

**CITY OF CORVALLIS**  
**Public Participation Task Force Minutes**  
**May 22, 2014** \_\_\_\_\_

<b>Members Present:</b>	Annette Mills, Vice Chair; Emily Bowling; Becki Goslow; Richard Hervey; Brenda VanDevelder; Penny York; Rocio Munoz
<b>Members Absent:</b>	Kent Daniels, Chair; George Brown; Lee Eckroth
<b>Staff:</b>	Mary Beth Altmann Hughes, Human Resources Director; Terry Nix, Scribe
<b>Visitors:</b>	Jim Day, Gazette-Times

<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 11:05 a.m.</li> </ul>	
2. Review today's agenda: changes or additions	<ul style="list-style-type: none"> <li>There were no changes.</li> </ul>	
3. Review/approve 5/8/14 meeting draft minutes		<ul style="list-style-type: none"> <li>Motion by Penny, seconded by Richard, to approve the minutes; motion passed unanimously.</li> </ul>
4. Continue revising draft recommendations document for May 23 final to staff for inclusion in 6/2/2014 City Council meeting packet	<ul style="list-style-type: none"> <li>Final review, revision and approval of the Guiding Principles and Boards &amp; Commissions sections.</li> <li>Because one of the Mayor's duties is to make appointments, the TF will recommend that departmental advisory committees be appointed by the Mayor and department head with approval by City Council.</li> <li>A chart outlining the four types of committees helps provide clarity and will be included in the B&amp;C section.</li> </ul>	<ul style="list-style-type: none"> <li>Brenda will make changes to the document based on the discussion.</li> </ul>

<u>Agenda Item</u>	<u>Key Discussion Points</u>	<u>Action or Information Only</u>
	<ul style="list-style-type: none"> <li>• Final review, revision and approval of the Neighborhoods section.</li> <li>• Final review, revision and approval of the Cost Analysis section.</li> <li>• There has been discussion about the annual allocation to the MLK Commission for an event. The event is included in their charge. The TF will recommend that the MLK Commission meet with their Council standing committee to review the best use of funds and determine the amount of funding needed to meet their charge.</li> </ul>	
5. Community member comments or suggestions	<ul style="list-style-type: none"> <li>• There were no community comments.</li> </ul>	
6. Continue work on draft document	<ul style="list-style-type: none"> <li>• Final review, revision and approval of the Appendices section.</li> <li>• The Current Boards &amp; Commissions Cost Estimates table includes very rough cost estimates. Because a consistent methodology was not established for the development of these estimates, there is variation in how the figures were provided by staff. The table shows that the City is spending a significant amount on B&amp;C and provides a context for evaluating the recommendations.</li> </ul>	<ul style="list-style-type: none"> <li>• Brenda will make changes to the document based on the discussion.</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 recommendations will include links to the survey raw data and minutes from the two public meetings. Themed comments from the second public meeting will be included in the recommendations document.</li> <li>• The options Chart will be revised to include all of the options addressed in the recommendations.</li> </ul>	
7. Approve final PPTF recommendations document		<ul style="list-style-type: none"> <li>• Motion by Brenda, seconded by Becki, to approve the recommendations of the Public Participation Task Force and forward them to the City Council; motion passed unanimously.</li> </ul>
8. Timeline, responsibilities and roles for PPTF at June 2, 2014 City Council presentation.	<ul style="list-style-type: none"> <li>• Annette reported on meetings she and Kent have had with the City Manager, the Mayor, and some of the Councilors.</li> <li>• The presentation to the City Council should take about 10 minutes with additional time for Q&amp;A.</li> <li>• The presentation will include an Introduction (Kent &amp; Annette), Guiding Principles (Rocio &amp; Becki), Boards &amp; Commissions Process (Brenda &amp; Kent), Neighborhood Association Process (Emily &amp; George), and Closing (Kent &amp; Annette).</li> </ul>	<ul style="list-style-type: none"> <li>• Brenda will send out the presentation from the April 28<sup>th</sup> public meeting as a Google document so the group can edit it for use in the June 2 presentation to the City Council.</li> <li>• TF members are also encouraged to attend the City Council work session on June 9.</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 isn't generally a time for public testimony at Council work sessions; however, it could be helpful if TF members are available at the work session to answer Council questions.</li> </ul>	
7. Check-out: Time well used? Everyone prepared? Everyone heard? Meeting process okay? What can be done better? Next meeting agenda items?		
8. Adjournment	<ul style="list-style-type: none"> <li>• The meeting was adjourned at 1:15 p.m.</li> </ul>	

Respectfully submitted: Annette Mills, Vice Chair

ATTACHMENTS:

- Attachment A – Neighborhood survey results
- Attachment B – Boards and Commissions survey results
- Attachment C – Recommendations Document
- Attachment D - Feedback from Airport Commission

My Report

Last Modified: 03/16/2014

Attachment A

1. What Neighborhood Association are you a part of?

Text Response
Garfield Park Neighborhood Association
Chintimini
Chintimini
Brooklane
Avery Homestead
College Hill NA
Brooklane Neighborhood Association
We have not formalized as a Neighborhood Association yet?
Brooklane
Central Park Neighborhood Association
Whithem Hill but I was part of Harding until 2 months ago
Brooklane NA
Central Park
central park n.a.
Central Park
cpna
Avery Addition
None
Central Park
CPNA
Central Park Neighborhood Association
JANA
JANA
JANA
JANA
Rebuild the boardwalk off of Brooklane
Jobs Addition Neighborhood Association (JANA)
JANA
JANA
JANA
JANA
JANA (Jobs Addition Neighborhood Association)
Tunison Neighborhood Association
JANA
Brooklane
CHNA
College Hill
College Hill Neighborhood Association
College Hill
College Hill
College Hill
JANA
College Hill
College Hill
JANA
College Hill Neighborhood Association
College Hill Neighborhood Association

College Hill
College Hill Neighborhood Association
Friends of Witham Oaks, if it counts
College Hill Neighborhood Association
JANA
College Hill
Harding
Harding
Harding NA
Harding Neighborhood
Harding
Harding Neighborhood
college hill
Harding
College Hill
Harding neighborhood
College Hill
Harding
Harding
Willamette Landing
none
None
JANA
Harding
Harding
We don't have one.
Cedarhurst
None, yet. I'm working with others to form one.
Harding
Cedarhurst
Central Park Neighborhood Association
Avery Addition
Central Park Neighborhood Association
Central Park
central Park NA
Avery Homestead
Central park
Central Park
College Hill
CACOT
Skyline west
Pleasant Street Neighborhood Association
Job's Addition (JANA)
College Hill NA
Central Park Neighborhood Association
South Corvallis
Tunison park
South Corvallis
South Corvallis
Tunison Neighborhood Association
South Corvallis
S. Corvallis

This table has more than 100 rows. [Click here to view all responses](#)

Statistic	Value
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2. How long have you been a part of your Neighborhood Association?

Text Response

Since 2009 at its inception

years

4 years

forever

13 - 14 years

5-7 years

3 years? 4?

N/A

Informally for 10 years; more formally for 2 years.

More than two years.

I was part of the Harding neighborhood for two years.

Over a year

Since it started

about 2 years

3 years

2 yr

over 10 years

N/A

since it was reactivated

1 year

15 years

5 YEARS

almost 8 years

??? lived here 37 years

Several years

Since the boardwalk got removed

Since it's inception in 2003: 11 years

6 years

10+ years

One month

been receiving emails for at least 10 years, but lived in the neighborhood for 23 years

18 years

10 years or so, I think

3 years

14 years

?? A year of two??

