

## Agenda

### Public Participation Task Force Work Session

**May 15, 2014**

**11AM - 1 PM**

Madison Avenue Meeting Room  
500 SW Madison Avenue (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 4/28/14 public forum draft minutes (Attachment 1) and 5/1/14 draft minutes (Attachment 2)	All	2	Decisions
11:06	4. Continue revising draft recommendations document for May 23 final to staff for inclusion in 6/2/2014 City Council meeting packet	Kent/All	54	Information/ discussion/ decisions
12:00	5. Community member comments or suggestions	Kent	10	
12:11	6. Continue work on draft document	All	34	Information/ discussion/ decisions
12:45	7. Timeline, responsibilities and roles for PPTF and others for critical path from April 29 to Dec. 31, 2014	Richard/ Kent/ Penny	10	Information/ discussion/ decisions?
12:55	8. Checkout: Time used well? Everyone prepared? Everyone heard? Meeting process okay? What can be done better? Next meeting agenda items?	Kent/All	5	Dialog; decisions

**CITY OF CORVALLIS**  
**Public Participation Task Force**  
**Public Forum Meeting DRAFT Minutes**  
**April 28, 2014**

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

<u>Discussion Item</u>	<u>Key Discussion Points</u>
1. Check in, introductions	<ul style="list-style-type: none"> <li>Chair Daniels called the meeting to order at 6:35 pm, welcomed participants, and noted interpretation services were available.</li> </ul>
2. Debrief on format for meeting	<ul style="list-style-type: none"> <li>Vice Chair Mills provided an overview of the meeting</li> </ul>
3. Clarifying Questions/ Answers	<ul style="list-style-type: none"> <li>Councilor Hervey answered the following clarifying questions from participants:               <ul style="list-style-type: none"> <li>Q: Will there be another chance to provide formal written input?                    A: <i>Yes, via comment cards.</i></li> <li>Q: Is the intent behind changing committee classifications to mandate they be open to the public?                    A: <i>No.</i></li> <li>Q: What is the City spending pertaining to this?                    A: <i>There is no simple way to answer that.</i></li> <li>Q: Will the changes recommended to the City's website include adequate staffing and resources to do such?                    A: <i>We will be discussing money as a component.</i></li> <li>Q: If commissions would like to meet for discussion prior to submitting their thoughts, could such be given a reasonable time to submit feedback?                    A: <i>We will gladly allow two weeks for such, though sooner is better.</i></li> <li>Q: Is the Land Use training mandatory?                    A: <i>Concerns regarding the suggestions for Land Use training are best open for discussion in the smaller groups.</i></li> </ul> </li> </ul>

4. Presentation: Draft Recommendations	<ul style="list-style-type: none"> <li>• PPTF members gave a PowerPoint presentation (Attachment A) concerning draft recommendations</li> </ul>
5. Small Group Discussions	<ul style="list-style-type: none"> <li>• Attendees broke out into small groups of roughly 8 total to discuss three guiding questions (Attachment B). <ul style="list-style-type: none"> <li>#1 Do you see any missed opportunities in the draft?</li> <li>#2 Which recommendations concern you?</li> <li>#3 Which recommendations do you support? Are there any you are especially excited about?</li> </ul> </li> <li>• Ms. Liz Frenkel gave the PPTF a letter containing her feedback (Attachment C)</li> </ul>
6. Adjournment	<ul style="list-style-type: none"> <li>• The meeting adjourned at 8:40 pm</li> </ul>

Respectfully submitted: Kent Daniels, Chair

Next Meeting: May 1, 2014

ATTACHMENT A

## Connected Communities continuing the conversation

### In consideration of the public good

Corvallis enjoys a high level of civic engagement and we recognize the valuable work of all board and commission members currently serving. The focus of this task force is to improve civic engagement **early in the decision making process** and to **strengthen the existing system**, all while using city resources more efficiently.

### Strengthening the system

The overarching goal of this work group is to build on the foundation of strong public engagement in Corvallis. We value the work of community members and our intention is to strengthen the opportunity for early engagement in the public process.

### Overview of the Public Participation Task Force CHARGE

“The Task Force will develop alternative options to recommend to the City Council for improving the effectiveness and efficiency of the City’s Board and Commission system and for encouraging a thriving network of Neighborhood Associations.”

### Issues to be studied and deliberated

1. Number and scope of Boards & Commissions
2. Formation, evaluation, revision and sunset process
3. Relationship with City operating departments
4. Council liaison role
5. Opportunities to advise the City Council
6. Cost factors
7. Committee for Citizen Involvement
8. Neighborhood associations

### Issues to be studied and deliberated

- \* **Effectiveness**- Improved communications between residents and appointees with the Council and staff in ways that result in better, more informed decision making.
- \* **Efficiency**- Purposeful and limited use of city resources, including staff time, volunteer time, and other direct costs.

### PPTF Process: Gathering information

- \* Best practices/ideas from other communities
- \* Phone calls to Neighborhood Association leaders
- \* Feedback from Mayor, City Manager, Dept. Directors
- \* Survey of current board/commission members
- \* Public meeting (January 2014)
- \* Survey of current Neighborhood Associations
- \* Eugene site visit
- \* Corvallis Neighborhood Summit
- \* Public testimony at PPTF meetings

### PPTF Process: Discussion and selection of draft recommendations

- \* 3 sub-committees
- \* Full task force

### Purpose of Tonight's Meeting

- \* Share draft recommendations – a work in progress
- \* Gather your feedback

### Key steps for efficient and effective public participation

- Increased understanding of issues
- Determine possible options
- Generate new ideas
- Discover and explore possible compromises
- Gauge the greater public's support for various solutions

### Guiding Principles

We recommend that City Council adopt the following practices:

- Collaborative Democracy
- Diversity
- Openness and Access
- Inclusiveness
- Accountability

### Understanding the issue

We have endeavored to provide recommendations for a **strengthened public participation system**.

Due to structural tax issues and the goal of creating a sustainable annual City budget, **cost savings is also a desired outcome** of the City Council from this process.

## Possible solutions

Our recommendations will strengthen boards and commissions through:

- Consistency
- Clarity of purpose
- Efficiencies (direct and indirect costs)

## 1. Number and Scope

- \* Recommendations are intended to align the work plans of Advisory Boards and Commissions to foster **early engagement** in City process.
- \* Recommendations are intended to build strong **interrelationships** of Advisory Boards and Commissions, to address City planning such as **master plans**.

## Identified gaps in the system

We identified 4 areas where City Council does not receive systematic community member advice:

- \* Community Involvement and Diversity
- \* Public Safety
- \* Transportation Systems Planning
- \* Water Systems Planning

## Number and Scope cont.

- \* Our recommendation includes three possibilities related to the number of boards and commissions.
- \* Two options reduce the overall number of Advisory Boards and Commissions from 22 to 15 or 16. One option offers no change in the overall number.

## Number and Scope cont.

- \* Overall, these recommendations are expected to create cost efficiencies and include (in some cases) expanding the scope and reducing the overall number of boards and commissions through merging, sunseting, or changing to a department advisory committee.

## Number and Scope cont.

- \* We identified **13** committees where the scope is specialized or technical enough that some may benefit by either changing to a Department Advisory Committee or by incorporation into another committee with a more comprehensive charge.

## 2. Process to form, review, sunset

Recommendations include:

- \* Consistent orientation and training
- \* Consistent goal setting and reporting to City Council standing committees
- \* Use Task Forces for specific, short term issues

## Consistent orientation and training

Appointee orientation is inconsistent:  
36% had an orientation/64% no/unsure  
(November survey, 85 responses)

Benefits of orientation: understand structure of city government, understand committee's charge and the advisory role of the committee.

## Consistent Goal Setting & Reporting

Annual reporting to Council is inconsistent:  
68% yes/22% no/unsure (November survey, 85 responses)

Recommended direct relationship with a City Council standing committees:

- \* Urban Services (land, facilities)
- \* Human Services (people)
- \* Administrative Services (financial)

## Consistent Goal Setting & Reporting

Goal setting is inconsistent: 49% set annual goals/51% no/unsure (November survey, 85 responses)

- \* Recommend consistent process to evaluate prior year's work, propose work plans including goals and desired outcomes to a standing committee of the City Council for review, revision, and approval.

## 3. Relationship with City operating departments

Current staff support is inconsistent.

Recommendations include:

- \* Consistent practices including staff attendance, recorder, style of minutes
- \* Adopt consistent titles of committees
- \* Annual meeting for all boards & commissions

## Consistent practices

- \* Recommend consistent assignment of staff liaison and recorder. 1+ staff attendance is at discretion of Department Director.
- \* Avoid verbatim minutes unless required by statute.
- \* Role of staff liaison is to ensure committee is aware of laws and administrative processes.

### Consistent definitions

- \* **Commission** - decision making authority is delegated
- \* **Advisory Board** – provide advice and information on a specific topic
- \* **Department Advisory** – work with staff on matters involving technical expertise

### Annual Meeting

- \* Recommend a gathering of all advisory boards and commissions to hear same message from the Mayor and City Council.
- \* Reduce silos, foster collaboration, encourage dialogue.

