meetings were held monthly, Staff support (include project work, meeting prep and attendance, meeting minutes) to the CCI is estimated to be about 10 hours per month (approximately \$8k per year).

### **Indirect Cost:**

CD doesn't control any meeting space that is rented so lost revenue is not a factor. We make decisions about the number of staff who attend a meeting based on good service to our citizen.

**Public Works, Mary Steckel:**

- Airport Commission  
(Downtown Parking Committee)
- Citizen’s Advisory Commission on Transit
- Bicycle and Pedestrian Advisory Commission
- Capital Improvement Program Commission
- Watershed Management Advisory Commission

PW staff also work with the Planning Commission, and County’s Solid Waste Advisory Commission.

**2. Direct Cost:** Annual cost for staff support

CIP Commission	\$ 2,930
Bike/Ped Commission	\$ 11,930
Transit Commission	\$ 7,090
Airport Commission	\$ 5,380
Downtown Parking Committee	\$ 3,300
Planning Commission	\$264,760
WMAC & watershed tour	\$ 7,490

TOTAL                      \$302,880      (\$38,120 w/o Planning Commission)

For the Commissions that are PW’s responsibility, we record the meeting, and then have an Admin staff person transcribe the minutes, which are reviewed by the Commission staff support person and her/his supervisor. It averages about two to three hours per meeting for the Admin effort. So for a year’s worth of commission meetings that would cost out as 6 commissions x 2.5 hours x 12 months x \$28.96 = \$5212.80.

**Indirect Cost:**

We use rooms that don’t require rental charges, we don’t provide food, and we haven’t provided translators.

I have no way of calculating how much time is spent by City staff to review ideas brought up by commissions, to conduct research on how other communities do things, to discuss strategy for meeting presentations, etc. The workload fluctuates throughout the year for any particular group and the level of effort required also varies from group to group. Depending on the topic to be addressed, there can be staff at all levels in internal meetings, from front line staff to the department director, and often includes staff from other departments. For context, a transit route revision, an airport lease policy review, a watershed master plan update, research on bike sharrows...all these recent efforts took several months of research, multiple meetings for alternative analysis, and support to sub-commission meetings to formulate a staff recommendation for the commission’s review.

## **Analysis, suggestions by topic:**

**4. Cost Saving/Avoidance:** Are there any cost savings or cost avoidance options that you would like to give the PPTF. What are the potential staff impacts from the work of citizen volunteer groups that work more independently from staff?

Regarding the Planning Commission and HRC, cost saving options would be to have fewer types of land use applications subject to their review through changes in LDC mandated processes. Options considered over the years include:

- Creation of a hearings officer process to make decisions on certain land use applications – this would still require significant staff support, however.
- Having the City Council hear land use appeals of PC and HRC decisions “on the record” rather than “de novo” which would reduce staff support costs. To be practically effective, this would require a city charter amendment.
- Reducing the number of discretionary land use decisions and/or making more decisions occur at a staff level (but which would be still subject to public notice and appeal). A recent example is the 2006 Land Development Code amendments that resulted in subdivisions being a staff level decision if not associated with other land use processes.
- Exempting certain types of decisions from discretionary review, e.g. not requiring a Planned Development modification process for changes to a PD that meet all LDC standards (this concept is in the City Council approved planning work program and will be presented to the PC in 2014).

Some of these approaches would either reduce staff time and/or provide more time for the PC and HRC to address long range community planning. However, I would note that some of the above ideas may be viewed as negative from a public participation standpoint.

Regarding the work of citizen volunteer groups independent of staff support:

- On many issues that CD works on, especially those areas that are regulatory in nature and may have significant implications (financial, livability, etc.), it is crucial to have citizen advisors represent a wide spectrum of interests. Such groups should have mayoral appointed membership if working on city endorsed work programs in order to facilitate broad based representation.
- Independent citizen groups can certainly come up with excellent ideas and specific proposals. However, without some level of ongoing staff support, there is a potential negative dynamic set up if staff have concerns or alternative approaches once proposals developed by an independent group are submitted to the City. Even if there is general concurrence with a proposal, there likely will be staff time associated with fine tuning, i.e. such work is not without a staffing cost.
- Historically, I believe volunteers have made tremendous contributions to the work of CD and the City at large. For example, during the Vision 2020 work, update of the Comprehensive Plan and Land Development Code, multiple work groups/committees and dozens of volunteers were directly involved with the support of staff and occasionally consultants. In many cases, this work was not just at an advisory level - for example, citizens “held the pen” and wrote drafts of Vision 2020 and Comp Plan policies. However, along the way, there was staffing for each of these groups that was critical in accomplishing timely work products that fit within an overall strategic approach. I believe that having a mix of volunteers and ongoing staff support is key in taking on complex projects with far reaching implications.
  - The challenge with a group taking on “City” work without staff involved is that some of their great ideas end up being non-implementable, usually because they do not have enough knowledge to address all aspects of the issue, understand all of the regulations, etc. This can then place staff in the position of saying “thanks, but no thanks” to a lot of hard work, or staff has to spend time walking a fine political line to modify the recommendations into something

that will accomplish the goal. Either way, as staff it feels like we are being disrespectful or unappreciative of the efforts by a non-staffed group.

