

CITY OF CORVALLIS
Public Participation Task Force Minute
March 6, 2014

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

<u><i>Agenda Item</i></u>	<u><i>Key Discussion Points</i></u>	<u><i>Action or Information Only</i></u>
1. Check in, introductions, review ground rules (Chair)		
2. Review Agenda (Chair)	<ul style="list-style-type: none"> • Add “budget” discussion 	
3. Review/Approve 2/20/14 Meeting Minutes (All)		Motion by Richard/seconded by Brenda to approve minutes as drafted; motion passed unanimously.
4. Continue discussion; Plans for 4/3/14 meeting (Brenda)	<ul style="list-style-type: none"> • Broad outline: share process; present recommendations; get feedback about what excites them, any unforeseen/unintended consequences, and possible gaps. • The three Tiny Task Force (TTF) leaders will each explain their processes. • Full marketing push for the meeting; reach out to Health Equity Alliance. 	Brenda will send out a draft of her PowerPoint presentation once it is done.
5. TTF recommendations: updates (Rocio, Emily, Brenda)	<ul style="list-style-type: none"> • Outreach and Engagement (Attachment A) – Rocio distributed an updated version of Guiding Principles and recommendations. Consensus that Guiding Principles are overarching all the efforts, and should be presented first. Need additional discussion about 	

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	<p>item 1.c (allowing group presentations), as there is not consensus that this is appropriate.</p> <ul style="list-style-type: none"> • Board and Commissions (Attachment B) – Brenda explained the latest draft of the Board and Commission (B&C) recommendations. Discussion about how transitions will work for potential sunseting of some B&Cs, and broadening scope/refocusing efforts. Suggested changes: 1) Under “<i>Community Participation</i>,” mention Neighborhood Associations/connections as part of the Community Involvement and Diversity Board (CIDAB) charge, and articulate broadened scope for Commission for Martin Luther King, Jr. work, such as including diversity training; 2) Under “<i>Economic Development</i>”, add “sustainable business practices” as another area of expertise for membership; 3) under “<i>Water</i>,” include references to tap, storm and waste water; and add riparian ecosystems as an area of expertise. • Neighborhood Association (Emily) - Survey was extended to 3/9/14; 105 responses received to date. Richard will help with “qualitative” analysis of responses. • General agreement that final report format should state key points up front and have recommended action items prioritized. “Don’t bury the lead.” 	

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	Backup information/data could be in appendices.	
6. Visitor's comments, ideas, suggestions	<ul style="list-style-type: none"> None 	
7. Budget	<ul style="list-style-type: none"> There was general agreement that it would be difficult to cost out recommended items until finalization. Since PPTF was created as a result of a Council Goal, initial implementation of recommendations might be partially financed through Council Reserves. Mention this at the March 17, 2014 verbal report to City Council. 	
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)	<ul style="list-style-type: none"> The need for folding the three TTF work products together into a final report is imminent. Next agenda(s) should not include TTF breakout time. Focus should be on finalizing recommendations to present at the April 3 public meeting, and formatting the final report. 	
9. Adjournment	<ul style="list-style-type: none"> The meeting adjourned at 1:05 pm 	

Respectfully submitted, Annette Mills, Vice-Chair

Next Meeting: March 20, 2014

Public Participation Task Force – TTF 1
Guiding Principles & Outreach and Engagement
(DRAFT 3/5/2014)

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.

1. Create a community-friendly atmosphere at all public meetings (i.e. City Council, Boards & Commissions, Task Force, etc.)
 - a. Ensure that those giving public testimony are being listened to.
 - o Examples: make eye contact, ask a question, alert public that electronic devices may be used to capture testimony for future reference.
 - b. Replace 3-minute clock with alternative alert signals.
 - o Example: City of Pasadena has podium with three built in lights: green, yellow, and red. Observable by the council and the speaker in a discrete manner.
 - c. Allow groups (e.g., neighborhood associations) to make presentations as a group, with limits on time and number of people in the group. (Needs further PPTF discussion)
 - d. Have agendas and other relevant documents available for the public at meetings.

Diversity: Seek input from all viewpoints, backgrounds, and philosophies. Treat each person with dignity, fairness, and respect.

2. Identify and reach out to diverse sectors of the community.
 - a. Take steps to make meetings linguistically and culturally appropriate (e.g., have public meetings at schools).
 - b. Set up mechanisms within city government to connect to translation/interpretation services to provide this at public meetings when there is a topic of interest.
 - c. Set up a resource service for child care at major meetings (e.g., partner with a non-profit or social service agency that provides such services).

Openness and Accessibility: Promote fair, open and respectful processes that allow all who are interested or affected to have an equal opportunity to participate.