### 4. Role of City Council Liaison

Communications to City Council is inconsistent: “Council Liaison communicates on our behalf” 46% yes/54% no/unsure (November survey, 85 responses)

- \* Recommend formalization of communication through Council Standing Committees

### 5. Community Engagement: Access and Opportunities

Recommendation:

Adopt Guiding Principles

### Guiding Principle: Collaborative Democracy

Recommendation:

- \* Create community-friendly atmosphere
- \* Create a welcoming environment
- \* Establish protocol for multiple persons representing an organization
- \* Have agenda and other documents available

### Guiding Principle: Diversity

Recommendation:

- \* Use the term “community member”
- \* Identify and reach out to diverse sectors

Guiding Principle:  
Openness and Access

Recommendation:

- \* Increase access to elected officials and city staff
- \* Increase access to city government information
- \* Increase transparency of the appointment process

Guiding Principle: Inclusiveness

Recommendation:

- \* Involve broad representation of community members in decision-making process

Guiding Principle: Accountability

Recommendation:

- \* Align work plans for boards/commissions with City Council standing committees

6. Cost factors and maximizing use of community volunteers

- \* Streamlining the advisory board and commission system is expected to reduce costs.
- \* Improved access is expected to foster improved public participation.

7. Committee for Citizen Involvement

- \* Recommendation to sunset CCI.
- \* Establish a new Community Involvement and Diversity Advisory Board to address a broader charge.

Community Involvement and Diversity Advisory Board

- \* Implement PPTF recommendations including consistent orientation and "Public Participation 101" primer on public participation.
- \* Sub-committee work with Planning Commission and Historic Resources Commission to address Land Use Goal 1: Citizen Involvement.

## 8. Neighborhood associations

- \* Contribute to the quality of life in Corvallis and strengthen neighborhoods
- \* Facilitate problem solving without government involvement
- \* Empower community members to work with city for improved outcomes
- \* Provide enhanced communication between community members and City
- \* Utilizes expertise of residents

## Neighborhood Connections

Three overarching goals:

- \* Sustaining active neighborhood groups
- \* Connecting neighbors to neighbors
- \* Partnering with each other and the City

## Neighborhood Connections

\* Recommendation of new term:

Registered Neighborhood Group (RNG)

## Sustaining Active Neighborhoods Primary Recommendations

- \* Free meeting space
- \* Neighborhood Empowerment Grant Program
- \* Annual trainings
  - \* Public Participation 101
  - \* Land Development 101
  - \* Community Leadership 101
- \* Neighborhood Engagement Pathways

## Sustaining Active Neighborhoods Secondary Recommendations

- \* Small budget
- \* RNG manual
- \* "Benefits of being RNG" resource document
- \* Resource library

## Connecting Neighbors to Neighbors

Recommendations:

- \* Listservs or distribution lists
- \* Software or social networking sites

### Partner with Each Other & the City

**Recommendations:**

- \* City staff support
- \* RNG leadership meetings
- \* Annual RNG recognition process
- \* City Councilor communication
- \* RNG updates to City Council
- \* Position vacancy circulation
- \* City website resources for RNGs

### Partner with Each Other & the City

**Recommendations:**

- Land Development Code and land use regulations
- \* Annual trainings for RNG leaders in land use
  - \* Require developers to hold pre-development, pre-application meetings with RNGs

### Clarifying Q & A

**Clarifying involves:**

Summarizing and seeking feedback as to its accuracy.

**Examples of clarifying questions:**

- \* *"I'm not quite sure I understand what you are saying."*
- \* *"When you said ..... what did you mean?"*
- \* *"Could you repeat ...?"*

### Ground Rules for Small Group Discussion

- \* Focus on the question
- \* Make sure everyone is heard
- \* Be respectful of different opinions

### Small Group Discussion

- \* Facilitator and recorder for each group
- \* Turn your chairs to form a group of 6 or more

### Community Feedback

- \* **Round one of discussion:** Do you see any missed opportunities in the draft?
- \* **Round two of discussion:** Which recommendations concern you?
- \* **Round three of discussion:** Which recommendations do you support? Are there any you're especially excited about?

## Next Steps

Finalize recommendations  
Meetings May 1, 8, 15  
Present to City Council June 2

Thank you!

## **Notes from small groups at PPTF forum April 28, 2014**

A – pages 1-11, sorted by City Council charge (limited consolidation)

B – pages 12 - 23, sorted by question (as provided by notetakers, names removed)

### **A. Sorted by City Council Charge**

**Charge:** The Task Force will consider the issues below in their study and deliberations. The Task Force will develop alternative options to recommend to the City Council for improving the effectiveness and efficiency of the City's board and commission system.

#### **1. The number and scope of boards and commissions**

- *Combining boards, addressing gaps*
  - Consistent use of committee names
    - The definitions of advisory committees, commissions, and task forces are nice. Gives more clarity and consistency to the process.
    - Clarification of definitions is good. Consistency allows for how much a citizen wants to get involved-participate.
    - The changes in names are clarifications of authority . it would be clarity to the process. It makes for reasonable expectations. Step in the right direction. I don't really know what our authority is.
  - Reducing number of advisory boards and commissions
    - Lessen committees 13 vs. 22 - makes sense
    - Reducing the number of boards and commissions provides less opportunity for involvement and creates less opportunity for specialization
    - Concern is that things are very hard to get things done, things take so long to accomplish with city government, feels that they will get less done by being part of a larger group as a result of having members with different goals and interests, competing interests means less will get done, if you can't reach consensus you can never make a recommendation
    - If you have larger commissions, there are more subcommittees, more meetings, and more work
    - I would rather focus on my specific interests than to have my interests spread out more.
    - Why is it a problem or not a source of pride that we have more commissions than other cities? If they don't need to . What is the scope of the problem? What is the source of the problem?
    - Combining of commissions: more work for commissioners? Don't overwhelm.
    - The PPTF did a good job combining groups. Nothing was missed.
  - Visualizing proposed changes
    - Have a scheme of what are all the boards and commissions, have a chart of the standing committees, it's not always clear how standing committees and boards and commissions relate. Create an organizational chart of how the city operates and works.
    - Wanted flow chart to understand how current boards and commissions are related to City council compared to how new would be
- *Specific areas of advisory boards and commissions*
  - Airport
    - Don't understand proposed changes to Airport Commission

- Airport Commission will need to talk at their next meeting and send in feedback late next week
- Airport Commission is concerned with Option B- it is a self sustaining commission and should remain a stand-alone commission and not a Department Advisory Board
- Airport Commission is self-funded by federal money plus fees paid by airport users - no chance to save money there
- Arts, Beautification, Parks
  - Arts and Culture/PNARB/CBUF/Downtown Arts should all be one commission (just one commission for Parks and Recreation) and have sub-groups that deal with the specifics
  - A lot of beautification groups could be consolidated – arts, CBUF.
  - The Public Art Selection Commission could operate as a subcommittee of the Arts & Culture Commission. But, in general, merging groups will mean a loss of voice for some.
- Budget
  - Budget Commission - Talk about getting discussion earlier. Would that just make for lots more meetings all year? (Not necessarily, for example LBCC has a November meeting about the big challenges and concepts. This informs the administrative development of budgets)
  - Should the budget commission do all the advising?
  - Likes recommendation for Budget Commission
- Diversity, Inclusion, Involvement
  - Where is the city's investment in diversity? I have not seen any point person for diversity with the city. Who has responsibility for supporting each advisory committee or commission? All of the advisory committees and commissions need to have a city staff member with job duties aligned with the advisory committee or commission.
  - I'm wondering if there are enough people to fill the spaces in the boards and commissions. What is the rationale for merging? Does it have anything to do with not having enough people to fill the spaces?
  - CIDAB- Diversity should be replaced with Inclusiveness. Diversity has a specific meaning and that is not the intent of this group
  - Like CIDAB - good to encourage broad citizen involvement
  - CIDAB Group can't meet the needs of the list to support the RNG's. Seems that would be staff work and not the work of volunteers (i.e. create website, etc)
  - Like CIDAB. Likes the focus on outreach and helping folks feel comfortable in approaching government.
  - Still lots of work to be done – CIDAB.
  - MLK Commission not very active commission and now broadening scope, feels it should be a part of a diversity board (sub-group) not a stand-alone commission (a part of new CCI)
  - CCI should merge with MLK Commission
  - MLK – could someone tell me about this? Promoting diversity is good, but ghettoizing it might be a problem, it could keep the issues of diversity out of the other committees.
  - MLK Commission is very, very specialized, why was it not merged?
- Economic Development, Business, Downtown
  - Downtown Corvallis issues will not get addresses if the new system is put in place
  - Downtown Commission works on more than just economic items and that body of work may be lost if the Downtown Commission combines with Economic Development, they talk about housing downtown, signage, accessibility downtown, etc. Will this work be able to be continued?
  - The Downtown Commission does very specific work

- The Downtown Parking Committee is part of the Downtown Commission and it's very specific issues that the Downtown Parking Committee works on. If we're looking for citizen involvement, having narrower focuses is helpful so where people know where to go.
  - Downtown Parking is already a part of the Downtown Commission- should not be a recommendation because that is already the case
  - Would like to have seen the Economic Development Commission more fleshed out and what additional work they could take on being addressed.
- Putting the Downtown Commission under the EDC would be a disservice to the downtown. The EDC is about bigger picture economic issues. We'll lose the heart of the downtown by putting it under EDC. There are issues specific to the downtown that need to be addressed; they would get lost under the EDC. The Downtown Commission is a neighborhood-based commission, a combination of businesses and residents.
- Planning
  - Planning Merge with Land Development is good
- Public Safety
  - Public Safety Advisory Board is vague- not sure it is needed
  - We don't have an advisory board for the Fire Dept.
  - The Community Policing Forum is advisory to the Police Dept., and they are adamantly opposed to merging with Public Safety. I'm not a fan of getting greater efficiencies by merging boards and commissions.
- Transportation
  - Overarching Transportation Board is a good recommendation (will ensure better communication and planning with all groups together)
  - Transportation could be 9 members with each 1/3 have a representation of 3
  - Use liaisons between transport groups.
  - Like - Transportation – the possibility of review of road construction early on
  - Like Opportunity to merge all transportation committees into one
  - Makes sense to have parking as part of Transit
  - Concern about how new Transit Board would function and still be able to maintain the voices of the boards that are merging into it
  - Downtown Parking Commission is really more focused on traffic and transit, which should be kept under the Urban Services Committee, rather than the ASC. Also, it should continue to meet on an as needed basis. The issues it deals with are very specific. It could be part of the proposed Transportation Advisory Board.
  - BPAC
    - BPAC - Would cars be the 800 lb gorilla? Would parking really be included in TAB? Maybe that would be a distraction. Transportation should include how do you reduce car traffic, the need for parking?
    - Has concerns BPAC. However, maybe the combination suggested might be a good way of making sure that bike and pedestrian interests are heard in the context of all transport decisions.
    - She notes the need to have a 21st century vision for public transportation. She notes that staffing changes in recent years have led to staff less focused on bike transit. Thus the proposed merger comes at a particularly bad time. She complained that currently staff is not following procedures established in the past to bring items through BPAC.
    - Will there be an adequate voice for bicycles on transportation--he is afraid that the BPAC voice will become ambiguous , Current Corvallis received the Gold level from American

Bicycle League because we have an active bicycle advisory. If combined will we stand the chance of losing this level.

