

AGENDA

Public Participation Task Force

February 6, 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 01/23/14 meeting draft minutes (Attachment 1)	All	2	Decision
11:06	4. Continue discussion: results/next steps resulting from Jan. 13 th public meeting; plans for April 3rd meeting	Penny/Brenda	15	Information/ Discussion/ Decisions
11:22	5. Continuing CCI dialog and information updates, including how the three Tiny Task Forces (TTF) view possibilities	Richard/ Kent/Penny	15	Information/ Discussion/ Feedback/ Decisions
11:38	6. TTF updates, next meeting schedules – Rocio, Brenda, Emily	Rocio/ Brenda/Emily	25	
12:03	7. Visitors' comments, ideas, suggestions	Kent	12	
12:15	8. Check-out: Was time used efficiently? Was everyone prepared? Was everyone heard? Meeting process okay? Can we do better? Next meeting agenda? DIALOG: Functioning while Kona Kent is out of state Feb 8 to March 10: Agenda prep/PPTF and TTF meetings/minutes and attachments/reaching Kent	Richard Kent	10	Discussion
12:25	9. PPTF meeting ends; breakout into TTFs	TTFs		Planning/ Discussion

CITY OF CORVALLIS
Public Participation Task Force Minutes
January 23, 2014 - DRAFT

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

<u>Agenda Item</u>	<u>Key Discussion Points</u>	<u>Action or Information Only</u>
1. Check in, introductions, review ground rules (Chair)	<ul style="list-style-type: none"> New ground rule: “Be thoughtful; be bold.” 	
2. Review Agenda (Chair)	<ul style="list-style-type: none"> No changes, except for order of consideration. 	
3. Review/Approve 1/09/14 Meeting Minutes (All)		Motion by Annette /seconded by Becki to approve minutes as drafted; motion passed unanimously.
4. Debrief on results/next steps resulting from 1/13/14 public meeting. Plans for 4/3/14 meeting	<ul style="list-style-type: none"> Technical/process improvements: Rethink the butcher paper, or have each “tabler” write up a summary of table comments; shorten the beginning 15 minutes; Parking structure closure notification. 4/3/14 public meeting will use same process. Ensure no other big meetings 	Penny will finish up the notes and will be compiling comments thematically.

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	on same day. Develop flyer in English and Spanish for posting.	
5. Continuing CCI dialog and information updates, including how the 3 Tiny Task Forces (TTF) view possibilities	<ul style="list-style-type: none"> • Kirk Bailey gave historical context for CCI (Committee for Citizen Involvement). • Suggestion that CCI’s scope and name be changed to incorporate neighborhood association (NA) and diversity issues. • The new “CCI” could be involved with the Vision update; provide annual mini-session to describe/explain the work of existing boards and commissions; do the annual Citizen Attitude Survey; reinvigorate Neighborhood Empowerment Grants; meet with NA’s. 	1.
6. Visitor’s comments, ideas, suggestions	<ul style="list-style-type: none"> • Ken McCall asked that PPTF consider as a recommendation that persons with expertise and a connection with the City be eligible for B&C appointments even if living outside of the City. • Kirk Bailey urged that the City Council be encouraged to keep the “de novo” hearing process for land use applications so that citizens have another opportunity for testimony. • Stewart Wershow expressed four 	

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	<p>concerns: 1) treatment of the Watershed Commission; 2) CIP was not listed in Penny’s draft recommendation for B&Cs; 3) where the Neighborhood Watch program best fits – CCI or Public Safety; 4) how transportation issues affect parks and natural space.</p>	
<p>7. Updates from the 3 New Tiny Task Forces (TTFs) and next meeting dates (Brenda, Annette, Emily)</p>	<ul style="list-style-type: none"> • Updates given. • Brenda distributed a “Draft Recommendation Advisory Boards and Commissions Operations and Structures.” (Attachment A) • Rocio distributed Draft 5 Guiding Principles, in English and Spanish (Attachment B) • Emily has drafted a format for their TTF’s report, to be fine-tuned at the TTF’s next meeting. • Kent distributed a draft for a format to be used for the final report to be given to City Council (Attachment C). 	<ul style="list-style-type: none"> • General agreement that the role of the new “CCI” should be included under the TTF dealing with B&C recommendations. • General agreement that all three TTF reports will be melded into one document for presentation to City Council. • Recommendations will be tied to each City Council charge given to PPTF. • Consideration should be given to a recommendation that the City have a public information officer (PIO) position.
<p>8. Check-out Was time used efficiently? Was everyone prepared? Everyone heard? Meeting process okay? Can we do better? Agenda for next meeting? (Richard/All)</p>	<ul style="list-style-type: none"> • Consensus was that it was a good meeting. • Next meeting: TTF updates and drafts; additional discussion of April 3, 2014 public meeting. 	