- The non-staffed groups also seem to operate a little more outside of the public process, where voices that don't agree with the direction being taken may not be heard or taken into consideration. Since there may not be minutes, I think it also makes it harder for the City Council to know what is being worked on.
- Unfortunately, citizen independent efforts often must be reworked by staff, not because the work was not well-intentioned and thorough, but because there are a plethora of legal and policy requirements that might not be known by the citizens, and so cannot be encompassed in their work effort. Once the citizen group turn over their recommendation to staff, it must be vetted to ensure what is proposed is in compliance with all the rules that need to be followed. After that the public process begins and staff must manage and respond to that input. Sometimes biases of the citizen group that were not apparent are revealed as the recommendation gets more complete scrutiny.
- A recent example of this, while not related to a commission is the plastic bag ban ordinance. A group of citizens did a great deal of work to come up with ordinance language and to contact business owners for input. However, when it came to staff there was a significant amount of reworking the ordinance language to bring it into compliance with the Council's expressed objectives, for instance on how enforcement would be done. In addition, after the public process started, there was considerable feedback and references to scientific research claiming that the citizen group's position was not founded. As a result, several staff got involved in this effort that took over a year to complete. A vast amount of time that was not scheduled or planned for and that caused other priority work to be deferred or cancelled.
- When volunteer groups work more independently from staff, there is an axis where the volunteers need to integrate their work into the City structure. Moving work forward is positive if the integration into the City structure goes smoothly. If there are reasons unforeseen by the volunteers that halt the project, staff is then in a negative position of communicating why a certain project unable to move forward. A model might be a combination of independence with clear incremental guidance from staff.

**5. Alternative Methods:** Are there some alternative methods that the City could adopt within the current Board and Commission structure that would result in staff efficiencies and/or cost savings within your department?

Less detailed minutes. For B & C's that multiple staff attend, modify the frequency based on the agenda. Example, the park planner used to attend all CBUF meetings and now attends on request.

Since the Budget Commission is statutory, the only way to reduce its costs would be to go to a single meeting where the budget is presented, a public hearing is held, and the BC makes its recommendation. Over the last two years the City Manager has tried operating with shortened meeting schedules. Some members of the BC did not think this shortened process gave adequate attention to the budget or their issues with it.

The Investment Council possibly could be eliminated and their work moved to the Administrative Services Committee. We will be discussing their input about whether or not they should sunset at their November meeting.

I think it requires the organization to go back to the beginning and determine what is that purpose of the Commissions. Traditionally, in Public Works we have taken items to commissions that will ultimately end up at the Council level assuming that the Commission was advisory to the Council. Over time, some commissions have strayed from that objective and generate ideas/projects for staff to pursue. Re-aligning the mission would result in far fewer meetings for some of PW's commissions, which would be an efficiency and a cost savings.

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**6. Information:** What would be useful for staff to get from current Boards and Commissions that you are not currently receiving?

- Nothing that I can identify at this time or wouldn't feel comfortable directly discussing with the Board/Commission.
- **None.**
- Again, I think this ties to determining the mission or goals of the group and then ensuring all future work efforts are in alignment with that target.
- Increased promotion of outreach to the public soliciting public involvement and engagement

**7. Knowledge:** How much time does it take for you to maintain knowledge on other Boards and Commissions (time to review minutes, etc)?

- Insignificant as I rely on Department Director colleagues to keep me in the loop on issues of mutual interest.
- **I don't really have time to track what is happening at all the other boards and commissions. I rely on other Directors to share with me when one of their advisory bodies is pursuing something I need to know about.**
- I only spend time with other group's efforts if there is a nexus with PW work. So I usually track what is going on with the Planning Commission, I followed PNARB during the TMDL discussions. Mostly I rely on other directors to let me know if there is something to focus on.
- Estimated 12 hours annually

**8. Structure:** How could the Board and Commission role/structure be outlined to aid and facilitate staff's work on issues? Are the current roles in the municipal code appropriate? Should there be roles added/removed?