- Implications if Bike and Peds is consolidated? Bike and peds tend to be given second place to cars. The new one is a jump, a leap of faith. If they combine into transportation broadly – it would be interesting to see the composition of the body. Would it just be people interested in parking and cars?
- Bikes and pedestrians do not have same interest

- Water

- How do building plans fit in with Water Advisory Board- does not fit and does not make sense
- The idea of simplifying appeals to me, but, as a novice, I think that the proposed efficiencies and streamlining may be enough to get us where we want to go. I think having a Water Systems Advisory Board is important, and it's going to be increasingly important.
- Like - Water Systems Board
- No need for a Water Advisory Board- there is no need. Knows where this recommendation came from and it is not a widely shared concern
- Watershed
  - Watershed should be a part of the Water Board
  - WMAC doesn't want to be included in Water Advisory Board. Not a fit for them. WMAC is about Forest Management. Putting them in with a Water group would make their role a small one in a group that doesn't deal with similar issues. Would be willing to look at becoming a DAB. Prefer staying as is.
  - Doesn't like WMAC becoming a DAB. They work on issues that public is interested in. People can't go into the Corvallis Forest. As a DAB they wouldn't have to meet open meeting laws. Likes idea of a subcommittee of Water Advisory Group.
  - Watershed as a Department Advisory Board is a good recommendation

- *Missing*

- We seemed to be missing anything that addresses City Energy and Resource Use. No concise way for citizens to advise the City on this topic.
- Make task force on communications
- Lack of discussion about energy use and green house gasses and how the City will work to reduce

- *Department Advisory Committees, Subcommittees*

- How could subcommittees be used to do some of the work for the whole board?
- These recommendations will require more staff time with the additional boards and now sub-committees
- It's important to define what they are and who they report to, who are they advising? How is the advice received?
- Concern about loss of public meetings when commission turns into an Advisory Board
- Concern about Department Advisory Boards- what is the notice meeting process, who would appoint and what does that process look like, concerns department directors would stack the advisory boards with like-minded people

- *Advisory boards and commissions – general comments*

- Need different levels of public participation that require various level of time commitment
- What is the meeting schedule that make sense for each group? Not all groups need to meet monthly.

## 2. The formation, evaluation, revision and sunseting processes

- *Appointment*
  - Overarching boards should have even representatives from the sub-groups so not one issue/viewpoint dominates the bigger boards that have sub-groups. Have to be thoughtful in the appointment process
  - I resent telling the mayor how he or she should do their appointments for boards or commissions.
  - I don't really like having the Mayor do all the appointments. I think there needs to be a better process for the appointments.
  - It's good to have recommendations go to the Mayor for the appointments.
  - More transparent openings/advertisements for Board and Commission appointment process
  - Question about a non-resident having a voice, but no vote. A community member works here and has a business here, but does not live here. - perhaps they could be on an advisory.
  - Maybe make a commission fluid. Example A commission could have 8, with 4 be consultants or "on call" for their specialty
  - He has served on non-profits where the board members jobs were to interview a person with a specialty vs. having the person on the board. The board member would report back the information. It simplified having people coming in and presenting all the time.
  - Like - Better publication of openings on Boards
  - Like - Access and opportunities. Happy with focus on outreach to make volunteer opportunities known.
  - Do not expand boards to include a non-voting member outside of Corvallis- there is no real need to rationale
- *Work plans/reports to Council standing committees*
  - Is Goal setting really needed?
  - Report back to council quarterly vs. once a year - a written report
  - Some people are action people and some people are goal people
  - How would the relationship between the standing committees and boards and commissions work? The check in process might keep the boards focused on work (example: making sure that the TAB didn't just focus on car issues, but continued to keep transit and other issues considered).
  - Report needs to be clearer about tie between council goals and board goals.
  - Sunseting is not defined

## 3. Relationship with City operating departments

- What is legitimate city business versus work for the commissions and boards to do? What should city staff role be? What is a professional role for the city the play? What is a reasonable amount of work for a board or commission to do? Make sure that the amount of work that is put on boards and commissions is reasonable. Make sure that work load is sustainable for boards and commissions.

## 4. Council liaison role

- Liaisons positions important
- Council liaison – what does that mean? Those are city councilors. More clarity would be good. It might be better to have the relationship between the advisory board and the standing committee.
- The proposed change in boards strengthening relationships with standing committees would help
- The council liaison position could go away.
- All those meetings for city councilors – how do you do all these meetings?

## 5. Opportunities to advise the City Council

- *Training/orientation*
  - Trainings should be available to everyone, but shouldn't be mandatory.
  - 101 guides on participating is a good thing if done right
  - Likes big picture about streamlining. Also, looking forward to getting guidance on how to react to public and learning about records requirements. Learn about what's legal.
  - From PC: it would be really helpful for us if community members had better access and understanding of land use issues.
  - These recommendations are good. I didn't have a clue. After 2 meetings, and no orientation, I was made vice chair.
  - Clarifying questions about orientation and training: new members only, or also for recruitment? It could be a good tool .
  - There could be a 'TED' talk about an advisory board, so people know what it is about. Videos about each B&C
  - Encourage various advisory boards to attend meetings of other advisory boards. Go to the community and don't necessarily expect people to come to public meetings.
  - Some communities show a film for jurors, so you know in advance what is going to happen and why. That could be good for advisory boards. It wouldn't require everyone to come together. What we have now just isn't working.
  - It would be good to have a video about giving public testimony. In person is good, but a video would be available any time. A good recruitment tool.
  - The orientation needs to be clear. Outgoing chair needs to bring along the new person.
  - We need to have a shared community-wide calendar so different groups can see what's happening and they can coordinate their activities. An annual meeting of boards and commissions would enable people to do this.
  - Currently there isn't adequate training.
  - It would be useful if one of the outcomes was an educational video that Citizens can view to serve as an entrée into engagement. This would be useful for new community members as well as folks becoming vaguely aware of the possibilities.
  - No orientation makes the group more dependent on staff. That is inefficient. There needs to be more transparency, more clarity.
  - Likes the idea for B&C training for chairs. As an example offer a webinar so it can fit into the lives of people with busy schedules.
  - What is the process of our city government. All felt that a 101 class in city government process was a good idea from land use to presenting an idea correctly, using the correct language to council.
  - City councilor training should be mandatory
  - Citizen 101 request should include how to organize and establish an RNG.
  - You may not be prepared if a development comes up AFTER a required training that you haven't attended.
- *Citizen/Community member*
  - Did not like the change of the word citizen to community member
  - Like the change to community member
- *City Council*
  - I would like to see more diversity on our City Council, it's important to bring people up from various levels of community leadership.

- I'm concerned when we only have one City Councilor run for a seat. Part of the goal for this was to increase participation, correct?
- If City Council was a paid position, it would be more diverse.
- If businesses gave people time off to participate in City Council or encourage people to publicly participate, there would be more diverse representation.
- *City Council and B&C meetings*
  - A recommendation from the task force that B&C meetings be held at a more friendly time (example Bike/Ped meets at 7AM)
  - Create some structure and transparency around the agenda items and goals that the City and boards and commissions work on, how are these items decided upon? Who can suggest agenda items, what are the pathways for a person to suggest agenda items? Sometimes the agenda items come from city staff, sometimes they come from City Council
  - Southtown – there are block parties – talk about a lot of issues. Different settings are good.
  - Like The possibility of translation for participants.
  - Offering bilingual is a budget issue – not a pptf issue
  - PC has a large workload. Depending the intensity of the project, difficult to plan for workload and length of meetings – how could childcare work?
  - I like the narrative minutes. I skip through things that don't interest me, but I want to see details. The PPTF minutes aren't informative to me. They make it hard to decipher what happened.
  - All meetings should be publicized and open. You will only get people attending because something is close to their heart, close to their life.
  - All meetings should be audio recorded, that way minutes don't have to be taken
  - Larger meetings, child care, suggest investment in food for children
  - Flexible meeting times, I have little children. It is difficult when a meeting is at 7:00 a.m. and getting children ready for school. - How do you get everyone as part of the circle.
  - Like the idea of green, yellow, red light as opposed to 3 minute timer with the chime that is disruptive. Like the idea of a more subtle time keeping mechanism.
  - I like the idea of having different locations for City Council meetings, get out into different communities.
  - Could City Council have meetings on campus? Have a City Council meeting in Milam Hall, that would be kind of fun.
  - How are agenda items decided? If council raises an issue, how does the city assign that? How are agenda items selected and decided upon?
- *Communication*
  - Better communication as stated in power point. Do all new boards and commissions have recording requirements so notes can be viewed by others? Would like this piece of public record preserved
  - Reaching university students – what methods should be used?
  - How did you know about this? Emails, through affiliation. Public participation: if I weren't already involved I might not have know about this meeting. Could there be flyers? The city doesn't have an active Facebook presence, so can't do that kind of notice.
  - It will be interesting to see what methods are effective to reach diverse groups: renters, low income, etc.
  - Recommendation that elected officials use City email and not personal emails. More transparent.
  - Are you sure the commissions should be changed? Process for reporting to council and council actually listening needs to be better
  - Is the issue that City Council does not listen – not that the current system is not effective
- *Group testimony*
  - Also, community groups should have equal time with a developer.