2 years

2 years

14 years

23 years

1 year

5 years

several years

Since its inception

3 years

6 years

10 years

11 yrs

10 yrs

5 years

Since inception

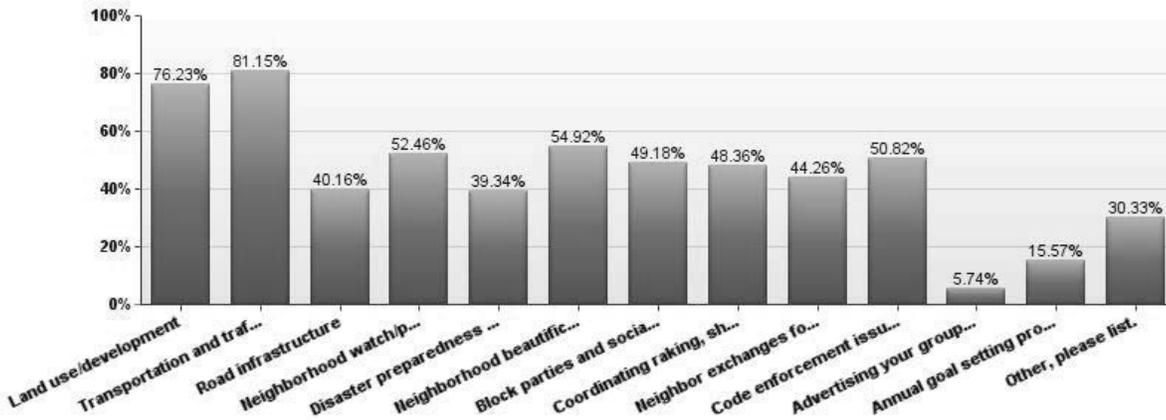
Many years

12 years
Two years
since the beginning
Since it's inception
2 years
2years
2 years
2 years
since it was created
2 years
10 yrs.
I've lived in Corvallis for 33 years
Two years, since inception
6 years
not applicable
N/A
Six yers
since inception - 2 years
since it started
Associated with for roughly 20+ years
no time
1 year
2000
Less than two years.
12 years
3 years
Since it began
8 yrs.
Since it's inception around 1996
6 mo.
6 months
as long as we have lived here and it has been available. 20 years
6 months
20+ years with our most recent activities being about emergency preparedness.
Have lived in this neighborhood for 30 years although we are not very active.
about 10 years
13 years
2-3 years
About eleven and three quarter years plus or minus 1000 hours
2 months?
5 years
3-4 years
Less than 1 year
1 year
last summer
20 years
3 years
~3 years

This table has more than 100 rows. [Click here to view all responses](#)

Statistic	Value
Total Responses	117

3. What activities and issue areas are you interested in having you Neighborhood Association work on? Check all that apply.



#	Answer	Bar	Response	%
1	Land use/development		93	76%
2	Transportation and traffic issues		99	81%
3	Road infrastructure		49	40%
4	Neighborhood watch/public safety/crime prevention		64	52%
5	Disaster preparedness and response		48	39%
6	Neighborhood beautification (landscaping, clean ups, tree plantings, etc.)		67	55%
7	Block parties and social gatherings		60	49%
8	Coordinating raking, shoveling, and other assistance to elderly or otherwise vulnerable neighbors		59	48%
9	Neighbor exchanges for neighbors to borrow items like ladders, canopies, tools, etc.		54	44%
10	Code enforcement issues		62	51%
11	Advertising your group at a Farmers' Market or other community event		7	6%
12	Annual goal setting process		19	16%
13	Other, please list.		37	30%

**Other, please list.**

impact of 509J facilities on neighborhood livability

City assistance without influence. Also, all the above are good ideas but require different amounts of formality.

Wild animal control. I think that a lot of people in the neighborhood have concerns about the number of deer in the neighborhood.

Boardwalk at Mary's River Park...replacement

deep concern over commercialization of our neighborhood--tearing down perfectly good homes to build massive structures for students.--which decreases quality of life and simply destroys existing neighborhoods. OSU should supply much more housing for its students, as do the Big Ten universities, for example.

Strong neighborhood leadership to facilitate the above

To stop the rampant growth the City of Corvallis and the City Counselors are promoting and supporting

Protect Corvallis historic legacy including historic houses and other neighborhood features. Protect neighborhood integrity and stability and encourage owner occupied residences. Power is in numbers so have neighborhood associations collaborate on common issues and take a larger policy role.

figuring out a way to allow/grandfather older multiple use homes (duplexes, etc) retain their use even if city paperwork does not reflect this, as long as houses are safe etc. otherwise, they get torn down and more student cookie cutter condos go up.

Rebuild the boardwalk off of Brooklane

Projects like hanging bat boxes, bluebird boxes, owl boxes in appropriate locations in the neighborhood; training on the civic process, how to testify effectively at Council meetings, etc.; inter-association events (communal picnic?); coordinating communications with the City, Greek community, and the property management group spearheaded by Jerry Duerksen (were you even aware of that one?).

Currently parking, kids driving too fast, and theft

Removing fees for residents to park in their district.

Cigarette butts from OSU students, litter also.

Keeping the Harding district livable for everyone especially those living in a more permanent way.

residential parking

Public Art & Placemaking Knowledge sharing/Friendly atmosphere

Loose dogs are a safety barrier for disabled people (me) and frail elderly citizens. The Harding school grounds are posted with 10 signs that read, "No Dogs Allowed On School Grounds." How is the leash law enforced? Who is required to comply? Where can disabled or elderly people go in Corvallis to be away from loose dogs?

Address this: student housing (rentals and apartment houses) should not look like a third world trash heap at any time.

please note: I am old and in poor health, and, hence can't participate in some of the activities listed above

Dogs: noise, waste, leashes, owner responsibilities. Also any other noise issues.

challenge of parking due to proximity to OSU Campus

parking

Preserving historic structures both within and without the Avery-Helm Historic District; participating in the Master Steward Program

A limited access emergency exit that could be via the yet to be developed Fair Oaks extension to the Firehouse #5.

There are only nine house on our street and we all know each other and do much of what is listed above.

Controlling increases in property taxes

working with the City to get a free or affordable rate for use of the Tunison Community Center

Adding an alternate method to town - perhaps a bridge from Wake Robin to Brooklane?

Safe paths to downtown, economic development including health affordable foods for S. Corvallis residents. Street art

Facilitate communication among neighbors

Street Murals, Improving the health of those in the neighborhood, Encouraging Bike Riding, Safe Paths to Southtown, Covered bus stop for middle and high schoolers

Noise issues - church and after school activities that take place off of school grounds where there is not a buffer between the residents and the noise

The Tunison area bike path along the railroad to Allen Street (Avenue?) and general area improvement.

Language classes. I don't know as much Spanish as I need.

Making NA's less bureaucratic to establish. We are simply neighbors, afterall. / Knowing we have real weight on decisions.

Encouraging volunteerism in Will. Park and encouraging Parks Dept to do things in Will. Pk that benefit SE Corvallis.

Statistic	Value
Min Value	1
Max Value	13
Total Responses	122

4. Please provide additional feedback about the activity and issue areas your Neighborhood Association has worked on or would like to work on. Please include the top few activities and issue areas your Neighborhood Association is interested in.