- No suggestions at this time. Consultation between staff and a Board/Commission on work program prioritization and a rigorous sunset review process should be able to address these questions.
- Sometimes it seems that there is confusion about the role some boards or commissions play. Are they advisory to staff or to the City Council? Some board or commission members seem to feel like they are advisory to staff and therefore are making decisions that lead to action to be taken as opposed to making recommendations for the City Council to consider.
- Most of the members on any given board or commission bring passion to the subject matter that is often needed to move projects forward. However, I think this also leads to a board or commission developing a long list of things that are important to that body, but may not rise to the level of critical importance when funding decisions for competing resources are made. Especially when we continue to operate in a "cut" mode, it is hard to watch a group work with passion to develop and build an idea into a project that gets to the budget process where there simply are no resources to move anything forward. It feels a little disingenuous to ask the group to continue to work on developing ideas that have no future.
- I wish we would call them all either Boards or Commissions so that in the type of discussion in this questionnaire we could simply ask about Boards we work with. Or Commissions we work with. Dictionary.com gives the following definitions:
  - Commission – a group of persons authoritatively charged with particular functions: *a parks commission*
  - Board – an official group of persons who direct or supervise some activity: *a board of directors.*
- We tend to do a fairly thorough review at the time of sunset discussions and recommend changes then, as we did recently with the CIP Commission.
- I believe the commissions should advise the Council and work should be brought to them from staff to get input before taking an item to Council. There are a number of other opportunities for citizens (on commissions or not) to bring forward ideas for the City to consider (i.e., Visitor's Propositions). This is a better forum for this input because it allows the Council to review the effort required to respond to the item, to determine how it fits with the other priority projects staff is working on, and to select those projects the Council wants staff to abandon in order to focus time on the new item. When these ideas come up through the commission process, staff is put in an awkward position and often agrees to expend time and effort on work that is not a priority.
- PNARB:
  - Municipal Code states k. Advise Department regarding dogs in parks, natural areas, and other facilities. This is a very "in the weeds" role that is covered by other language within the code such as advising on policies.
- A & C C:
  - Municipal Code states e. Develop a comprehensive Arts and Culture vision and strategic plan for the City. I recommend adding that the commission implement the strategic plan.

**Public Participation Task Force (PPTF) - Dialog Questions for Mayor Manning and City Manager Patterson for the Dec. 5 meeting of the PPTF**

**Questions for Mayor Manning**

1. What are your hopes for the outcomes of the PPTF efforts?
2. What is your philosophy regarding the value of or reason for having boards and commissions and citizen involvement? Where do you place citizen involvement on the pyramid of decision-making?
3. Do you have any changes in mind that you would like to see in our boards and commissions, in their function or scope? Are there ones you would like to see sunsetted or started?
4. The PPTF may have some recommendations to make the process of finding and selecting volunteers for boards and commissions and task forces more inclusive and transparent. What would you like us to know about the current process of which we may not be aware?
5. There have been some recent examples of boards and commissions not adequately communicating with each other, or of recommendations made by one that are negatively viewed by another. What can be done to avoid this or to improve communications between boards and commissions?
6. As far as you know, is there any reason not to use either "Board" or "Commission", and eliminate the use of the other name?
7. The use of the 3 minute clock at council meetings is not viewed positively by some citizens. What led to its use? Are there options that could accomplish the same purpose?
8. Do you have any questions for us to answer later?

**Questions for City Manager Patterson**

1. What are your hopes for the outcomes of the PPTF efforts?
2. The 2020 Vision Statement section on Governing and Civic Involvement says, "Balancing efficiency and citizen participation in government is challenging". Are there ways the PPTF can make recommendations to help the City strike a good balance?

3. What is your philosophy regarding the value of or reason for having boards and commissions and citizen involvement? Where do you place citizen involvement on the pyramid of decision-making?
4. The coverage of city programs/departmental activities is not all encompassing and the PPTF may consider recommendations to improve that coverage. Do you see opportunities - or the need - for such changes?
5. We are also looking at the possibility of consolidation or altering the current missions of some boards and commissions. Do you have any suggestions in that regard?
6. What do you see as the potential advantages/disadvantages of the increased use of citizen/staff task forces (work groups/technical committees/etc.) to study important issues and make recommendations to the City Council?
7. Would you expand on comments you made in both your online November Monthly Highlights and in your Oct. 8, 2013 Memorandum to the Mayor, the City Council and City Staff regarding improving and enhancing citizen involvement, especially in the budget process, as well as via the board and commission system.
8. In the survey the PPTF did of department heads, one of the comments was that board requests sometimes increase staff workloads prior to the city Council approving work in the directed area. Do you have ideas about how we might continue to empower boards yet limit unanticipated expenditures of staff time?