

AGENDA

Public Participation Task Force

January 9, 2014

11 AM - 1 PM

Madison Ave. Meeting Room

500 SW Madison Ave. (across from City Hall)



* Start Times are only 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, ground rules	Kent	2	Information
11:02	2. Review today's agenda: changes or additions	All	2	Decisions?
11:04	3. Review/approve 12/19/13 meeting draft minutes (Attachment 1)	All	2	Decision
11:06	4. Updates on plans for 1/13/14 public meeting and "tutorial" on public meeting facilitation	Brenda/ Emily/ Annette	15	Information/ discussion
11:21	5. Updates from the 3 New Tiny Task Forces and next meeting dates	Brenda/ Annette/ Emily	30	Information/ discussion/ feedback/ decisions
11:52	6. Committee for Citizen Involvement (CCI) Dialog	Kent	15	Discussion/ decisions
12:08	7. Visitor's comments, ideas suggestions		10	
12:19	8. Check-out: Was time used efficiently? Was everyone prepared? Was everyone heard? Meeting process okay? Can we do better? Next meeting agenda?	Richard	5	Discussion
12:24	9. PPTF budget review	Mary Beth	5	Planning/ discussion
12:30	10. PPTF meeting ends; breakout into TTFS	TTFS	30	Planning/ discussion

CITY OF CORVALLIS
Public Participation Task Force Minutes
December 19, 2013 - DRAFT

Members Present:	Kent Daniels, Chair; Annette Mills, Vice Chair; Richard Hervey; Lee Eckroth; Penny York; George Brown; Brenda VanDevelder; Rocio Munoz; Emily Bowling (at 11:50am)
Members Absent:	Becky Goslow
Staff:	Mary Beth Altmann-Hughes, HR Manager; Claire Pate, Scribe
Visitors:	Stewart Wershow

<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"> • Same items; different order. 	
3. Review/Approve 12/5/13 Meeting Minutes (All)		<ul style="list-style-type: none"> • Minutes approved, with one revision to item #4.
4. Review Plans for January 13 Public Meeting (Brenda, Emily, Annette)	<ul style="list-style-type: none"> • Brenda presented the outline of plans (Attachment 2 from 12/19/13 PPTF Packet) • Assignments were made for various tasks • Discussion about childcare & need for translation services 	<ul style="list-style-type: none"> • Meeting process/plans approved. • Assignments: Lee – will contact provisioners; coordinate low waste/composting; secure supplies. Richard – will do table tents Rocio/Annette – Welcome table Penny/Kent – transcription of meeting