Text Response
Elimination of traffic circle; traffic issues; more activities to bring neighbors together;
Traffic/parking(OSU imposition and poor LDC and planning), Noise(parties,pedestrians) and trash(broken glass and furniture)
On going maintenance of Little Fields Park, participated in the land use process concerning so called "7th St. Station"
Our neighborhood has become most active around the active increase in OSUs population and the sudden changes in our city as a result. It feels like everything is happening that we don't like to a place that is very special to us. We would like things to slow down or stop until our city is able to adqutely assess the situation and not be jumping around having to put fires out and getting run over by developer
Our traditional boundaries cover a huge area. There has been so much infill in recent decades that it might be best to split into smaller NAs. We have helped disseminate information about City Council meetings and development projects that affect our neighborhood.
Bringing back Neighborhood Improvement Grants
Our NA is focused on the land use/development and code issues. Individual neighborhoods within the larger NA focus on the block parties, helping out neighbors, and borrowing items.
Current design standards are allow incompatible infill. Residential parking is increasingly difficult due to OSU growth. Livability issues: noise, trash, furniture in streets. parking districts with two-hour free visitor parking. and see above comment.
Land use, beautification, code enforcement, traffic
Difficult to answer as we haven't had a neighborhood assoc. meeting or gathering for 4 years
"This is what a house looks like" We need neighborhoods that look like neighborhoods and have a mix of buildings, not neighborhoods dominated by large corporate developers who displace OSU's cancerously rampant growth onto each neighborhood
maintain quality and scale of Historic district and surrounding community development 11
Previous Activities: Assumed the lead in rezoning neighborhood during Comp Plan Update, partnered with adjacent neighborhood to establish Corvallis's first historic neighborhood. Members participated on OSU/Corvallis Working Committees. Current Priorities: First and foremost need to rezone to lesser density and establish parking district. Create incentives to keep homeowners in their homes. Protect historic values.
DENSITY - removing single family dwellings and replacing with large apartments and the associated parking issues
Our association would benefit from doing positive outreach to college students in addition to the noise code notifications. I'd like to see more beautification efforts, too, like clean-up days, etc. Housing and parking issues always need work, and it's good we have a voice in the evolution of our neighborhood.
to avoid parking districts.....does not solve problem, jsut creates new problems
JANA helped with the Photo Survey of Neighborhoods and would like to pursue a Hlstric District (at least, I would!), even if Historic District Lite. Everybody's uptight about parking (me, not so much because we bike almost everywhere, all the time), but that's a big issue. Scrape-offs of our little old houses--exactly the OPPOSITE of what this town acknowldeges it needs, more small, affordable, single-family housing.
Parking, traffic control, idiots in bikes with no safety equipment
I think most neighbors are interested in preserving the "historical" character of the JANA neighborhood. They are also extremely concerned about the issues that arise because of large increases in the student population in this area and the resulting traffic and party problems.
Getting more support from the City and County so that we can use the under utilized facilities (Tunison Community Center) for meetings and community service.
Franklin Park Upkeep, OSU caused parking challenges
Marys River Boardwalk and "rightsizing" the developments going in along Brooklane
Oregon State using our neighborhood as a parking lot - We need to eliminate free 2 hour parking. My property taxes are way to high, not to be able to provide parking for my friends, etc.
See above, but there is support for one free parking pass for each house. Additional passes would cost. Also, better road maintenance such as snow removal and paving/sealing and sewers.
parking and traffic, OSU-neighborhood relationships, rental property upkeep
Not really clear on what our association does. Have only heard about parking. About time to find out.
I am most interested in livability issues as OSU expands. (parking, tearing down historic homes to build townhomes, etc) I feel the city needs more regulation to prevent a "student ghetto" around OSU.
mostly parking
parking
student housing, land use and parking/traffic issues
Reducing traffic/parking woes, beautification, social
OSU students/staff street parking; traffic on Harrison Blvd (especially with Campus Crest approval); bike traffic on the stretch of Harrison Blvd. from 36th to 29th light...very dangerous.
Our neighborhood is involved with many of the activities listed above, but largely just within our neighborhood itself and not requiring the official Neighborhood Association structure. The Neighborhood Association is needed for larger issues such as the ones I checked off above. We can clean up our yards, lend tools to each other and plan parties on our own!
Code enforcement and path clean-up
Parking has been a big area. I think we were the first to have 2 hour parking and permits for home owners.
town and gown issues are the biggest concern
It boils down to the volunteer levels and interest of people in each neighborhood.
Pocket park at 30th and Lincoln
Parking and safety. With the highly congested parking, the city needs to considered "no parking" on one side of many streets as a fire engine or ambulance might be

delayed with cars parked on both sides of the street. Also, speed in neighborhoods need to be clarified and cameras that monitor and is due speeding tickets are sorely needed.

I'm concerned about the growth in population, housing developments, and traffic in Corvallis and how it is affecting/changing the quality of life on a daily basis. I would like to know how the city is planning to protect the community from overdevelopment and sprawl.

student housing/noise issues, parking issues, traffic issues

How the City disaster preparedness updates and bulletins can be automatically forwarded to our association web site for subsequent delivery to neighbors.

N/A we currently don't have an association

Public safety, historic preservation, student rentals

Having a meaningful response from the city to Neighborhood groups

Cedarhurst hasn't held a meeting for quite a while - but I'd say two issues are student parking and problems w/ accessing 35th street due high vehicle speeds on 35th in a 25mph zone w/ limited site distance due to on street parking.

The biggest issue for me at least is parking and the possibility of establishing a parking district for residents.

The neighborhood is threatened by out of date code and zoning. Poorly designed student housing is a problem not appreciated by city staff or the city council.

Parking

zoning; parking; rental prop. maintenance; traffic; neighborliness

Creating a historic district, creating a small park, downzoning

Parking and development

Land use/ development (zoning and new construction) Parking (none available during days OSU is in session)

Our neighborhood is concerned about maintaining its existence as a family-oriented place to live.

We are just formally reorganizing our neighborhood association with new members taking the lead. Roads are a big issue for us.

The ever increasing traffic on Highland is probably our top, and possibly only, primary concern. The traffic keeps getting worse with no particular solution in sight.

The primary issues that CHNA has been involved in and continues to be involved are related to cut-through traffic due to insufficient routing around OSU; maintaining the cohesion between the historical neighborhoods north and south of Harrison Blvd-- keeping the arterial street from becoming an arterial highway; dealing with increased commuter parking and parking search in the neighborhood; dealing with OSU's growth and the increased nearby high-density student housing; livability issues related to impact of increased traffic, parking, and single-family home conversions to rentals; and keeping the very fragile traditional neighborhood feel and lifestyle intact;

Encouraging continuation of Parking District "C" which has greatly helped our community

South Corvallis Neighbors has worked on a large myriad of issues and activities. We have promoted feeding families with food insecurity. We have encouraged community building. We keep each other up to date on issues. We share resources. It's actually kind of nice even if it is less organized than some others.

We have worked on beautification and plan to continue working on them. We would like more support from the City. Last year we had to supply all the tools and rent and dumpster. We didn't have enough tools to get all the work done.

Economic Development, slowing down 3rd street ( s. Corvallis) Neighborhood art including street mural, healthy affordable food

we would like safe bike route into downtown, redefine the plan for Crystal Lk Dr to a public walkway and not a major feeder street, like to create low income housing and a shopping center for a cafe and small specialty food shops at the old auction yard.

Maintaining Willamette Park & Crystal Lake Sports Complex for trail users. Getting potable water to all areas of the park/sports fields. Concerns regarding bus service & speeds in various areas of Route 6.

Our neighborhood is pretty decentralized and there appears to be little desire or need for an Association to "represent" us. So communication is key, with people doing st

We worked to have a bike path from Avery Park to the Tunison Neighborhood added to the CIP list, try to promote neighborliness by having monthly gatherings, helped start a monthly free family meal program called Corvallis Family Table, Starting to have Neighborhood Beautification Days a few times each year, About to start the process to create a City sanctioned street mural in our neighborhood, Working with other Southtowners to improve S 3rd St. for bicyclists and pedestrians.

Bike/Pedestrian trail from Tunison Park to Avery Park--because biking to town on busy Hwy 99 is risky. We need City to support, materially, a grocery store in Southtown

The extent of our organization is a small email list that has moved onto Nextdoor.com and has consisted of contractor recommendations and discussions of a couple car breakins

sidewalk infill, parking issues

The Tunison group seems to have a busy agenda working on the immediate area as well as helping low income people.

kWe do a summer garden food exchange and give away

S.H.A.R.E. has met for produce sharing and swapping. We've cooperatively raised potatoes and beans together and combined for a bulk purchase of grains and beans as well. The listserv has advertised for housing and odd used goods, done some community organizing as well.

We already have a free meeting space and you are using the website so I put these at bottom of list. I don't have enough knowledge to rank the items below. Do not use

Bike path, neighborhood clean-up of common spaces, park improvements, community involvement

Neighborhood annual picnic have happened due to a few who eagerly invited others to their place. Good turn out.

Park stuff that Benefits Southtown, better paths for biking walking in and out of the bottleneck at Avery/CLD (ODOT interface)

Statistic	Value
Total Responses	76



6. Please provide additional feedback about resources that would allow your Neighborhood Association to be more effective and successful. Would any resources be helpful that are not included above?