- I like the idea of having a group present testimony as a united front vs. repetitive testimony from individuals.
- A group could organize a presentation and present it as a group.
- *Guiding Principles*
  - Creating a community friendly atmosphere. That folks feel welcomed to attend meetings.
  - In Charge V, make it clear that guiding principles and associated recommendations will apply to all board and commission meetings.
  - Like the Guiding Principles- Add Respect as a stand-alone (2nd sentence of diversity)
  - In the Collaborative Democracy section, part 3, clarify who the staff contacts are for boards and commissions so community members know who to notify if they and their group plan to make a group presentation
- *Technology*
  - I have tried to find stuff in the website, it really needs to be more accessible.
  - Can city council packet be provided in specific sections, not just the whole thing?
  - Likes the idea of increased access to City information on website- improve website especially searching archives
  - Audio files seem to currently have a problem
  - In general, make sure the projector works and that community members know who to contact if they want to use the projector for their testimony.
  - Technology excludes people of age and ethnicity
- *Volunteers*
  - The new recommendations will limit the opportunity for volunteers to do their job
  - The goal is not to (should not be to) burn people out in boards and commissions before they have the opportunity to run for City Council. Developing our community members as leaders is important.
  - How do the boards and commissions and neighborhood groups fit into city government as a whole?
  - Be sure this work preserves the opportunity for volunteers to make decisions
- *General comments about participation and advising Council*
  - Like the overall conversation about having public participation be a topic of conversation. Suggests that we follow through on any issues and provide means by which issues can come up and be dealt with in the future.
  - There needs to be lots of ways for public participation, not only through boards and commission. Having larger scopes for boards and commissions would mean that you'd have more work and more likely to only have retired folks be interested in serving on boards and commissions. Try having events that are one time things with food and childcare that people could come to to get involved.
  - It is possible people from Corvallis want to participate too much and can't get anything done.
  - If you go back to an earlier time: village meeting. This is a way to make democracy work better in our time using current tools
  - We need to take this to the kids, to the schools. They need to know the importance of public participation. Let's broaden this to everyone.
  - We have an engaged population – at least some groups, but not all. We need to reach all. Not everyone needs to go to a boring meeting and watch a PowerPoint – we need to do it in ways that don't give us barriers.
  - For a lot of our community members – they just don't think they could be involved. They might be concerned because some are international, speak another language, or may be undocumented.

## 6. Cost factors

- What's missing is a budget. The recommendations need associated costs. How much is currently being spent? Each of the 3 options on the chart needs a cost breakdown.
- Surprised that the work did not include an estimate of what it costs to operate the current boards and commissions compared to what the new cost will be
- There is a lack of discussion about cost savings, want to see more clearly where the cost savings will happen
- I don't think there's going to be a significant enough fiscal impact to justify making the changes in boards and commissions that are being proposed. The way we're doing it now seems to work, and we're not going to save much money by making changes. We won't really see much in terms of cost savings, but we could be more efficient if the streamlining recommendations were implemented.
- RNG recommendation is very costly for the City
- Offering bilingual is a budget issue – not a pprf issue
- Efficiency can free up time and this is good

## 7. Committee for Citizen Involvement

- CCI - underutilized, members meet infrequently and don't know what they're supposed to do - currently no staff support - staff member is clearly too busy to help them - group non fulfilling its purpose
- CCI should merge with MLK Commission

## 8. Neighborhood associations

- *Registered Neighborhood Groups*
  - I like the basic framework for organizing NAs. I like having focused staff time for answering questions from NAs. It would be nice to have someone on staff to answer your questions, such as detailed land use questions.
  - I'm excited about giving formal recognition to NAs. The City has no recognition of them, except for fees for Land Use appeals. I agree the requirements should be lower for RNGs. When there's a citizen organization that represents a specific community, like Casa Latinos Unidos, or a grassroots group like the Infill Task Force, they should be able to get recognition as a Registered Community Group, and we should open up the opportunities to them, as well.
  - One of the benefits I like is formalized updating of contacts. This needs to be part of the process. There's no longer a City ombudsman position that people can take their problems to.
  - Excited about RNG's and the opportunity. This information being online would be awesome
  - Neighborhood group meetings need to be open and advertised and each RNG needs to be a group representative of the neighborhood.
  - I liked many of the recommendations for the neighborhood groups, gives it more structure and guidance, encourages it to happen, it's good to be more planful about neighborhood group formation, gives more information about what neighborhoods could be doing.
  - RNGs, needs and concerns: A place to hold meeting. The fire station makes us pay. What if they reduce the price? Lower income neighborhoods still can't afford. Some community areas that don't feel empowered can't get informed. Are some neighborhoods left out in the decision-making process, i.e. land use. It appears there is a gap for neighbors to voice their concerns. Do Neighborhood Associations have a closer association with council vs. a Neighborhood Watch? Would a neighborhood that is not an RNG still have a voice?
  - Like - RNG's recommendations, especially the list serve (Google groups).
  - Could we find a way to engage businesses into RNGs? (This led to a bit of a discussion focused on this being a good idea.) Seconded businesses in RNG's.

- RNG required list is too extensive and quarterly meetings for RNG leadership is too frequent (makes once or twice a year)
- I have a problem with RNGs. It seems like there are a lot of requirements for a group to become an RNG, especially for smaller NAs. It could exclude some smaller groups. There are hoops to jump through for not much benefit.
- Feel recommendation for the RNG's is dictating a lot of requirements
- RNG recommendation is very costly for the City
- *Empowerment grants*
  - I'm excited about the Empowerment Grants. I'm interested in connections throughout the community, getting to know neighbors next door and across the community.
  - I'd like to use the Empowerment Grant to paint the curbs. When road repairs were done on my street, they failed to paint the curbs. So the students park everywhere.
- *Predevelopment meeting*
  - Developers would appreciate having the dialogue with neighbors, so they would know up front what people want instead of the developer having to go back to the drawing board later in the process.
  - The process without having a pre-development meeting with the Union being built worked well. The iterations that took place worked well. The changes were made based on public input. I don't think the pre-development, pre-application meetings are needed. The Union is a project with a large footprint and a potential large impact (290 beds in the Union) and the process produced changes that have greatly reduced the impact of the building. The process was very open and worked well.
  - Earlier meetings with developers is good.
  - We don't feel the training should be required or that the pre-development, pre-application meeting is needed because the process seems to work well already.
  - The goal of the meeting between developers and neighborhood groups is to develop a collaborative and constructive framework, to create a better understanding of neighborhood concerns. The attitude should be, "We're here to make things as neighborhood-friendly as possible."
  - Having neighborhood groups meet with developers would require a change in the code.
- *General comments on neighborhood needs/issues*
  - Like - Free Meeting spaces
  - Like - Neighborhoods. Whole section. Empowerment. Gives neighborhood more of a voice and incentive to work towards something. Communication liaison. Trainings.
  - Neighborhood groups are a great way to foster initial involvement in the community. Neighborhood groups are a comfortable level of involvement. Neighborhood involvement could be the beginning.
  - Helping with mailings isn't needed, and liability insurance coverage isn't needed. There's a concern that the city might take over NAs. We want to stress maintaining our autonomy. Free meeting space is essential, and bringing NA leaders together is important.
  - What mechanisms does a neighborhood, that is not in place RNG, get represented?  
In the recommendation regarding having neighborhood groups meet with developers as the first step in the development process, what is the purpose? Where would the meeting between neighbors and developers happen in the process? This section needs more detail.

## **General comments about PPTF, recommendations**

- *Overall recommendations, document*
  - This is a comprehensive plan
  - Did the PPTF base the recommendations on theory or reality?
  - The PPTF work is overshooting
  - I'm generally excited about the report as a whole. I think there will be good outcomes.