<u>Agenda Item</u>	<u>Key Discussion Points</u>	<u>Action or Information Only</u>
9. PPTF meeting ends; breakout into TTFs	<ul style="list-style-type: none"> The meeting was adjourned at 12:50pm 	

Respectfully submitted, Kent Daniels, Chair

Next Meeting: February 13, 2014

DRAFT RECOMMENDATION
ADVISORY BOARDS AND COMMISSIONS OPERATIONS AND STRUCTURE

1- Recommendation for consistent standards for all Advisory Boards, Commissions, and Task Forces

1. A staff liaison and recorder assigned to each Advisory Board, Commission, and Task Force.
2. Minutes taken in a consistent format including:
 - a. key discussion point minutes for Advisory Boards and Task Forces,
 - b. detailed minutes for Commissions as required by statute.
3. Guidelines provided for consistent communication and outreach to community members.
4. Annual process for all Advisory Boards and Commissions to propose work plans including goals and desired outcomes to a standing committee of the City Council for review, revision, and approval.
5. Mayor to host an annual gathering of all chair and vice-chairs to reduce silos, encourage dialogue, and foster cooperation among Advisory Boards and Commissions.
6. Orientation provided to all new appointees prior to attending first meeting.
7. Training provided for chair and vice chair (Lake Oswego example): i.e. review public meeting laws, agenda development, developing goals, objectives and annual work plan. *(The new Community Involvement and Diversity Advisory Board would develop this process.)*

2- Statement of the purpose of citizen engagement through Advisory Boards, Commissions, and Task Forces

Members of Advisory Boards, Commissions, and Task Forces provide an invaluable service to our city. These groups advise the City Council on a wide variety of subjects. The expertise and work of citizen groups often serve as a catalyst for innovative city programs and improved services.

Serving on an Advisory Board, Commission or Task Force can be a rewarding experience for community service-minded residents. It is a productive way to participate in the functioning of local government and assists City Council members in understanding the values of their constituents. The role of these committees is to provide input to city staff and advice and recommendations City Council.

3- How individuals are appointed

Many Advisory Boards and Commissions include community members with expertise or experience thus providing additional resources in the review and planning of city activities. The Mayor is responsible for appointing individuals to fill vacancies. Anyone living or working within the city is eligible to apply for a vacancy, the Mayor conducts a brief interview, staff provides input and often talks with the nominee to review roles and responsibilities of serving on the committee and the nomination is approved by a vote of the City Council.

Recommendations to increase awareness of vacancies and transparency of the appointment process:

- a. Establish a Mayoral advisory group to meet quarterly for review of vacancies and interested volunteers for Advisory Boards and Commissions.
- b. Actively seek nominees from varied socioeconomic, racial, and ethnic backgrounds and younger nominees.
- c. Seek input from current Commission and Advisory Board chair for potential nominees to fill vacancy.
- d. Review and improve how vacancies are publicized.

4- Types of committees- Commissions, Advisory Boards, Task Forces

For consistency and clarity, we recommend three distinct types of committees: Advisory Boards, Commissions, and Task Forces.

Commission

A standing committee to which the City Council has delegated decision making authority. Commissions annually propose goals and desired outcomes to a standing committee of the City Council for review, revision, and approval.

Advisory Board

This type of standing committee is established by City Council resolution and serves in an advisory capacity to the Mayor and City Council. Advisory Boards annually propose work plans including goals and desired outcomes to a standing committee of the City Council for review, revision, and approval.

Task Force

Task Forces are formed to achieve a particular goal and outcome and generally active for a limited time and scope. The City Council resolution identifies the term of the committee, the task to be completed, the timeline for completion of the project and other direction as the City Council deems appropriate.

Other city groups may be formed by the Mayor or city staff for particular reasons.