Text Response
have city councilor attend our meetings; maps of neighborhood showing addresses, names of property owners, phone numbers and email addresses of owners and residents, whether house is rented or owner occupied;
I can't figure out how to rank, so. Free meeting space. 10-12 dumpsters in June, 3-4 in December. Empowerment grants are nice.
no way to rank the above, but the last one is first on my list
Teach us how to access the names and addresses of all the owners of homes in our NA boundary so that we can email/mail them info about our Association.
Notices in city publications about how to sign up for listservs or whom to contact to join a NA. These should be listed in every mailing from the city, or at least several times/year.
City staff assistance in organizing a Neighborhood Association.
The listserv sign-up would be great but only if it was linked to from the city website, not on the city website itself, not requiring the city's sanction, and if the names and emails that people submit are available only to the NA, not the city.
City assistance with communication: free meeting space; dedicated website for each NA; NA Leaders website and quarterly meetings; Dedicated City staff (0.5 FTE) to support NA actions, answer questions.
Since we don't have a grid system, it is harder to get to know the neighbors so ways we can communicate better are needed.
I think the city should help foster NAs, but should not be involved with them. They should not be or seem to be part of the official city structure.
Would like easy access to the city's historical neighborhood/home surveys that used to be online.
Can't think of any other than finding a strong leader
How to fund a full time staff position to counteract the deleterious affects of the 2 new positions for 'Economic Development' (I.e. the rape of our community)
Work sessions and training on development code, historic districts, how to engage in effective policy advocacy
have a city council person take more involvement in neighborhood concerns, answer emails.....
It seems like fund raising to match federal funds is the big need. If that falls through, maybe a volunteer work force with a better design than let time may be needed.
The web site might do it, but a way for NAs to hear about shut-ins or elderly or others who might need help with yard work, or a lift to the grocery store, or...
I couldn't drag and drop, my ranking is as follows 1, 7, 8, all others ranked the same
NListening to and caring about our neighborhood parking challenges. Holding OSU accountable for the increase in student cars and decreasing on campus parking availability.
Address the parking issue in college Hill, more and more "nice" homes are becoming dumpy rentals, as home owners do not like the vroom-vroom that goes on all day long with people circling the block, trying to get parking and almost hurting pedestrians in the process.
Free wifi in neighborhood for universal connectivity
city staff to support neighborhood associations, the city's assoc contact list is years old and no support is offered,
No
I think it would help most if the City Council and City staff would actually take action on issues brought up by the Associations instead of just seeming to listen, then ignoring the concerns brought up. That is what they do now. The list of resources above will not really help with the problem. Our Associations are effective at collecting and presenting our concerns, but the Council and City staff (not to mention OSU) are NOT effective at taking action to solve the problems.
If someone other than me would step up to lead the Witham Hill Neighborhood Association
The ability for all members to vote on goals and objectives, not just those who go to meetings. A web site would work for this.
Direct, accurate and timely information about topics relevant to our neighborhood and adjacent neighborhoods so that we can be well informed!
Facebook is huge and the primary tool used by our association even though it is a private individual volunteering their time. The city weblinks are too static and limit enthusiasm and participation.
Volunteers to monitor and report addresses that need to be pruned. Wet leaves on sidewalks can make walking hazardous. Apparently those currently responsible for overseeing these things do not have ample helpers to review our neighborhood and enforce city policy.
Risk management assistance for sidewalk safety, arbor care.
Ward meetings
No
A paid community advocate (similar to economic development office) that would act as a community resource in time &/or expertise intensive matters (LDC, land use in general, etc.).
A neighborhood advocate trained in law and land development code. Developers and city staff simply run over neighborhoods lacking resources.
direct access to applications for advisory boards, task forces, etc. City Council and staff take our concerns seriously
for the representative(s) on City Council to remember they are REPRESENTING, not just voting their own opinions!
Per the previous response we have a small, fairly tight, neighborhood and after Item 3 not sure there is much need/interest.
Meeting space is less important, because we have a good free space already.
We already do some things on that list, so they aren't needed. Clean up day sounds neat, as does free space for the community members to use.
In my ranking, 1-4 are equally extremely important. 5-9 are equally stupid and unnecessary.
Wasn't able to drag and drop: 1, 7, 8, 2, 6, 4, 9, 3, 5
need help with organization, keeping records, setting up meetings
Agree with the ones listed above.
We already have a listserv; we don't need one sanctioned by the city, but having info about it on a city website would be great; the G-T has refused to mention it (seeing it as

competition?)

Using Firefox and couldn't rank the resources, they would be 1, 7, 8, 4, 3, 2, 6, 5, 9

Nextdoor website works fine; no need for City website or listserv

Nextdoor is a great resource that eliminates the need for listserv or website - the city should work with them and encourage everyone to join (no, I'm not affiliated with them ;-))

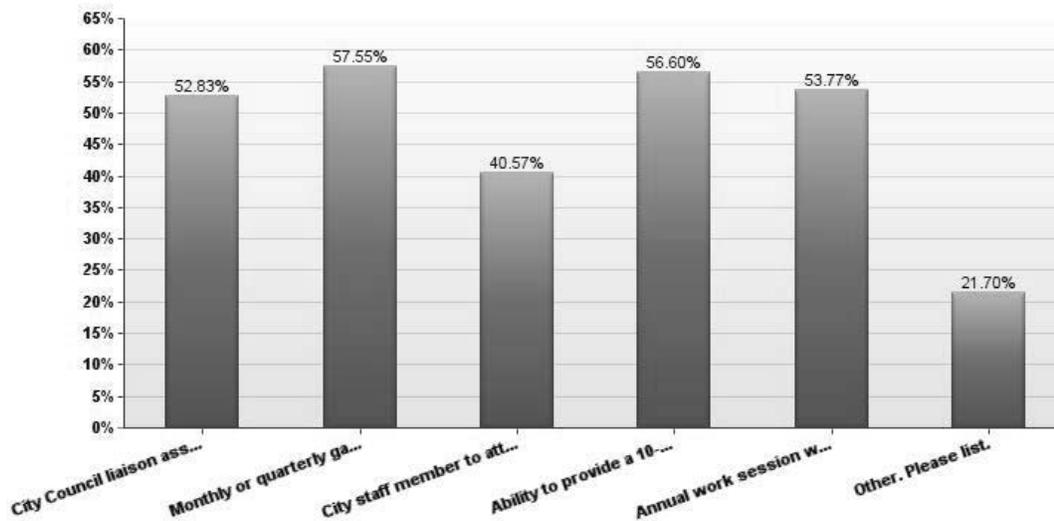
The meeting space needs to be in the neighborhood. Otherwise, we'll just use a restaurant table that is handy to us.

Opportunities to speak with City officials and employees as guests at meetings.

Richard Hervey is tremendously informative to neighbors, and Torsten Pihl does our listserv, so we don't CURRENTLY need those.

Statistic	Value
Total Responses	50

7. What type of communication would you like to have with other neighborhood groups and the city? Check all that apply.



#	Answer	Bar	Response	%
1	City Council liaison assigned to each Neighborhood Association.		56	53%
2	Monthly or quarterly gathering of Neighborhood Association leaders.		61	58%
3	City staff member to attend a meeting of your Neighborhood Association.		43	41%
4	Ability to provide a 10-15 minute annual update to City Council.		60	57%
5	Annual work session with City Council, Mayor, and Neighborhood Associations leadership.		57	54%
6	Other. Please list.		23	22%

**Other. Please list.**

Ability to take items off of council packet and email it to association members; list of who to contact to get particular tasks done such as repair of potholes, sidewalks, trimming street trees,

All are good ideas, but control of NA's needs to stay in the hands of the NA's and their members

A functional city web-site would be very useful. It is very hard to navigate and find things. An updated list of NA contacts would be helpful.

welcoming attitude by city to concerns of NA's over all issues.

A real effort to use Vision 20/20 to create our vision BEFORE allowing other people's visions to be put in place first.

Please note our City Counselor does not respond to emails or telephone calls regarding setting up a meeting with the neighborhood.

Dedicated City Staff (0.5 FTE) to answer questions; assist with data-gathering; arrange annual training in City planning and decision-making processes.

Have our City Councilperson show up

Meetings with building development staff

Website for all neighborhoods to share information

As I mentioned earlier, it would be helpful to have City staff actually do something about the concerns we raise

Quarterly gathering of NA's, NOT monthly

All of these!!

Annual neighborhood mtg. and reps to serve on city committess and communicate with city on issues as needed

A city council/neighborhood association leaders meeting held separate from other city council agenda. i.e. Focused and concise.

We would like to continually reinforce the traffic issue on Highland.

Quarterly NA Leader gatherings would be sufficient; our City Councilor has been and should continue to be available as liaison to our NA.

It would be really nice if the City Council actually listened to the concerns of the community. A recent annexation has created some considerable distrust of council. The citizens were subject to a confidence game, and it feels ikky.

We have a city councilor who sends and receives emails on our listserv about stuff we care about. We don't need another layer of bureaucracy.

I'm so new to this(and only peripherally involved) that all the above sound beneficial.

Our council person is very involved iin what's going on in the 'hood' (Richard Hervey)

The meetings that I've been to with our councilor and city department heads were excellent! Do you still do those?

I'd like to spank them for being outrageous NIMBYs and spank them again for the way they continue to perpetuate stigmas of Southtown. That anti-Campus Crest campaign entitled, elitist nimbyism was atrocious. I commend the city on not capitulating to their provincial, self-serving demands. And I'm disappointed in the bordering councilors who forsook their city-wide responsibilities in order to look good to thier constituents.