- Overall, it's a very good effort.
- It's comprehensive, has good content, and represents a lot of hard work.
- This is the best study of the issue we've had in a long time.
- I wondered about the rationale behind the options; there needs to be justification presented for each option.
- Wow, took on a lot of work, impressive scope
- Walden Pond, Thoreau tells us to simplify, simplify, simplify – these recommendations seem to make things more cumbersome and not as simple.
- No changes to anything suggested
- *Specific changes to document, details*
  - The task force should find a better definition for decision-making.
  - Strive for consistency, clarifying, training, expectations. Format of minutes a good idea
  - Clarifying question : the numbers don't seem right on the proposals: department advisory committees aren't counted in the totals.
  - Would like to see the introduction relate to world changes and our needing to live differently. Would like us to include how this reorganization can serve the needed changes.
  - Chart needs clarity - more clear on which are merging
  - What does bold type mean on Chart?
  - Numbers of commissions in don't add up
  - Include a draft of the minutes template in the recommendation to council (was missing from the draft recommendation and people wanted to see the template to determine if it would fit the needs of their commission)
- *PPTF process*
  - Liked the PPTF process, asked lots of questions, did surveys, encouraged feedback through public meetings.
  - Did anyone visit all of the boards and commission meetings to see and understand what they do?
  - Process not objective if a current board can complain and have decision to merge be changed
  - There seemed to be a disconnect by some members of the boards and commission of why the questions on the PPTF survey were there?
- *General comments*
  - Could the task force put together some priorities about what is most important?
  - I like the way the Corvallis Sustainability Coalition has structured their groups in action teams, each with a specific focus. That way, people with specific interests can give input. We need to use the Sustainability Coalition as a way for people to provide input.
  - How do the boards and commissions dovetail with city government? How do neighborhood associations become a functional part of city government? How do we nurture community leaders to becoming government leaders?
  - It feels like we don't have enough preparation to the document to be able to comment.
  - City policy is very new to me, just taking in information
  - Streamlining is great. This would increase communication and increase opportunities

## **B. Sorted by Question**

### **Discussion 1: Do you see any missed opportunities in the draft?**

- The PPTF did a good job combining groups. Nothing was missed.
- Could the task force put together some priorities about what is most important?
- In Charge V, make it clear that guiding principles and associated recommendations will apply to all board and commission meetings.
- I like the idea of having a group present testimony as a united front vs. repetitive testimony from individuals.
- A group could organize a presentation and present it as a group.
- In the Collaborative Democracy section, part 3, clarify who the staff contacts are for boards and commissions so community members know who to notify if they and their group plan to make a group presentation. In general, make sure the projector works and that community members know who to contact if they want to use the projector for their testimony. Also, community groups should have equal time with a developer. In the recommendation regarding having neighborhood groups meet with developers as the first step in the development process, what is the purpose? Where would the meeting between neighbors and developers happen in the process? This section needs more detail.
- Having neighborhood groups meet with developers would require a change in the code.
- Developers would appreciate having the dialogue with neighbors, so they would know up front what people want instead of the developer having to go back to the drawing board later in the process.
- What's missing is a budget. The recommendations need associated costs. How much is currently being spent? Each of the 3 options on the chart needs a cost breakdown.
- I wondered about the rationale behind the options; there needs to be justification presented for each option.
- The goal of the meeting between developers and neighborhood groups is to develop a collaborative and constructive framework, to create a better understanding of neighborhood concerns. The attitude should be, "We're here to make things as neighborhood-friendly as possible."
- I like the way the Corvallis Sustainability Coalition has structured their groups in action teams, each with a specific focus. That way, people with specific interests can give input. We need to use the Sustainability Coalition as a way for people to provide input.
- All those meetings for city councilors – how do you do all these meetings? We don't have an advisory board for the Fire Dept.
- This is a comprehensive plan
- Did anyone visit all of the boards and commission meetings to see and understand what they do?
- There seemed to be a disconnect by some members of the boards and commission of why the questions on the PPTF survey were there?
- Did the PPTF base the recommendations on theory or reality?
- The PPTF work is overshooting
- Is Goal setting really needed?
- Some people are action people and some people are goal people
- The task force should find a better definition for decision-making.
- Surprised that the work did not include an estimate of what it costs to operate the current boards and commissions compared to what the new cost will be

- Would like to have seen the Economic Development Commission more fleshed out and what additional work they could take on being addressed.
- A recommendation from the task force that B&C meetings be held at a more friendly time (example Bike/Ped meets at 7AM)
- MLK Commission not very active commission and now broadening scope, feels it should be a part of a diversity board (sub-group) not a stand-alone commission (a part of new CCI)
- Public Safety Advisory Board is vague- not sure it is needed
- Include a draft of the minutes template in the recommendation to council (was missing from the draft recommendation and people wanted to see the template to determine if it would fit the needs of their commission)
- What is legitimate city business versus work for the commissions and boards to do? What should city staff role be? What is a professional role for the city to play? What is a reasonable amount of work for a board or commission to do? Make sure that the amount of work that is put on boards and commissions is reasonable. Make sure that work load is sustainable for boards and commissions.
- Have a scheme of what are all the boards and commissions, have a chart of the standing committees, it's not always clear how standing committees and boards and commissions relate. Create an organizational chart of how the city operates and works.
- How do the boards and commissions dovetail with city government? How do neighborhood associations become a functional part of city government? How do we nurture community leaders to becoming government leaders?
- Walden Pond, Thoreau tells us to simplify, simplify, simplify – these recommendations seem to make things more cumbersome and not as simple.
- How are agenda items decided? If council raises an issue, how does the city assign that? How are agenda items selected and decided upon?
- Create some structure and transparency around the agenda items and goals that the City and boards and commissions work on, how are these items decided upon? Who can suggest agenda items, what are the pathways for a person to suggest agenda items?
- Sometimes the agenda items come from city staff, sometimes they come from City Council
- We seemed to be missing anything that addresses City Energy and Resource Use. No concise way for citizens to advise the City on this topic.
- It would be useful if one of the outcomes was an educational video that Citizens can view to serve as an entrée into engagement. This would be useful for new community members as well as folks becoming vaguely aware of the possibilities.
- Could we find a way to engage businesses into RNGs? (This led to a bit of a discussion focused on this being a good idea.)
- Seconded businesses in RNG's.
- Citizen 101 request should include how to organize and establish an RNG.
- Would like to see the introduction relate to world changes and our needing to live differently. Would like us to include how this reorganization can serve the needed changes.
- Don't understand proposed changes to Airport Commission
- Confusion over what would happen to Transit Commission in Option B
- Chart needs clarity - more clear on which are merging
- What does bold type mean on Chart?
- Numbers of commissions in don't add up
- Concern about how new Transit Board would function and still be able to maintain the voices of the boards that are merging into it
- There is a lack of discussion about cost savings, want to see more clearly where the cost savings will happen

- Airport Commission is self-funded by federal money plus fees paid by airport users - no chance to save money there
- CCI should merge with MLK Commission
- MLK Commission is very, very specialized, why was it not merged?
- Sunsetting is not defined
- All meetings should be audio recorded, that way minutes don't have to be taken
- Lack of discussion about energy use and green house gasses and how the City will work to reduce
- Wow, took on a lot of work, impressive scope
- It feels like we don't have enough preparation to the document to be able to comment.
- Larger meetings, child care, suggest investment in food for children
- Combining of commissions: more work for commissioners? Don't overwhelm.
- How could subcommittees be used to do some of the work for the whole board?
- Clarifying question : the numbers don't seem right on the proposals: department advisory committees aren't counted in the totals.
- Is the proposal recommending elimination of BPAC?
- A lot of beautification groups could be consolidated – arts, cbuf.
- MLK – could someone tell me about this? Promoting diversity is good, but ghettoizing it might be a problem, it could keep the issues of diversity out of the other committees.
- PC has a large workload. Depending the intensity of the project, difficult to plan for workload and length of meetings – how could childcare work?
- City policy is very new to me, just taking in information
- City policy is very new to me, just taking in information
- How did you know about this? Emails, through affiliation. Public participation: if I weren't already involved I might not have know about this meeting. Could there be flyers? The city doesn't have an active Facebook presence, so can't do that kind of notice.

## **Discussion 2: Which recommendations concern you?**

- Putting the Downtown Commission under the EDC would be a disservice to the downtown. The EDC is about bigger picture economic issues. We'll lose the heart of the downtown by putting it under EDC. There are issues specific to the downtown that need to be addressed; they would get lost under the EDC. The Downtown Commission is a neighborhood-based commission, a combination of businesses and residents. Downtown Parking Commission is really more focused on traffic and transit, which should be kept under the Urban Services Committee, rather than the ASC. Also, it should continue to meet on an as needed basis. The issues it deals with are very specific. It could be part of the proposed Transportation Advisory Board.
- I haven't heard any board or commission member who is happy about the proposed reorganization. The Community Policing Forum is advisory to the Police Dept., and they are adamantly opposed to merging with Public Safety. I'm not a fan of getting greater efficiencies by merging boards and commissions. The Public Art Selection Commission could operate as a subcommittee of the Arts & Culture Commission. But, in general, merging groups will mean a loss of voice for some.
- The idea of simplifying appeals to me, but, as a novice, I think that the proposed efficiencies and streamlining may be enough to get us where we want to go. I think having a Water Systems Advisory Board is important, and it's going to be increasingly important.
- I don't think there's going to be a significant enough fiscal impact to justify making the changes in boards and commissions that are being proposed. The way we're doing it now seems to work, and we're not going to save much money by making changes. We won't really see much in terms of cost savings, but we could be more efficient if the streamlining recommendations were implemented.
- I like the narrative minutes. I skip through things that don't interest me, but I want to see details. The PPTF minutes aren't informative to me. They make it hard to decipher what happened.
- As the chair of the Community Alliance for Diversity, I'm wondering if there are enough people to fill the spaces in the boards and commissions. What is the rationale for merging? Does it have anything to do with not having enough people to fill the spaces? We need to have a shared community-wide calendar so different groups can see what's happening and they can coordinate their activities. An annual meeting of boards and commissions would enable people to do this.
- I have a problem with RNGs. It seems like there are a lot of requirements for a group to become an RNG, especially for smaller NAs. It could exclude some smaller groups.
- There are hoops to jump through for not much benefit.
- Helping with mailings isn't needed, and liability insurance coverage isn't needed. There's a concern that the city might take over NAs. We want to stress maintaining our autonomy. Free meeting space is essential, and bringing NA leaders together is important.
- Trainings should be available to everyone, but shouldn't be mandatory.
- You may not be prepared if a development comes up AFTER a required training that you haven't attended.
- The new recommendations will limit the opportunity for volunteers to do their job
- Be sure this work preserves the opportunity for volunteers to make decisions
- Wanted flow chart to understand how current boards and commissions are related to City council compared to how new would be
- City councilor training should be mandatory
- Is the issue that City Council does not listen – not that the current system is not effective
- Downtown Corvallis issues will not get addresses if the new system is put in place
- Did not like the change of the word citizen to community member
- Offering bilingual is a budget issue – not a pptf issue

- Make task force on communications
- Merging could reduce advocates for bicycles
- No changes to anything suggested
- RNAs, needs and concerns: A place to hold meeting. The fire station makes us pay. What if they reduce the price? Lower income neighborhoods still can't afford. Some community areas that don't feel empowered can't get informed. Are some neighborhoods left out in the decision-making process, i.e. land use. It appears there is a gap for neighbors to voice their concerns. Do Neighborhood Associations have a closer association with council v.s. a Neighborhood Watch? Would a neighborhood that is not an RNG still have a voice?