5- Recommendation of changes to Advisory Boards and Commissions

The objective of this recommendation is to **make decision making in the City more effective**; and to build a web of **strong interrelationships of Advisory Boards** with a **broad scope** which can address City planning such as master plans supported by staff with **efficient use of city resources**.

Each Advisory Board and Commission will have a direct relationship with a City Council standing committee as shown below. Newly named Advisory Boards are in **bold**.

- City Council- Human Services Committee *people*
 - Arts and Culture Advisory Board (broaden scope to include Public Art Selection)
 - **Community Involvement and Diversity Advisory Board** (broaden scope of CCI, MLK, include relationship with Neighborhood Associations)
 - Corvallis-Benton County Public Library Advisory Board
 - **Public Safety Advisory Board** (broaden scope of Police Review to include Fire)
 - Parks, Natural Areas, and Recreation Advisory Board (broaden scope to include Civic Beautification and Urban Forestry)

- City Council- Urban Services Committee *land use*
 - Historic Resources Commission
 - Housing and Community Development Advisory Board
 - Planning Commission
 - **Transportation Advisory Board** (broaden scope of Bicycle Pedestrian, Transit, and Downtown Parking Commissions)

- City Council- Administrative Services Committee *finance*
 - Airport Advisory Board
 - Budget Commission
 - Economic Development Advisory Board (broaden scope to include Downtown Commission)
 - **Water Advisory Board** (broaden scope of Watershed Advisory Board)

Public Participation Task Force

GUIDING PRINCIPLES (Draft 5 – 01/22/14)

1. **Collaborative Democracy** - Enhance and support a community-driven democracy in city government. Ensure that there is a genuine intent and attitude by the City and community members to listen to all sides and to attempt to understand different viewpoints.
2. **Diversity** – Seek input from all viewpoints, backgrounds, and philosophies. Treat each person with dignity, fairness, and respect.
3. **Openness** - Promote fair, open and respectful processes that allow all who are interested or affected to have an equal opportunity to participate.
4. **Inclusiveness** - Create a variety of ways for community members to participate and influence decisions.
5. **Accountability** - Use decision-making processes that are transparent and that create trackable decisions with clearly defined responsibilities.

PRINCIPIOS FUNDAMENTALES

1. **Trabajo colaborativo en la Democracia** – mejorar y apoyar una democracia gubernamental dirigida por la comunidad. Asegurarse que haya un intento y actitud auténtica y práctica por parte de la Ciudad y miembros de la comunidad para escuchar todas las perspectivas e intentar a comprender diferentes puntos de vista.
2. **Diversidad** – solicitar opiniones desde todas las perspectivas, orígenes y filosofías. Tratar a cada persona con dignidad, igualdad y respeto.
3. **Transparencia** - Promover procesos justos, abiertos y respetuosos que permiten a aquellos interesados o afectados a tener una oportunidad para participar.
4. **Integración** – Crear una variedad de maneras para que miembros de la comunidad participen e influyan las decisiones.
5. **Obligación** – Usar procesos para hacer decisiones responsables y que sean transparentes.

DRAFT/DRAFT/DRAFT

1/22/14

**DRAFT OUTLINE FOR RECOMMENDATIONS DOCUMENT FROM THE CORVALLIS
PUBLIC PARTICIPATION TASK FORCE**

- I. INTRODUCTION AND BACKGROUND STATEMENT - reference CC Charge and citizen document from July 2013
- II. EXECUTIVE SUMMARY - Overview of recommendations
- III. PUBLIC PARTICIPATION GUIDING PRINCIPLES - from TTF
- IV. BOARD AND COMMISSION RECOMMENDATIONS - from TTF
- V. NEIGHBORHOOD ASSOCIATION RECOMMENDATIONS - from TTF
- VI. GENERAL PUBLIC PARTICIPATION RECOMMENDATIONS -from TTF
- VII. IMPLEMENTATION/NEXT STEPS RECOMMENDATIONS - Emphasize role of new CCI (new name); give a range of options.
- VIII. APPENDICES AND ATTACHMENTS - List of PPTF volunteers; the full CC charge; the July 2013 citizen doc; research outline including cities and other organizations contacted. Include a PPTF process/procedures outline of what we did and how process was development and carried out.