Statistic	Value
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Min Value	1
Max Value	6
Total Responses	106

8. Please provide additional feedback about communication between Neighborhood Associations and to/from City staff and City Council. Please include the top 1-2 formats of communication you're interested in.

Text Response
email. I am unclear as to what is being requested.
Individual testimony at meetings seems not listened to, and formalizing the roles of the NA's and their officers may reduce individual testimony by recognizing NA reps and not the individuals
better and more accessible city website on all issues, especially land use. Now the city's website is harder to use than before. No removal of massive e-files from city website when city voting in progress.
I would like to form a committee that looks at the 'big' picture for land development and begins implementing plans for preserving buildings or spaces that we value and maintains the charm that we have had for a very long time and is now threatened.
person-to-person meetings. email.
Email
Our NAs already have a City Council liaison - our ward representative on the Council. Our current Council representative has been very responsive to us and any issues that have come up, and communication with her is excellent. This is a marked improvement over the recent past, so perhaps Council members are the ones who need some training on listening to the concerns of the people they are elected to represent. Top communication format: face to face occasional meetings, with email for items that need a quick response. Quarterly NA leader meetings would be useful.
Quarterly NA meetings with City Councilor(s). Improve City website navigation tools: it's hard to find information in current system.
Would like city councilors to take group field trips to each other's wards. Each councilor could point out their concerns/issues. Would like to try a true council forum whereby everyone sits in a circle and gets a chance to speak from their heart about a certain issue. Each person has a few minutes to express their concerns, longings. Sounds woo woo but it could encourage deeper listening, conflict resolution and consensus building
The best form of communication is face to face but that is difficult considering all the meetings already being held. Email just doesn't seem to do the job. Perhaps an interactive web site between all of the above, but again, everyone has about enough of this to contend with.
The City government is out of touch. You want involvement? Then actually listen to the people who live here, not the developers who pour money into city coffers.
Need to establish semi annual meetings between City Council Members and Neighborhood Association leaders. Similarly with City Department Heads or relevant staff as needed.
would like communication with someone other than our ward councilman, who has different goals than many of us
Face-to-face meetings and email communication with City staff would be fantastic. It would be nice to have someone else besides our City councilor with whom we could communicate as a group.
Websites and email
It would be creepy if the city was overly involved in our neighborhood association. it would be good to know that someone in the city is accessible to work with.
Currently our city councilor is hands off our JANA group. He doesn't answer my emails. He said he won't read our JANA listserv comments because he doesn't want to be biased.
I feel the neighborhood associations do not have any impact on city planning. I do not feel we are listened to.
I like getting updates by e-mail from our representatives.
email, occasional meetings (semi annual ?)
liaison
email
again, I think neighborhood issues are being communicated effectively to the City - everyone knows we are concerned about inadequate parking due to lack of infrastructure being provided by OSU, code and tenant behavioral violations in rentals, tearing down of single family houses to build rooming houses and unregulated dormitories. The City Council, City staff and OSU need to do something about these problems and stop pretending that more communication is what is needed!
E-mail lists and a NA website would be great. One website would be fine, with one link being just the leaders of each NA
unknown
The City Council says it wants input from the citizens. It then disregards it.
Our leadership would have to answer this one.
Web forum and listserv
email and internet
see above
Should be proactive in soliciting neighborhood input on such things as the parking; the response of the Urban Resource Committee to recent suggestions of including those impacted but not included in the district was a dismal discovery.
Email, yearly meeting
E-mail
I want citizen input to actually make a difference, which it currently does not. They don't listen to regular citizens. Get rid of staff bosses.
In person city staff/council update on issues affecting neighborhood
Residents should know their voices will be heard. That is the whole point of our representative democracy.
e-mail, face-to-fce
The open meetings with our Council Rep (and I have attended two) are generally not useful. Being on the electronic mailing list is good as current events can easily be sent to our neighbors.
I think both City Staff and City Council need to give more weight to the public input and testimony from the NA's, and understand the each of the neighborhoods have different needs anc concerns.
I have no idea what this question means, so I cannot provide a reasonable answer. Who wrote this quesiton? What does it mean? What do you really want to know? I'd like to respond, but it is very unclear what is being asked. Any answer could be misconstrued.

Why is The Man's involvement in Neighborhood Associations necessary? When we need something from him, we'll let him know.

Our Councillor is a regular contributor to our listserv (on google groups)

Being a Ward 2 neighborhood in Ward 3, it would be great to have more connection with Ward 2.

email, listserv

short informal informational meetings

Email communication is very important. City personnel meeting with neighborhood groups (it took over 7 years to finally get Public Works to sit down with a group of neighbors).

There's plenty of avenues for citizen engagement with the city, we don't need more committees, assignments, etc. The main function of the neighborhood association is to facilitate neighbors working with each other.

I would love to see gatherings of other neighborhood leaders for the purpose of discussing best practices about how to build and strengthen neighborhood groups and to learn what other neighborhoods are doing. Face to face interactions between City staff, Council and Neighborhood groups.

email (listserv?); staff attending a meeting

Hopefully the need to get the city involved in anything would be rare, but it would be nice to have someone who's job is to help people get to the right people when something does need taking care of

I don't know enough at this point to comment.

An occasional (maybe quarterly) presence at a meeting and email are fine for communication

Face to face. Email.

Having an on going dialog with city council, mayor and other associations, where we can voice our concerns either on a regular basis.

listserv, liaison with the city council

Repeating: Our current councilor and list serv volunteer are amazing, so we currently have amazing communication.

Statistic	Value
Total Responses	56

9. Please provide any other feedback you would like to share with the Public Participation Task Force about improving and strengthening Neighborhood Associations.

**Text Response**

An association is only as strong as its members. If officers are not out recruiting their replacement the association will die. Members respond when the leaders work on what the members want. That means association leaders need to be talking to members often. That work is more important than anything the city can do. What is needed our leaders who are willing to knock on doors and ask what concerns members have. Also, the association goals need to be positive and supported by at least 80% of the membership.

Vigilance in keeping NA power with the NA's, and minimizing the City's influence of NA activities.

most important thing is ability to easily create NA's (signing up online) and then being able to access happenings of other NA's and city online as well (easily).

I think we need a process whereby citizens are informed enough to not get swindled into voting for an annexation that results in big problems for the city, especially when said city changes the zoning afterwards and makes its citizens feel like they are skirting the process.

When a neighborhood association calls attention to a problem, the city council should take it seriously. When neighbors notify the city that developers are not following codes or are deviating from agreements, the city employees should remember that they work for us and not the developers.

City should encourage formation of Neighborhood Associations and citizen participation in them.

Better promotion of NAs with maps and contact information at City Hall kiosk, city TV, G-T, and prominently on city website. Easy to find link to NA maps and contacts on city website, with link to external NA website and listserv signup. Privacy is important so people can communicate confidentially about city issues without the city viewing the information.

Council should adopt an administrative standard requiring developers to meet with NA(s) adjacent to proposed project and incorporate results into the project plans before any permits are issued. In other words, "No meeting with NA, no permit."

NAs often come into being out of concern with or even anger over city decisions (e.g., 7th st station, campus crest, Sather annexation, new and very often rather ugly student apartments (actually, dorm-like arrangements).

Thanks for all the hard work. The main goal is to get good city councilors that care about all the wards and the neighbors that care about preservation.

Avery Addition has a leader but she is not a participant or a representative for us. How do we remove her, find new leadership and move forward?

Collorabation Corvallis is a joke. OSU is NOT paying its fair share, nor is the Hospital. The new Parking areas are dead wrong. I (luckily) do not live in any of them and I still see them as a worsening of the problem, not a solution.

I believe that the number 1 issue facing neighborhoods near OSU is the loss of historic resources and inappropriate development. Some of the historic neighborhoods need to be rezoned to protect the historic features. The City Council and Planning Commission need to address these issues proactively which it has never done.

City services like the use of a under utilized community center should be more affordable. \$36/hour. We leave the room as clean as we found it and use the lights and bathroom in an already climate controlled room. I can't figure out why it is so expensive.

Our neighborhood association is diluted by the large number of new rentals in our neighborhood

a city staff person as liaison to the associations

Do something! Stop talking about it! I mean the City and OSU!

We do not have a Witham Hill Neighborhood Association, because, while there is plenty of interest, no one else has stepped up to take the leadership role. I do not filling out more paperwork!!!