What mechanisms does a neighborhood, that is not in place RNG, get represented?

- Liaisons positions important
- Will there be an adequate voice for bicycles on transportation--he is afraid that the BPAC voice will become ambiguous, Current Corvallis received the Gold level from American Bicycle League because we have an active bicycle advisory. If combined will we stand the chance of losing this level. He is excited about streamlining, but >would hate to see BPAC eliminated I have a voice now, if eliminated would we have a voice. - Bikes and pedestrians are normally combined. Is there a way the current set-up could have a liaison with other transportation
- Transportation could be 9 members with each 1/3 have a representation of 3
- Bikes and pedestrians do not have same interest
- Report back to council quarterly vs. once a year - a written report
- Flexible meeting times, I have little children. It is difficult when a meeting is at 7:00 a.m. and getting children ready for school. - How do you get everyone as part of the circle.
- Technology excludes people of age and ethnicity
- Lessen committees 13 vs. 22 - makes sense
- Might improve citizen vs. community committee time
- Better communication as stated in power point. Do all new boards and commissions have recording requirements so notes can be viewed by others? Would like this piece of public record preserved
- Airport Commission will need to talk at their next meeting and send in feedback late next week
- Airport Commission is concerned with Option B- it is a self sustaining commission and should remain a stand-alone commission and not a Department Advisory Board
- Concern about Department Advisory Boards- what is the notice meeting process, who would appoint and what does that process look like, concerns department directors would stack the advisory boards with like-minded people
- Arts and Culture/PNARB/CBUF/Downtown Arts should all be one commission (just one commission for Parks and Recreation) and have sub-groups that deal with the specifics
- Overarching boards should have even representatives from the sub-groups so not one issue/viewpoint dominates the bigger boards that have sub-groups. Have to be thoughtful in the appointment process
- CIDAB- Diversity should be replaced with Inclusiveness. Diversity has a specific meaning and that is not the intent of this group
- CIDAB Group can't meet the needs of the list to support the RNG's. Seems that would be staff work and not the work of volunteers (i.e. create website, etc)
- RNG required list is too extensive and quarterly meetings for RNG leadership is too frequent (makes once or twice a year)
- RNG recommendation is very costly for the City
- These recommendations will require more staff time with the additional boards and now sub-committees

- Downtown Parking is already a part of the Downtown Commission- should not be a recommendation because that is already the case
- Feel recommendation for the RNG's is dictating a lot of requirements
- Question on pg 30 B (i) last sentence should lower limit be higher limit? Either way it is not clear
- How does building plans fit in with Water Advisory Board- does not fit and does not make sense
- Watershed should be a part of the Water Board
- No need for a Water Advisory Board- there is no need. Knows where this recommendation came from and it is not a widely shared concern
- Do not expand boards to include a non-voting member outside of Corvallis- there is no real need to rationale
- Recommendation that elected officials use City email and not personal emails. More transparent.
- Reducing the number of boards and commissions provides less opportunity for involvement and creates less opportunity for specialization
- Downtown Commission works on more than just economic items and that body of work may be lost if the Downtown Commission combines with Economic Development, they talk about housing downtown, signage, accessibility downtown, etc. Will this work be able to be continued?
- The Downtown Commission does very specific work
- The Downtown Parking Committee is part of the Downtown Commission and it's very specific issues that the Downtown Parking Committee works on. If we're looking for citizen involvement, having narrower focuses is helpful so where people know where to go.
- Concern is that things are very hard to get things done, things take so long to accomplish with city government, feels that they will get less done by being part of a larger group as a result of having members with different goals and interests, competing interests means less will get done, if you can't reach consensus you can never make a recommendation
- Need different levels of public participation that require various level of time commitment
- If you have larger commissions, there are more subcommittees, more meetings, and more work
- I would rather focus on my specific interests than to have my interests spread out more.
- A bigger scope is more work
- We consistently use more than our two hours, how could we also cover parking and busses and transit in that amount of time?
- Where is the city's investment in diversity? I have not seen any point person for diversity with the city. Who has responsibility for supporting each advisory committee or commission? All of the advisory committees and commissions need to have a city staff member with job duties aligned with the advisory committee or commission.
- You would use more staff time with these recommendations in my opinion. Staff would all need to go to the same longer meeting.
- Why is it a problem or not a source of pride that we have more commissions than other cities? If they don't need to . What is the scope of the problem? What is the source of the problem?
- What is the meeting schedule that make sense for each group? Not all groups need to meet monthly.
- Neighborhood group meetings need to be open and advertised and each RNG needs to be a group representative of the neighborhood.
- I have a problem that I would need to attend a training to participate as a citizen in a land use meeting.
- The process without having a pre-development meeting with the Union being built worked well. The iterations that took place worked well. The changes were made based on public input. I don't think the pre-development, pre-application meetings are needed. The Union is a project with a large footprint and a

potential large impact (290 beds in the Union) and the process produced changes that have greatly reduced the impact of the building. The process was very open and worked well.

- We don't feel the training should be required or that the pre-development, pre-application meeting is needed because the process seems to work well already.
- All meetings should be publicized and open. You will only get people attending because something is close to their heart, close to their life.
- There needs to be lots of ways for public participation, not only through boards and commission. Having larger scopes for boards and commissions would mean that you'd have more work and more likely to only have retired folks be interested in serving on boards and commissions. Try having events that are one time things with food and childcare that people could come to to get involved.
- Neighborhood groups are a great way to foster initial involvement in the community. Neighborhood groups are a comfortable level of involvement. Neighborhood involvement could be the beginning.
- Encourage various advisory boards to attend meetings of other advisory boards. Go to the community and don't necessarily expect people to come to public meetings.
- I resent telling the mayor how he or she should do their appointments for boards or commissions.
- I don't really like having the Mayor do all the appointments. I think there needs to be a better process for the appointments.
- It's good to have recommendations go to the Mayor for the appointments.
- Nothing we say here tonight will change anything that goes into this report or recommendations that go to City Council.
- There's a lot of really good thinking that went into this.
- It's comprehensive and complex, what has been created.
- Define decision making power.
- Definitions for advisory boards and commissions are great but how will they play out? MLK Commission can make decisions about their budget. I like having more consistency in the language of advisory committees and boards.
- It's important to define what they are and who they report to, who are they advising? How is the advice received?
- What kinds of developments would be required to go through the pre-development, pre-application process? How large would it need to be? This needs to be defined.
- No and unsure are not the same thing and should not be grouped together in the results from the board and commission survey. Differentiate the no from the unsure. They mean very different things.
- Like to see streamlining rather than added layers of complexity.
- Clarified the meaning of a Department Advisory committee.
- WMAC doesn't want to be included in Water Advisory Board. Not a fit for them. WMAC is about Forest Management. Putting them in with a Water group would make their role a small one in a group that doesn't deal with similar issues. Would be willing to look at becoming a DAB. Prefer staying as is.
- Doesn't like WMAC becoming a DAB. They work on issues that public is interested in. People can't go into the Corvallis Forest. As a DAB they wouldn't have to meet open meeting laws. Likes idea of a subcommittee of Water Advisory Group.
- Grave concerns about BPAC being subsumed in a Transportation Advisory Board. Could work with Option B but Option A is not workable. She reiterated her written submissions and testimony to PPTF. She notes the need to have a 21st century vision for public transportation. She notes that staffing changes in recent years have led to staff less focused on bike transit. Thus the proposed merger comes at a particularly bad time. She complained that currently staff is not following procedures established in the past to bring items through BPAC.
- Expressed confusion about table. Scribe said the whole report is clearer.