3. Increase access to elected officials.
 - a. Create reasonable ways for community members to communicate with elected officials, board/commission chairs, and city staff. Provide phone numbers and email addresses that will ensure a response.
 - b. Consider real-time on-line access to city meetings.
 - o Look at OSU's New Media Communications Department
 - c. Consider alternate locations for forums, special outreach meetings, and government corner

4. Increase access to city government information.
 - a. Make the City website more user-friendly – more accessible and searchable by having links for the multiple modes of community member engagement more visible and easier to see/understand from the city homepage.
 - a. Research software with appropriate design
 - b. Post to available traditional and social media sources (newspaper, Facebook, Twitter, etc.).
 - c. Set standards for city government and boards/commissions to do outreach and market their events, meetings, BC openings to ensure that information is reaching the community.
 - d. Examples: Continue and expand Government Corner at library lobby every Saturday; send into the newspaper's F.Y.I.

Inclusiveness: Create a variety of ways for community members to participate and influence decisions.

5. Involve community members in the decision-making process.
 - a. Engage community members early in the planning and budgeting process [look at Lake Oswego requirements - pre-application conferences with neighbors; look at Pasadena - appoint special committees at beginning of process to help gather public opinion].
 - b. Develop and offer Public Participation 101 training/workshop/manual in multilingual languages. This should include:
 - o Brief explanation of legal time requirements to audience for specific boards (i.e., Mayor, Planning Commission Chair, and HRC Chair) and give notice of this prior to testimony by staff, applicant, and public.
 - o Explanation of the process where there are opportunities for community input (i.e., boards and commissions, Council committees, etc.).
 - o Information about board/commission processes and where public testimony fits in the decision-making process.
 - o Tips on how to testify effectively.
 - o The guiding principles referenced and a flow chart or organizational chart that allows community members to better understand the process of how city government works

Additional thoughts:

- Reinstated Neighborhood Empowerment grants.
- Support NAs [see Bend - mailings, monthly meetings of NA chairs, City Councilors assigned to NAs, annual reports of NAs to Council; see Eugene Neighborhood Services Program; see Pasadena Office of Neighborhood Connections]
- Create NA Resource Guide [see Lake Oswego and Eugene model]
- Create email listserv for each NA [see West Linn model]
- Offer a list of acronyms used throughout online communication.

Responses to Task Force member questions from Feb. 20 meeting

How will these changes increase collaboration?

- There will be less compartmentalization of related issues and groups. There will be greater collaboration on broad, significant community issues. For example, the City's Transportation Plan, adopted in 1996, was reviewed by CACOT and the Commission on Bicycles. The plan has not dealt successfully with the broad and interrelated transportation issues that have developed in our community since that time.

We believe that genuine collaboration and effective citizen input to City Council can be achieved by creating Advisory Boards comprised of people with different backgrounds and types of expertise, to discuss major issues in a public meeting forum.

What are the Staff Advisory Committees?

- Department directors would continue the practice of bringing together small groups with particular areas of knowledge to advise them on technical issues. The City Manager is responsible for ensuring that the Mayor and City Councilors are aware of the formation, purpose, duration and membership of these groups prior to the first meeting.

Can the Advisory Board Chair be a part of the interview session with the Mayor to fill Advisory Board vacancies?

- We have suggested the formation of an Advisory Committee to support the Mayor in seeking qualified individuals for appointments.

It seems that the scope of the newly imagined Citizen Involvement Advisory Board is too broad. Shouldn't the Martin Luther King Jr. Commission continue as is?

- We have suggested that the work of the MLK Jr. Commission continue as a sub-committee of the newly formed Advisory Board.

Elements of the recommendations for New/Revised Advisory Boards

Transition – Include the name of the new/revised advisory board, any related current boards to be sunsetted or combined into the new group, or otherwise altered; also any relevant dates for action.

Charge – The charge should be broad, related to a city department or other large area of city policy, and related to significant city master plans such as the Parks and Recreation Master Plan or the Transportation Plan. Advisory Board will retain its perspective as advisory to city council on significant matters of policy.

Membership - Representative of the general public (diverse age, gender, ethnicity, geography, socioeconomic), and also inclusive of areas of special knowledge, experience and interest related to the particular charge of the advisory board.

Work and focus - This would change based on annual or biennial goals in the advisory board's work plan. May align with council goals or serve to implement the city's vision statement. They may also arise from changing situations or developing problems. A narrow goal or function within the broader scope may be addressed by a subcommittee, either ongoing (coordinating an event or reviewing annual recognitions or award applications) or to address a temporary concern or project of the whole advisory board.

Newly formed/revised Advisory Boards

Community participation

Transition:

- Develop a new Community Involvement and Diversity Advisory Board to begin in January 2015.
 - Sunset the current Martin Luther King, Jr. Commission in Dec. 2014 and incorporate it into a subcommittee under the new CIDAD, to continue the planning for the City's annual Martin Luther King, Jr. celebration.
 - Incorporate selected responsibilities of the MLKC around diversity and inclusion into the charge of the new CIDAD.
 - Sunset the current Committee for Citizen Involvement and incorporate all its responsibilities required by state statute into the new CIDAB.
 - Incorporate some recommendations from the Public Participation Task Force into the CIDAD charge and goals, to be determined after review by the City Council.