It's hard to get to meetings, so web-based communications would really help those of us that are interested, but unable to attend very many meetings.

I had not heard of the Public Participation Task Force before today. Educate us; get the GT on board or use social media.

Associations are great for bringing problems and concerns to the attention of our city manager but the city manager is the one who must decide what action to take and either delegate his/her personnel to solve the problem or recruit volunteers to do the job if city personnel and finances are not available.

I want to walk in Corvallis without being jumped on or chased by a loose dog!

zoning issues

Would be nice to have maps of boundaries and names for the associations along with contacts.

Strength of the Neighborhood Assoc. is up to the citizens involved. Anything to ease xfer of information is a good idea.

Empowerment and earnest representation

Citizen committees are appointed (including the planning commission) and their hard work and recommendations are ignored by city staff and the council.

Keep them independent from the city. Let them be a force unto themselves and maybe they would actually have a meaningful role in city government.

Now it's remedial for the Witham Oaks neighborhoods; how will you repair the hurt?

I, Elizabeth Waldron, I not received any emails from the City's "Public Participation" meeting.

The sense in the NA is that City Staff and City Council are not taking input from the NA seriously nor giving much weight to it in their decision-making process that has a direct impact on NA livability.

Take us seriously

Thank you for doing this. Right now getting more support, especially affordable use of the Tunison Community Center is my priority. Not only for meetings, but community development programming like Corvallis Family Table, group meetings, classes, work parties, etc.

S Corvallis is a treasure of committed citizens and natural beauty, I'd like to see some restrictions on signage on 99 and more large conifers along with other plantings on 99. We also want a slower speed limit up to Lincoln school to create a more neighborly feeling. 99 is so fast it separates the sides of the street

South Corvallis has specific needs that are not always addressed. Concerns about lack of services in our area (such as reasonable grocery store - 1st Alternative Co-Op, 7-11, Circle K do not meet the needs of the neighborhood). Concerns that if a major earthquake was to occur Lincoln School is our emergency services center. Based on the earthquake studies down over the past decade, Lincoln School will be flattened. What is the secondary plan? What happens if we lose the bridges?

I would like if more City staff would show more respect for neighborhood groups and the work that they are doing to build community. A large portion of our dealings with City staff consist of us asking for help/support and being told that there is nothing the City can do to help. We need a culture change within the ranks of those employed by the City. My hope is that increasing the amount of contact between City staff, Council and Neighborhoods will result in a better understanding of where each group is coming from and foster a new age of cooperation amongst all parties resulting in a better Corvallis for all.

Tunison NA helps sponsor Mesa Familiar, an important social service/charity in South Cvo; yet it has to pay the city rent on the the community center and the county a food service license; this is not helpful

Same as above.

I like the fact that much of our neighborhood 'business' happens on a casual basis, with different folks organizing things they care about. We've hosted a Polst form meeting, a cob oven building meal, and others have done similar sorts of things. I'm not a fan of formal "meetings".

Lots of regulations is a burden and off-putting to the average citizen, so keep it simple. Ease will open the door to more involvement by residents.

Thanks!

Statistic	Value
Total Responses	41

# My Report

Last Modified: 11/24/2013

Attachment B

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

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

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

Statistic	Value
Total Responses	85

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

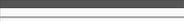
Statistic	Value
Total Responses	44

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Budget, policy revisions

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

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

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

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

Regarding upgrades to the runway, taxiway, and buildings.

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

Parking Districts around Senior Center and Orleans Park use

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

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

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

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

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

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

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

update on forest plan; update with annual review

Specific statement regarding importance of long-range planner

Requests for CIF and input for Council goal setting

Various

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

About the budget.

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

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

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

Through recommendations such as CDBG, exceptions to policy, drafts

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

Recommendations of the allocation of funds and selection of projects.

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

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

Budget deliberated and passed

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

Commenting on and asking questions about the budget and process

Proposed budget document.

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

Regarding planning code changes and capitol improvements.

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

tree for fee project Heritage tree program

Submitted Revised Forest Management Plan and related documents

ongoing discussion with Joel Hirsch

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

Was not able to give much direction

Responding to the Council's direction for the Commission

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

Update presentation in November Council meeting

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

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

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

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

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

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

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

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

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

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

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

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

Only visitor input and informally asking people

Open forum for public input.

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

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

Public hearings

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

We conduct surveys

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

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

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

We have connections and collaboration with other community organizations.

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

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

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

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

significant lead time notifications for land use decisions

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

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

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

All issues placed before us ARE citizen originated.

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

open to the public input

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

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

Outreach to arts organizations, citizen input surveys

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

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

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

Annual Citizen Questionnaire

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

We have time at each meeting for citizen input.

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

Public input in written form and in person at meetings.

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

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

Upcoming survey

we are forming an education outreach program

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

members meet with local garden groups, discuss community programs

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

Regular public input opportunities at monthly meetings

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

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

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

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

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

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

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

**Text Response**

While not so many people come to the meetings we do get emails and written input regularly especially about favorable experiences with the library system

We are developing a process for citizen input to update the library's strategic plan. I think that one or two of the recently formed committees are looking at ways to engage / inform citizens.

All entities in the city have a financial challenge. Efficiency, coupled with high standards, is important. Corvallis airport is in a unique situation in being self-sustaining. Our operations are governed by FAA regulations. The airport receives federal dollars regularly. Excellent management is key to successful communications at all levels.

Once in a great while we have a citizen that complains about aircraft over the city. when we explain the procedures, altitudes, and controls, they seem to calm down and are more understanding.

Could use more information on the city web site about the various boards/commissions, what they do, why they are important, when they meet, who on the Board to contact with questions and how to get involved. Council liaisons need to be more consistent in providing short verbal reports to the entire Council on a regular basis and alert the Council of issues/concerns of the advisory group. Citizens: Would be helpful for the Council to pay more attention to visitors who come to meetings to comment on an issue. The Council rarely asks questions or makes helpful comments or suggestions and usually they seem to not be paying attention. Also, they could take time later in the meeting to ask staff about the issue and discuss visitors ideas that they may want to pursue further or even to state why there are not pursuing the suggestions. Get rid of the in your face time clock. Timing is ok, but there are more friendly ways to do this without this awful timer - could be a discrete clock that staff or the mayor has on their desk that would ding (quietly) halfway through and then at the end of the time. And 3 minutes is not enough time. It used to be 5 minutes. Four minutes would be a compromise here.

Our citizen input is almost entirely related to specific tree concerns that sometimes have similar results. I would like to survey citizen opinion related to urban forestry feelings.

See comments above. The Planning Commission currently is mostly a reactive body and is doing little if anything to address serious policy and planning issues. I also do not think that the Commission's time has been "used" much by staff and not at all by the City Council to address planning policy and issues. With regard to citizen input, the only thing we do as far as I know is take public comment at every meeting from whoever shows up (in addition to testimony at hearings). The Committee for Citizen Involvement is inactive as far as I know (No communication that I know of with the Planning Commission as a whole) and the Planning Commission is doing little if anything to address Citizen Involvement even though it is Goal ONE in the State land use system.

PNARB does get concerned citizens to the regular meetings. We do send written recommendations to City Council and provide verbal input at Council meetings.

Boards and commissions serve a role representing the community on issues it has deemed to be of importance. The city council and the city staff could benefit from increased involvement and communication with the boards and commissions and allow them to serve their purpose by sharing and listening to the insights and reflections of the members. It would be good for boards and commissions along with city councilors and city staff to have at least annually a more open public forum to discuss the issues of the board and commission with all interested parties not just limit the discussion to members. There are many ways to solicit citizen input, but better input will come from real conversation than simply surveys and one way communication.

I would like to see the CIP process coordinated with the budget process so that both start involving citizens in the early fall, perhaps as one process.

This is an excellent commission whose volunteer members provide priceless service to the City.

We have seen an increase in visitors recently, and do try to invite special visitors to join us, but it's not a regular happening yet.

The Historic Resources Commission greatly values the participation of community members. I'm not sure how this may be communicated better as those that may wish to participate because a change may be made to a structure around them, are provided direct notice of the opportunity.

Even though we have a liaison from the City Council on the board, I don't feel like there is any communication between the two entities. I'm not sure what our liaison reports. It would be good to know what he reports or perhaps after every meeting the question should be asked, "what does the HRC want to communicate to the City Council?" so the liaison can pass that along.

The City Forest plan the Commission operates under has a specific section on public communication and outreach and is identifying specific tasks to improve that outreach for this fiscal year.