- Has concerns BPAC like Susan. However, maybe the combination suggested might be a good way of making sure that bike and pedestrian interests are heard in the context of all transport decisions.
- Referenced Susan's comments about BPAC interests not being heard in Transportation Board. He advised us not to just move walls around without making real changes. The focus needs to be on making sure that any new arrangement nets better communications from volunteers to staff and councilors.
- Repeated her previous testimony about the potential for using liaisons between transport groups.
- Clarified about the differences between boards and commissions.
- Commented that combining Parks and Recreation with Natural Areas wasn't really working for Natural Areas. Would want assurances that specific slots for current interests are incorporated into blended boards. Is concerned that some voices will be lost along with the goals that they support.
- Report needs to be clearer about tie between council goals and board goals.
- Combined Transportation might be boring to the subgroups. They may find it hard to maintain focus.
- Airport Commission reports to Urban Services - changing this won't save money, concern about changing to Advisory Board - could mean loss of open meetings, work could possibly be diluted if merged with another commission
- Define what Sunset means
- CCI - underutilized, members meet infrequently and don't know what they're supposed to do - currently no staff support - staff member is clearly too busy to help them - group non fulfilling its purpose
- MLK Commission - Why not merged? - Highly specialized, could be a subcommittee of new CIDAB
- Process not objective if a current board can complain and have decision to merge be changed
- Title of Board doesn't matter if they're doing good work
- Concern about loss of public meetings when commission turns into an Advisory Board
- Concerned about increased requirements of NA's - asking too much
- Why do RNG's get preferential treatment by receiving notices about Land Use Hearings? This information should be distributed more widely
- Concern about minutes being recorded accurately when committees merge
- Concern about merged Transit Commission causing BPAC to lose its voice
- Implications if Bike and Peds is consolidated? Yes – it's concerning. Bike and peds tend to be given second place to cars. The new one is a jump, a leap of faith. If they combine into transportation broadly – it would be interesting to see the composition of the body. Would it just be people interested in parking and cars?
- BPAC - Its good to have people come together for this conversation.
- BPAC - Would cars be the 800 lb gorilla? Would parking really be included in TAB? Maybe that would be a distraction. Transportation should include how do you reduce car traffic, the need for parking?
- Budget Commission - Talk about getting discussion earlier. Would that just make for lots more meetings all year? Not necessarily, for example LBCC has a November meeting about the big challenges and concepts. This informs the administrative development of budgets)
- Should the budget commission do all the advising?

### **Discussion 3: Which recommendations do you support?**

#### **Are there any you're especially excited about?**

- I'm excited about the Empowerment Grants. I'm interested in connections throughout the community, getting to know neighbors next door and across the community.
- I'd like to use the Empowerment Grant to paint the curbs. When road repairs were done on my street, they failed to paint the curbs. So the students park everywhere.
- I like the basic framework for organizing NAs. I like having focused staff time for answering questions from NAs. It would be nice to have someone on staff to answer your questions, such as detailed land use questions.
- Could there be a staff person who understands the processes? I'm excited about giving formal recognition to NAs. The City has no recognition of them, except for fees for Land Use appeals. I agree the requirements should be lower for RNGs. When there's a citizen organization that represents a specific community, like Casa Latinos Unidos, or a grassroots group like the Infill Task Force, they should be able to get recognition as a Registered Community Group, and we should open up the opportunities to them, as well.
- One of the benefits I like is formalized updating of contacts. This needs to be part of the process. There's no longer a City ombudsman position that people can take their problems to.
- I'm generally excited about the report as a whole. I think there will be good outcomes.
- Overall, it's a very good effort.
- It's comprehensive, has good content, and represents a lot of hard work.
- Efficiency can free up time and this is good
- Are you sure the commissions should be changed? Process for reporting to council and council actually listening needs to be better
- 101 guides on participating is a good thing if done right
- Can city council packet be provided in specific sections, not just the whole thing?
- Audio files seem to currently have a problem
- Excited about RNG's and the opportunity. This information being online would be awesome
- It is possible people from Corvallis want to participate too much and can't get anything done.
- Streamlining is great. This would increase communication and increase opportunities
- Strive for consistency, clarifying, training, expectations. Format of minutes a good idea
- Clarification of definitions is good. Consistency allows for how much a citizen wants to get involved-participate.
- Question about a non-resident having a voice, but no vote. A community member works here and has a business here, but does not live here. - perhaps they could be on an advisory.
- Maybe make a commission fluid. Example A commission could have 8, with 4 be consultants or "on call" for their speciality
- He has served on non-profits where the board members jobs were to interview a person with a speciality v.s. having the person on the board. The board member would report back the information. It simplified having people coming in and presenting all the time.
- RNA - GREAT, "Love'm", Everyone benefits  
Boards and commission - clarify - what are they? what does each do?
- What is BPAC? - Unclear acronyms.

- What is the process of our city government. All felt that a 101 class in city government process was a good idea from land use to presenting an idea correctly, using the correct language to council.
- Like the Guiding Principles- Add Respect as a stand-alone (2nd sentence of diversity)
- Watershed as a Department Advisory Board is a good recommendation
- Planning Merge with Land Development is good
- Overarching Transportation Board is a good recommendation (will ensure better communication and planning with all groups together)
- Likes recommendation for Budget Commission
- Like the idea of green, yellow, red light as opposed to 3 minute timer with the chime that is disruptive. Like the idea of a more subtle time keeping mechanism.
- Like changing word citizen to community member
- More transparent openings/advertisements for Board and Commission appointment process
- Likes the idea of increased access to City information on website- improve website especially searching archives
- Likes the idea for B&C training for chairs. As an example offer a webinar so it can fit into the lives of people with busy schedules.
- The definitions of advisory committees, commissions, and task forces are nice. Gives more clarity and consistency to the process.
- I liked many of the recommendations for the neighborhood groups, gives it more structure and guidance, encourages it to happen, it's good to be more planful about neighborhood group formation, gives more information about what neighborhoods could be doing.
- I like the idea of having different locations for City Council meetings, get out into different communities.
- Could City Council have meetings on campus? Have a City Council meeting in Milam Hall, that would be kind of fun.
- Liked the PPTF process, asked lots of questions, did surveys, encouraged feedback through public meetings.
- This is the best study of the issue we've had in a long time.
- I'm concerned when we only have one City Councilor run for a seat. Part of the goal for this was to increase participation, correct?
- How do the boards and commissions and neighborhood groups fit into city government as a whole?
- The goal is not to (should not be to) burn people out in boards and commissions before they have the opportunity to run for City Council. Developing our community members as leaders is important.
- I would like to see more diversity on our City Council, it's important to bring people up from various levels of community leadership.
- If City Council was a paid position, it would be more diverse.
- If businesses gave people time off to participate in City Council or encourage people to publicly participate, there would be more diverse representation.
- Like - RNG's recommendations, especially the list serve (Google groups).
- Like - Streamlining procedures. Recruitment and training. Orientation.
- Like - Better publication of openings on Boards
- Like - Orientations
- Like - Water Systems Board
- Like - Transportation – the possibility of review of road construction early on
- Like - Access and opportunities. Happy with focus on outreach to make volunteer opportunities known.
- likes idea of empowered all RNG's to offer similar broad opportunities and info to residents.

- Likes big picture about streamlining. Also, looking forward to getting guidance on how to react to public and learning about records requirements. Learn about what's legal.
- Creating a community friendly atmosphere. That folks feel welcomed to attend meetings.
- Free Meeting spaces
- Like CIDAB. Likes the focus on outreach and helping folks feel comfortable in approaching government.
- Like - Neighborhoods. Whole section. Empowerment. Gives neighborhood more of a voice and incentive to work towards something. Communication liaison. Trainings.
- Like the overall conversation about having PP be a topic of conversation. Suggests that we follow through on any issues and provide means by which issues can come up and be dealt with in the future.
- Like CIDAB - good to encourage broad citizen involvement
- Like Opportunity to merge all transportation committees into one
- Makes sense to have parking as part of Transit
- Like focus on neighborhood groups
- The changes in names are clarifications of authority . it would be clarity to the process. It makes for reasonable expectations. Step in the right direction. I don't really know what our authority is.
- These recommendations are good. I didn't have a clue. After 2 meetings, and no orientation, I was made vice chair.
- The orientation needs to be clear. Outgoing chair needs to bring along the new person.
- Currently there isn't adequate training.
- No orientation makes the group more dependent on staff. That is inefficient. There needs to be more transparency, more clarity.
- Like The possibility of translation for participants.
- Clarifying questions about orientation and training: new members only, or also for recruitment? It could be a good tool .
- There could be a 'TED' talk about an advisory board, so people know what it is about. Videos about each B&C
- Some communities show a film for jurors, so you know in advance what is going to happen and why. That could be good for advisory boards. It wouldn't require everyone to come together. What we have now just isn't working.
- It would be good to have a video about giving public testimony. In person is good, but a video would be available any time. A good recruitment tool.
- Good thing: more active neighborhood associations. Are methods of RNG approval barriers?
- Council liaison – what does that mean? Those are city councilors. More clarity would be good. It might be better to have the relationship between the advisory board and the standing committee.
- The proposed change in boards strengthening relationships with standing committees would help
- The council liaison position could go away.
- How would the relationship between the standing committees and boards and commissions work? The check in process might keep the boards focused on work (example: making sure that the TAB didn't just focus on car issues, but continued to keep transit and other issues considered).
- I have tried to find stuff in the website, it really needs to be more accessible.
- From PC: it would be really helpful for us if community members had better access and understanding of land use issues.
- Earlier meetings with developers is good.
- Still lots of work to be done – CIDAB.
- It will be interesting to see what methods are effective to reach diverse groups: renters, low income, etc.

- If you go back to an earlier time: village meeting. This is a way to make democracy work better in our time using current tools
- Southtown – there are block parties – talk about a lot of issues. Different settings are good.
- Reaching university students – what methods should be used?
- We need to take this to the kids, to the schools. They need to know the importance of public participation. Let's broaden this to everyone.
- We have an engaged population – at least some groups, but not all. We need to reach all. Not everyone needs to go to a boring meeting and watch a PowerPoint – we need to do it in ways that don't give us barriers.
- For a lot of our community members – they just don't think they could be involved. They might be concerned because some are international, speak another language, or may be undocumented.