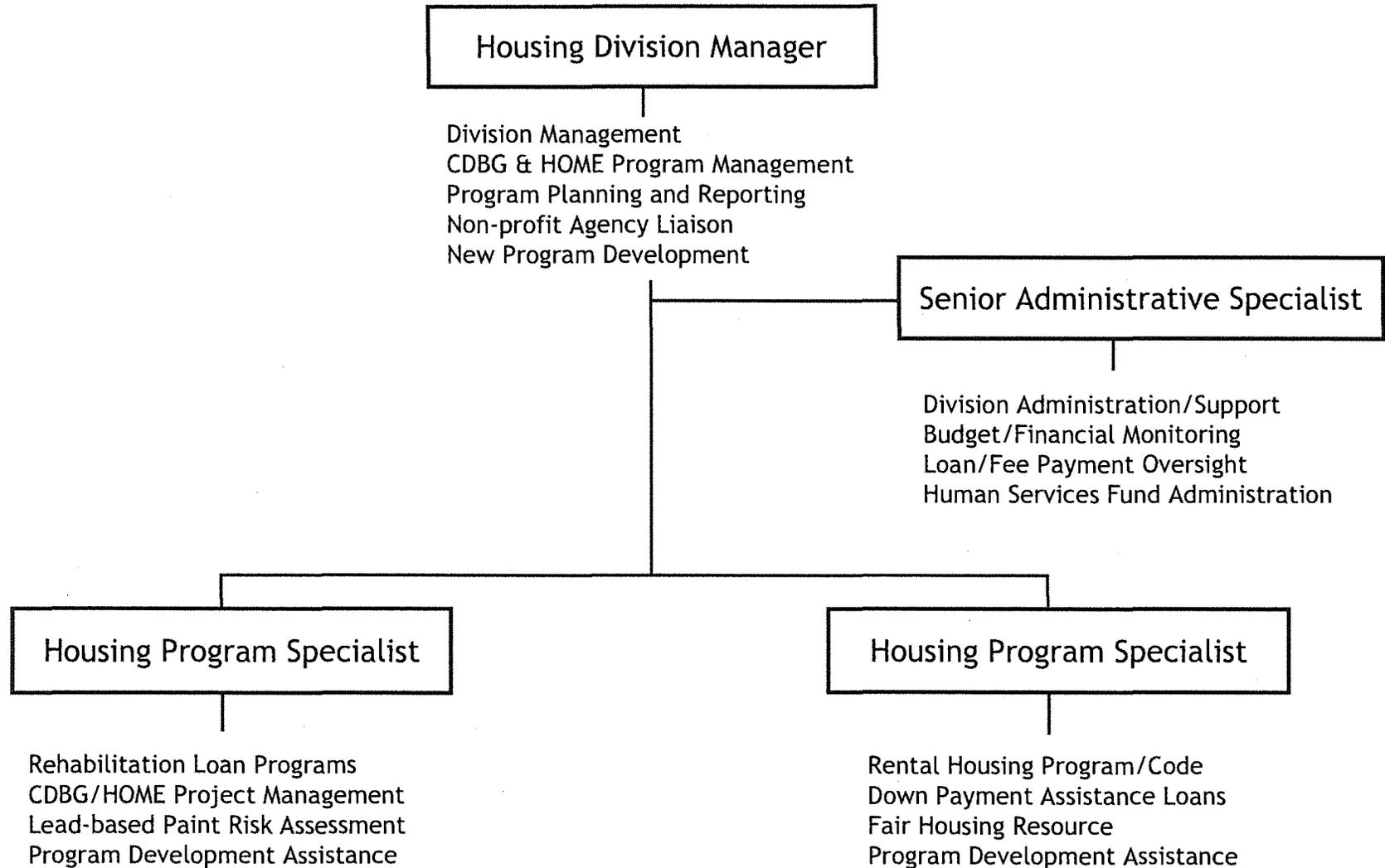
<u>Agenda Item</u>	<u>Key Discussion Points</u>	<u>Action or Information Only</u>
		Rocio – facilitate/translate for Spanish table.
5. Dialog with Dept. Heads Emery, Steckel and Gibb	<ul style="list-style-type: none"> • Questions were addressed by all three (Attachment 3 from 12/19/13 PPTF Packet) • Key discussion points: Training/orientation needed for B&C Chairs/Vice Chairs B&Cs meet very different needs; one size does not fit all. CD has a proposal to provide support for Neighborhood Empowerment programs (Attachment A) 	
6. Visitor’s comments	<ul style="list-style-type: none"> • Stewart Wershow spoke on importance of promoting public safety/emergency preparedness groups; Neighborhood Watch is a good model. 	
7. Updates/Information on Tiny Task Force (TTF) meetings held since 12/5/13 (Emily, Brenda, Annette, Mary Beth)	<ul style="list-style-type: none"> • All three groups gave updates • It was agreed that the B&C TTF would have primary responsibility to draft recommendations for CCI and task forces. 	<ul style="list-style-type: none"> • TTFs set meeting dates prior to the January 9, 2014 meeting.
8. Breakout into TTFs for future planning discussions and decisions		
9. Check-out: Was time used efficiently? Was everyone prepared? Everyone heard? Meeting process okay? Can we	<ul style="list-style-type: none"> • Meeting was structured well 	<ul style="list-style-type: none"> • Items for next agenda (January 9, 2014): Tutorial on public meeting facilitation Feedback/Reports from TTFs (all)

<u><i>Agenda Item</i></u>	<u><i>Key Discussion Points</i></u>	<u><i>Action or Information Only</i></u>
do better? Agenda for next meeting? (Richard/All)		Review/adjust calendar if necessary (Kent) Analyze budget (Mary Beth)
10. Adjourn	The meeting was adjourned at 1 pm	

Respectfully submitted, Kent Daniels, Chair

Next Meeting: January 9, 2014

Housing Division Organization Chart - FY 13-14 (Current) Structure/Functions



In conjunction with the implementation of a Property Maintenance Code (PMC) that was recommended by the Collaboration project, formation of a Housing and Neighborhood Services Division is being proposed. As envisioned, this Division's responsibilities would include:

- Continued delivery of the City's housing programs
- Code compliance in conjunction with the PMC and other city livability related codes
- Continued landlord and tenant support (information and referral)
- Community liaison role (neighborhoods, OSU, etc.)

The Housing and Neighborhood Services Division concept would include a community liaison position that would work with landlords/tenants, OSU, neighborhood associations and community members throughout the City. The following is the current outline of the main focus areas for this position:

Community and Neighborhood Outreach Liaison Concept

As envisioned, the City's Community and Neighborhood Outreach Liaison function would have four primary areas of focus. These would include:

1. Act as a point of contact for neighborhood associations, community groups and residents, providing information, referral, and connections to other City functions as needed.

- Assist with the formation of neighborhood associations.
- Attend association meetings to learn about concerns and facilitate connections to appropriate City departments or functions.

2. Act as a point of contact and collaboration for student- and community-focused functions at Oregon State University.

- Represent the City in OSU-sponsored activities aimed at helping students understand their rights and responsibilities as they transition to off-campus living.
- Prepare and distribute educational/informational materials for community and neighborhood residents and property owners regarding livability issues and related City ordinances.

3. Provide information and referral services to landlords and tenants as currently being carried out through the City's Rental Housing Program.

- Continue to act as a point of contact for both tenants and landlords regarding questions and concerns about non-habitability issues (leases, evictions, rights/responsibilities).
- Prepare and distribute educational/informational materials for landlords, tenants and other residents regarding pertinent City codes and ordinances that relate to rental

Proposed Housing and Neighborhood Services Division Organizational Structure/Functions