Charge:

- Advise City Council on ways to meet Statewide Planning Goal 1, Citizen Involvement.
- Advise City Council on the development and implementation of the City Vision Statement.
- Advise City Council on policies that will strengthen diversity and inclusion in Corvallis.
- Act as the City's Committee for Citizen Involvement.

Membership:

- Broad socioeconomic and geographic representation.
- Expertise in areas including diversity and cultural competence, community communication, community leadership, and land use processes in Corvallis and Oregon.

Goals and focus:

- As recommended by the retiring committee and task force members, the incoming members and the related Council's Human Services Committee.
- Develop a plan to review and address the requirements of the State's planning goal for citizen involvement.

Economic development

Transition:

- Develop a new Economic Development Advisory Board to begin in January 2016.
 - Convert the current EDC into a task force focused on traded sector and innovation. The Task Force would complete its work by Dec. 2015.
 - Convert the Downtown Commission to a task force to complete its work by Dec. 2015.
 - Some work of the current Economic Development Commission and Downtown Commission would be moved into this new advisory board's charge and goals. Some

would transfer to city staff and business advocacy organizations (DCA, CIBA, OSU accelerator, etc.)

Charge:

- Advise City Council on broad and specific ways to develop city policy and plans to create and sustain a vital, productive local economy, as part of a broader regional and state economy, which fosters innovation, service to local and regional customers, and supports traded sector business bringing jobs and resources to our city.
- Selectively include some areas from the responsibilities of the current Downtown Commission and the Economic Development Commission.
- Advise City Council on ways to meet Statewide Planning Goal 9, Economy of the State.
- Advise City Council on the development and implementation of the City Vision Statement.

Membership:

- Broad socioeconomic and geographic representation.
- Expertise in areas including traded sector, retail, job development, business incubation and retention, various business segments.

Work and focus:

- As recommended by the retiring task force members, the incoming members and the related Council's Administrative Services Committee.

Transportation

Transition:

- Develop a new Transportation Advisory Board to begin in January 2015. Its charge would be to give the public early involvement in transportation master planning, and to provide council with review of developing issues.
 - The Citizen Advisory Commission on Transit, Downtown Parking Commission and Bicycle and Pedestrian Advisory Commission would sunset Dec. 2014. Some of their work would move to the new, broader advisory board. Some could move to independent advocacy groups. Staff could call special groups together, as needed.

Charge:

- Advise City Council on ways to meet Statewide Planning Goal 12, Transportation.
- Advise City Council on ways to meet Statewide Planning Goal 13, Energy, where it relates to transportation.
- Advise City Council on the development and implementation of the City Vision Statement.
- Advise City Council on the development, review and adoption of City policies related to transportation including the Corvallis Transportation Plan.

Membership:

- Broad socioeconomic and geographic representation
- Expertise in areas of traffic analysis, alternative transportation, special population needs.

Work and focus:

- As recommended by the retiring committee members, the incoming members and the related Council's Urban Services Committee.
- Preparation for review and revision of the City's Transportation plan.

Public Safety

Transition:

- Develop a new Public Safety Advisory Board to begin in January 2015. Its charge would be to provide council with review of developing issues.
 - The Police Review Board would sunset Dec. 2014. Some of their work would move to the new, broader advisory board. Some could move to independent advocacy groups. Staff could call special groups together, as needed.

Charge:

- Advise City Council on public safety policy and resource issues in an effort to increase communications between the police and the community, and to facilitate a greater understanding of public safety policy.
- Advise City Council on the development and implementation of the City Vision Statement.
- Advise City Council on the development, review and adoption of City policies related to Public Safety.

Membership:

- Broad socioeconomic and geographic representation
- Expertise in areas of public safety and special population needs.

Work and focus:

- As recommended by the retiring committee members, the incoming members and the related Council's Urban Services Committee.

Water

Transition:

- Develop a new Water Advisory Board to begin in January 2015. Its charge would be to give the public early involvement in water resource master planning, and to provide council with review of developing issues.

Charge:

- Advise City Council on water quality including drinking water source protection, water quality, and water rates.
- Advise City Council on ways to meet Statewide Planning Goal XX?, where it relates to water.
- Advise City Council on the development and implementation of the City Vision Statement.
- Advise City Council on the development, review and adoption of City policies related to water including the Corvallis Storm Water Master Plan.

Membership:

- Broad socioeconomic and geographic representation
- Expertise in areas of water quality analysis, water conservation, and water source protection.

Work and focus:

- As recommended by the incoming members and the related Council's Urban Services Committee.