Great forum to let people vent their concerns.

We invite visitors to the ACC meetings to learn more about the current state of arts and culture in Corvallis. We do not attract visitors for visitor propositions because we are a new, low profile commission.

Overall the communication is great. Staff keeps members informed through emails, and updates at the meetings. There are few, if any, surprises. 5.) New members of my board/commission receive an orientation or meeting with the chair. Even though I never met with the chair, I did meet with Kent W. prior to joining the HCDC for an orientation and to receive working documents.

I had to answer "unsure" to many of these questions because I have served on this board for less than 6 months and am still learning.

We are currently forming subcommittees with specific goals. One of these subcommittees is focusing on Communication and Advocacy to involve the entire Board in tasks identified with the help of Library Staff to advocate for the Library and communicate with patrons, general public, and special population groups. Suggested activities board members may occupy themselves with the appropriate support of staff include, but are not limited to: • Communicate on behalf of the Library to community groups, the Chamber, City Council, other cities, and the State of Oregon. • Contribute to written, audio or video coverage of library events and issues via public media outlets, including newspapers, radio, magazines, and/or the internet.

We've all talked at length about this. Maybe more participation in the process by the non-City Council Budget Commission members would be appropriate.

I think we would have had a better proposed levy if Council had asked the Budget Commission to help decide/discuss the details. The Budget Commission (all 18) are far more qualified in matters of fiscal decision making than the City Council alone.

Visitors are infrequent. There have been just a couple of curious individuals, and a couple of citizens who brought complaints, and a couple of citizens who did not know where to take their concerns. We have no evidence of the breadth and depth of knowledge that citizens in general have of the board and its purpose and how the board might be of service.

I feel the City Council appreciates our work. We continually discuss and implement ways to get the word out to more citizens about our role and work, but it is difficult to gauge whether very many people are aware of us.

The Board is designed to convene whenever there are appeals. Therefore, the Board rarely meets.

Having a member of the Budget Committee on our board helps keep our reasonably close connection to the Council's business and concerns

I think it would be good for there to be more outreach in the community. Workshops or informational meetings would be good so that the neighborhoods that are regulated get to know and understand what their obligation are.

More citizen feedback would be welcome

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

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

Statistic	Value
Total Responses	28

# City of Corvallis Public Participation Task Force

## Final Recommendations (final draft version)

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May 22, 2014

### **PUBLIC PARTICIPATION TASK FORCE**

***Community member volunteers:***

Kent Daniels, Chair  
Annette Mills, Vice Chair  
Emily Bowling  
George Brown  
Lee Eckroth  
Becki Goslow  
Rocio Muñoz  
Brenda VanDevelder

***City Council volunteers:***

Councilor Penny York  
Councilor Richard Hervey

***Staff volunteer:***

Mary Beth Altmann-Hughes

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## I. DEFINITIONS

**Advisory Board**—A standing committee of community residents, appointed by the Mayor, to provide advice and information to the City Council on a specific topic of city relevance.

**City Council Liaison**—(see City of Corvallis, Council Policy Manual 2.08.010.) A City Councilor appointed by the Mayor to serve as a liaison to a City advisory board, commission, or task force for a specific time period. Council liaisons serve to establish two-way communication conduits between the full City Council and the groups. In most cases, liaisons are not voting members but information-sharers for the City Council.

**City Council Standing Committee**—permanent committees that address the range of issues coming to the City Council for consideration. Committees are: Administrative Services, Human Services, and Urban Services and consist of three Councilors each.

**Commission**—A standing committee to which the City Council has delegated decision-making authority, such as the Planning Commission and Historic Resources Commission.

**Community Involvement and Diversity Advisory Board (CIDAB)**—A potential advisory board, recommended in response to City Council Charges 1b, 1c, 1d, 7, and 8. Would include functions of current Committee for Citizen Involvement, responsibilities to work with neighborhoods and other duties.

**Departmental Advisory Committee**—An ongoing administrative or technical committee appointed by City department directors (with Council approval) to work with city staff on matters involving specialized expertise or a very specific area of concern. (See detailed explanation on page 21.)

**Registered Neighborhood Group (RNG)**—an organized group of neighbors, including but not limited to neighborhood associations, that shares interest in their neighborhood's quality of life. RNGs would be officially registered with the City. (Detailed on page 29.)

**Sunsetting**—the process by which the City Council reviews most advisory boards to ascertain whether or not they should continue to function (occurs every four years).

**Task Force**—A committee formed to achieve a particular goal with a specific charge, usually serving for a limited time. Often established by City Council resolution, usually appointed by the Mayor, but sometimes established and appointed by department heads or staff.

## ACRONYMS

AAB	Airport Advisory Board
AC	Airport Commission
AC	Appeals Commission
ACC	Arts and Culture Commission
ACAB	Arts and Culture Advisory Board
A/DAC	Airport Departmental Advisory Committee
BA	Board of Appeals
BC	Budget Commission
BPAB	Bicycle and Pedestrian Advisory Board
BPAC	Bicycle and Pedestrian Advisory Commission
CACOT	Citizen Advisory Commission on Transit
CAMPO	Corvallis Area Metropolitan Planning Organization
CIDAB	Community Involvement and Diversity Advisory Board
CIP	Capital Improvement Program
CIP/DAC	Capital Improvement Program Departmental Advisory Committee
CBUF	Civic Beautification and Urban Forestry
CBUF/DAC	Civic Beautification and Urban Forestry Departmental Advisory Committee
CMLK	Commission for Martin Luther King, Jr.
CCI	Committee for Citizen Involvement
CPRAB	Community Police Review Advisory Board
CPRB	Community Police Review Board
DAB	Downtown Advisory Board
DAC	Departmental Advisory Committee
DC	Downtown Commission
EDAB	Economic Development Advisory Board
EDC	Economic Development Commission
HCDAB	Housing and Community Development Advisory Board
HCDC	Housing and Community Development Commission
HRC	Historic Resources Commission
LDHB	Land Development Hearings Board
LDHC	Land Development Hearings Commission
MLKAB	Martin Luther King, Jr. Advisory Board
MTAB	Multi-Modal Transportation Advisory Board
PASC	Public Art Selection Commission
PC	Planning Commission
ODOT	Oregon Department Of Transportation
OSU	Oregon State University
PNARB	Parks Natural Areas and Recreation Board
PNARAB	Parks Natural Areas and Recreation Advisory Board
PPTF	Public Participation Task Force
RNG	Registered Neighborhood Group
TAB	Transit Advisory Board
WMAC	Watershed Management Advisory Commission
WM/DAC	Watershed Management Departmental Advisory Committee
WSAB	Water Systems Advisory Board

## II. CITY COUNCIL'S GOAL AND CHARGE TO THE PUBLIC PARTICIPATION TASK FORCE (PPTF)

**GOAL:** *“By December 2014, the Council will revise its processes and structures in to a more effective and efficient citizen engagement program to develop diverse future leaders, enhance communication between citizens and the Council, help connect citizens to each other to strengthen community and neighborhoods, and utilize the expertise of citizen volunteers in solving community problems.”*

### **CHARGE TO TASK FORCE:**

#### Issues to be studied and deliberated:

1. Number and scope of boards and commissions
  - a. Identify areas of duplication between existing boards and commissions.
  - b. Identify boards and commissions whose areas of study are so small or narrow that they could be incorporated into another related group or community organization.
  - c. Identify significant areas of City Council responsibility where the Council doesn't receive systematic citizen advice. Include gaps in the board and commission system that would benefit from a change in the scope of a current group or the formation of a new group.
  - d. Suggest how to combine, divide or otherwise reorganize these groups so that they are as effective and efficient as possible.
2. The formation, evaluation, revision and sunset process
  - a. What criteria should the City Council use to determine if a new board or commission should be created?
  - b. Consider how best to define and evaluate effective board and commission operations and outcomes.
  - c. Consider how to balance the roles of boards and commissions as well-informed and neutral advisors to the Council as opposed to advocates for a particular point of view.
  - d. What criteria should the Council use to make significant changes in one or more boards or commissions?
  - e. Consider revising the process and/or developing criteria to guide Council decisions about ending boards and commissions.
  - f. How should the effectiveness of staff support be evaluated?
3. Relationship with City operating departments
  - a. The relationships between individual boards and commissions and the related operating department vary greatly. What should the relationships be?
4. Council liaison role
  - a. What should the role of the City Council liaison be?
5. Opportunities to advise the City Council
  - a. Is access available to all citizens to give thoughtful input and advice to the City Council through the board and commission system? If not, are there ways to im-

- prove the board and commission system for better access?
- b. Is there adequate access to citizens to advise the Council through means other than the board and commission system? If not, suggest methods of improvement.
6. Cost factors
- a. It is important to ensure that decisions are timely; citizens feel that their efforts are meaningful, and city resources are used well. Identify ways to streamline or reduce the use of staff support.
- b. Identify ways to maximize the use of citizen volunteers.
7. Committee for Citizen Involvement
- a. Is the current configuration of this group the most effective means of addressing the Oregon Land Use System Goal One? If not, how might this goal be better met?
8. Neighborhood associations
- a. Neighborhood associations provide opportunities to build community and address issues that affect residents of particular geographical areas of the city. Does the City's public participation system adequately encourage neighborhood engagement and neighborliness? If not, identify methods for improvement."