5/3/2014 py

#### IV. BOARDS AND COMMISSIONS ORGANIZATION AND STRUCTURE

In the years in my involvement with Corvallis City Government I have come to see gaps in two specific areas – water issues and transportation issues. By gaps I mean policy areas that the public has had difficulty in following the decision making process. Both water and transportation issues, that can involve extensive budgets decisions as well as extensive interaction with state and federal policies-makers, suffer from those gaps.

These two areas, water and transportation, are largely managed within Public Works Department. Water and transportation issues in one way or another affect the lives of Corvallis citizens. Clear means to accessing as well as influencing the decision-making process is missing. I look forward to a discussion of these gaps and proposed remedies.

In the area of transportation trails provide an interesting example. Some trails are both public transportation routes as well as recreational. The management of “trails” can lead to the Parks Natural Areas and Recreation Department Advisory Board. But there is also a Bicycle and Pedestrian Advisory Board. All purpose trails are proposed in the City’s Transportation Plan.

The Transportation and Buildings Division of Public Works Department according to their web page manages the Corvallis Transit System, Bikeways, Alternative Modes of Transportation as well as Transportation Demand Management Services according to their web page.

In addition, some planning for future regional transportation projects is done through the Corvallis Area Metropolitan Planning Organization. (CAMPO includes Corvallis, Philomath, Adair, and some areas of Benton County)

This leads me to conclude that Corvallis needs either two new agencies – a Transportation Department and a Water Department, each with a citizen advisory board; or at a minimum two new advisory committees for transportation issues and for water issues. I would support The PPTFF Recommendation B in speaking to “Charge Id in this regard.

The public needs better access to the decision-making process for policies, programs and projects being considered and the costs related to these programs and projects. The advisory boards should not just report to agency staff but to the Council itself. Buy in from the public stemming from genuine access can be a valuable tool in planning. The Capital Improvement Program could a more powerful tool if both transportation needs and water management needs and costs, for example, were identified earlier in the process by Advisory Committees.

Thank you for your consideration.

Liz Frenkel  
Corvallis 97333  
lizbobfrenkel@

**CITY OF CORVALLIS**  
**Public Participation Task Force Minutes**  
**May 1, 2014 - DRAFT**

<b>Members Present:</b>	Kent Daniels, Chair; Richard Hervey; Penny York; Rocio Munoz; Brenda VanDevelder; Emily Bowling; Lee Eckroth; Becki Goslow; George Brown
<b>Members Absent:</b>	Annette Mills, Vice Chair
<b>Staff:</b>	Terry Nix, Scribe
<b>Visitors:</b>	None

<u>Agenda Item</u>	<u>Key Discussion Points</u>	<u>Action or Information Only</u>
1. Check in, introductions, ground rules	<ul style="list-style-type: none"> <li>The meeting began at 11:00 a.m.</li> </ul>	
2. Review today's agenda: changes or additions	<ul style="list-style-type: none"> <li>Kent distributed a revised agenda.</li> <li>Discussion regarding the City's budget process and whether this is the appropriate time to propose that the City Council set money aside to implement the TF recommendations.</li> <li>Funding needs would include some level of support for neighborhood empowerment grants, translation services, and potential one-time costs to merge some of the B&amp;C.</li> </ul>	<ul style="list-style-type: none"> <li>Richard will shape a recommendation for the Budget Commission's consideration.</li> </ul>
3. Review/approve 4/17/2104 meeting draft minutes		<ul style="list-style-type: none"> <li>Motion by Brenda, seconded by Richard, to approve the minutes; motion passed unanimously.</li> </ul>
4. Comments/feedback on April 28 <sup>th</sup> public meeting	<ul style="list-style-type: none"> <li>In general, the public meeting was well organized and facilitated.</li> </ul>	<ul style="list-style-type: none"> <li>Penny will organize the public comments by subject area.</li> </ul>

<u>Agenda Item</u>	<u>Key Discussion Points</u>	<u>Action or Information Only</u>
	<ul style="list-style-type: none"> <li>• There were a lot of younger people in the audience and good energy in the room.</li> <li>• There was a nice follow up article in the Gazette Times.</li> <li>• Public comments have been compiled and reviewed by the TF.</li> </ul>	
<p>5. Draft PPTF Recommendations document - start revision process; set priorities and work plans</p>	<ul style="list-style-type: none"> <li>• The TF reviewed and discussed areas of the recommendation that needed further consideration.</li> <li>• Concerns have been raised by bicycle advocates that their voices may not be heard in the larger transportation advisory board. The concern could possibly be addressed to some degree in how the charge is written.</li> <li>• There were questions at the public meeting as to why the TF did not recommend merging MLK with CIDAB. The TF had concerns about the new CIDAB having too big of a workload and expectation. Consideration could be given to merging the bodies in the future.</li> <li>• Diversity and inclusiveness should be inherent in the structure and not dedicated to only one group.</li> </ul>	<ul style="list-style-type: none"> <li>• Richard, Brenda, and Kent will draft language for the cost analysis and implications section.</li> <li>• Kent will send out draft language for the recommended departmental advisory committees.</li> <li>• Penny will rewrite the recommendation for a transportation advisory board.</li> <li>• Kent will work with Annette to rewrite the recommendation for a water systems advisory board.</li> <li>• Kent will draft language to articulate why the TF did not recommend merging the MLK Commission with CIDAB.</li> <li>• Kent will send out a revised recommendation document with changes tracked for further review at the next meeting.</li> </ul>

<u>Agenda Item</u>	<u>Key Discussion Points</u>	<u>Action or Information Only</u>
	<ul style="list-style-type: none"> <li>• The MLK should have the ability to decide if they want to change their name or broaden their scope.</li> <li>• The table is intended to be used as a tool when looking at the narrative of the recommendation; the table will be included in the appendix.</li> <li>• TTF members felt that neighborhood groups should be required to meet some level of standards if they are to receive City funding.</li> </ul>	
6. Timeline, responsibilities and roles for PPTF and others for critical path from April 29 to Dec 31, 2014		
7. Check-out: Time well used? Everyone prepared? Everyone heard? Meeting process okay? What can be done better? Next meeting agenda items?		<ul style="list-style-type: none"> <li>• The next meeting will be held on May 8, 11:00 a.m., at the Madison Avenue Meeting Room.</li> </ul>
8. Adjournment	<ul style="list-style-type: none"> <li>• The meeting was adjourned at 1:00 pm</li> </ul>	

*Chair Daniels requested including an email from Ms. Lauren Browne, Citizen Engagement Coordinator, City of Sedona (Attachment A)*

Respectfully submitted: Kent Daniels, Chair

Next Meeting: May 8, 2014

**From:** Kenton Daniels [mailto:kentonofbenton@ ]  
**Sent:** Thursday, May 01, 2014 9:19 AM  
**To:** Holzworth, Carla  
**Subject:** Fwd: Citizen Engagement

Begin forwarded message:

**From:** "Altmann Hughes, Mary Beth" <Marybeth.AltmannHughes@corvallisoregon.gov>  
**Subject:** FW: Citizen Engagement  
**Date:** April 30, 2014 at 8:58:00 AM PDT  
**To:** Lee Eckroth <Lee@ >, Annette Mills  
<amills@ >, "Bowling, Emily"  
<Emily.Bowling@ >, Rebecca Goslow <Becki.goslow@ >,  
Richard Hervey <r.e.hervey@ >, MUNOZ Rocio  
<Rocio.Munoz@ >, Brenda VanDevelder  
<brenda.vandevelder@ >, "Altmann Hughes, Mary Beth"  
<Marybeth.AltmannHughes@corvallisoregon.gov>, Kenton Daniels  
<kentonofbenton@ >, Penny York <york.penny58@ >, George  
Brown <George.allen.brown@ >

Good Morning Task Force,

This was sent to me after the individual below read our article in the Gazette Times. I have not yet had a moment to read the attachment, but I am intrigued and will read it when the time permits later today.

Thanks, MB

**From:** Lauren Browne [mailto:LBrowne@sedonaaz.gov]  
**Sent:** Tuesday, April 29, 2014 5:32 PM  
**To:** Altmann Hughes, Mary Beth  
**Subject:** Citizen Engagement

Hi Marybeth,

I live in Sedona, Arizona, and I work for the City of Sedona as the Citizen Engagement Coordinator. I came across an article in the Corvallis Gazette-Times about your interests in exploring/modifying the way your city does civic engagement.

As the head of our citizen engagement, I read some similar issues in that article to what Sedona was going through. We too wondered how effective and efficient our Commissions were, and after a year-long

process, sunsetted our Commissions that weren't state mandated, and launched the Citizen Engagement Program. It consists of what we call work groups of citizen volunteers, who act as advisory boards on all of the major decisions that the City is needing public input on. They don't have to act under the Open Meeting Law (which was something that was cumbersome in our Commissions), and we make them easy to commit to because we dictate how many times they'll meet, what the issue they're going to tackle is, and then they disband after their work is done. Sometimes this can be in just 3 or 4 meetings.

Anyways, I thought I would reach out to you, not because I think our way of doing citizen engagement is the best way for your community, but just as a point of contact for you if you ever want to chat about our system, ideas, etc. As a person who has seen what your community is going through, if I can be of any help to you, don't hesitate to reach out to me. I also have a copy of our council-approved Citizen Engagement Plan, which details our strategy if you're ever interested.

Good luck as you figure out what's best for your community.

Regards,

Lauren Browne  
Citizen Engagement Coordinator  
City of Sedona

928-203-5068  
[lbrowne@sedona.az.gov](mailto:lbrowne@sedona.az.gov)

[Citizen Engagement Program website.](#)

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