**COMMENT ON THE CHARGE:**

Throughout our recommendations, we refer to the impact on effectiveness and efficiency according to the definition provided by City Council:

- ‘**Effectiveness**’ means improved communication between residents and appointees with the Council and staff in ways that result in better, more informed decision making.
- ‘**Efficiency**’ means purposeful and limited use of city resources, including staff time, volunteer time and other direct costs.

From the outset, our focus has remained resolutely on our charge, on the formal channels of engaging community members early in the decision-making process, and on strengthening the existing board and commission system. We endeavored to provide alternative options to strengthen public participation in eight specific areas. For the most part, this draft document will address each area sequentially by number.

The Public Participation Task Force is comprised of eight community members, two city council members, and one staff representative from the City. We want to emphasize our respect for all the community volunteers currently serving on City boards and commissions, and our appreciation for the importance of the work they do. We believe our recommendations can both heighten and support that work and enhance community members' involvement in city planning and decision-making processes.

### III. GUIDING PRINCIPLES FOR PUBLIC ENGAGEMENT

The Corvallis 2020 vision document includes the following statements about our community:

- “Boards, commissions, and task forces are the primary working groups that evaluate, draft, and recommend plans and legislation to the city council.”
- “In 2020, Corvallis will be...a highly livable city which employs local benchmarks to measure progress in areas such as housing, economic vitality, educational quality, environmental quality, and overall quality of life; ...blessed with an involved citizenry that actively participates in public policy and decision making; a community that honors diversity...”

Members of advisory boards, commissions, and task forces provide an invaluable service to our city. These groups advise the City Council on a wide variety of subjects. We believe that these guiding principles are a formalization of what City Council, staff, and community members have been attempting to do. It provides a standard to point to when we don't meet our expectations of ourselves.

Serving on an advisory board, commission, or task force can be a rewarding experience for community service-minded residents. It is a productive way to participate in the functioning of local government and assists City Council members in understanding the values of their constituents. The role of these committees is to provide input to city staff and advice and recommendations City Council. The expertise and work of community groups often serve as a catalyst for innovative city programs and improved services.

To address the language both in our Corvallis vision document and in Charge 5 from the City Council, we recommend that the City adopt the following guiding principles and display them on the City website and other appropriate documents.

#### GUIDING PRINCIPLES

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

## **PRINCIPIOS FUNDAMENTALES**

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

## IV. BOARDS AND COMMISSIONS ORGANIZATION AND STRUCTURE

The task force was charged by the City Council with reviewing existing citizen advisory boards and commissions to address portions of the charge related to their number and scope. This element of work for the PPTF was the most challenging, as we acknowledge the contributions and expertise provided by community volunteers currently serving.

Corvallis has benefited immeasurably over the years from the involvement of its citizens in public decision-making. Task forces have worked with city staff, consultants, the general public, and multiple City Councils to tackle difficult issues and help build support for solutions that benefit the entire community, such as the Riverfront Task Force, the Combined Sewer Overflow Project, and the Corvallis Forest Stewardship Plan. Boards and commissions composed of dedicated volunteers do much of the heavy lifting and detail work in their roles to advise the Council about developments in and support for a wide range of City services and functions.

In a comparative review of other Oregon and Pacific Northwest cities, we noted that a larger city (Bend) operates with 13 advisory boards and commissions; a smaller city (Ashland) operates with 15; and Bellingham, Washington, a somewhat larger university city similar to Corvallis, has 21. Corvallis currently supports 22 advisory boards and commissions. In general, we believe broader categories are more desirable for efficient operations.

We have endeavored to provide alternative pathways to greater effectiveness and efficiency. We encourage existing boards and commissions to review annual goals and the current level of public engagement with their committee to determine if their issue area would be more comprehensively addressed if united in a more broadly defined advisory board. At the same time, however, we remain very supportive of the Corvallis 2020 Vision statement that “boards, commissions and task forces are the primary working groups that evaluate, draft and recommend plans and legislation to the city council.”

*Charge 1a: “Identify areas of duplication between existing boards and commissions.”*

**No recommendation.** Although there are some areas of overlap, we did not identify any significant duplication of responsibilities in the current board and commission system. Therefore we offer no recommendation in that regard.

*Charge 1b: “Identify boards and commissions whose areas of study are so small or narrow that they could be incorporated into another related group or community organization.”*

**Recommendation:** We identified 13 boards or commissions (listed below) where the scope is specialized or technical enough that some may benefit either by changing them to Departmental Advisory Committees (detailed on p. 21) or by incorporation into another committee or community organization to increase the effectiveness and efficiency in

the board and commission system. The chart in Appendix V. indicates possible options, including no changes.

- Airport Commission
- Bicycle and Pedestrian Advisory Commission
- Board of Appeals
- Capital Improvement Program Commission
- Citizens Advisory Commission on Transit
- Commission for Martin Luther King, Jr.
- Commission on Civic Beautification and Urban Forestry
- Committee for Citizen Involvement
- Community Police Review Board
- Downtown Commission
- Downtown Parking Commission
- Public Art Selection Commission
- Watershed Management Advisory Commission

**Charge 1c:** *“Identify significant areas of City Council responsibility where the Council doesn’t receive systematic citizen advice. Include gaps in the board and commission system that would benefit from a change in the scope of a current group or the formation of a new group.”*

**Recommendation:** We identified four significant areas of City Council responsibility where the Council doesn’t receive systematic community member advice or recommendations. We believe new or modified advisory boards would increase effectiveness of the city by addressing the gaps in the following areas:

- Community Involvement and Diversity
- Transportation systems planning and decisions
- Water systems planning and decisions.
- Public safety

See further discussion at Recommendation B, of Charge 1d.

**Charge 1d:** *“Suggest how to combine, divide, or otherwise reorganize these groups so that they are as effective and efficient as possible.”*

**Recommendation A:** After reviewing current board and commission activities and charges, we recommend that the following advisory board interest areas could more effectively provide comprehensive input to City Council with a change of scope, organization, or responsibilities. Committees are listed in alphabetical order.

- **Airport Commission (AC).** After review of current activities, we note that there are two distinct areas of oversight including highly technical aviation input and economic development activity reports.

OPTION A: Change to Departmental Advisory Committee for aviation concerns, with economic development activities transitioned to the Economic Development Commission.

OPTION B: Continue as an advisory board, with a liaison from the Airport Advisory Board to the Economic Development Advisory Board.

- **Arts and Culture Commission (ACC).** This committee is charged with advising City Council on all matters relating to arts and culture. City-supported arts organizations include the Majestic Theater and the Arts Center, and to some extent Visit Corvallis.

RECOMMENDATIONS: Strengthen the formal communications related to city-funded arts and culture related entities by requiring annual reporting to this committee. Move the responsibilities of the Public Art Selection Commission to this body, and have the ACC use a subcommittee process to add persons as required for art selection work/decisions.

**Bicycle and Pedestrian Advisory Commission (BPAC).** This commission has very effectively advocated for bike and pedestrian interests in Corvallis for many years. In other communities (e.g., Ashland, OR and Bellingham, WA), a Transportation Advisory Board was created to comprehensively address multi-modal transportation issues and provide advice and recommendations on transportation system policy and investment choices. Properly structured, this could strengthen and increase the voices for multi-modal transportation.

OPTION A: Create a Multi-Modal Transportation Advisory Board that may use subcommittees for specific segments of the transportation system.

OPTION B: Continue as an advisory board.

- **Board of Appeals (BA).** Our only suggestion is to change the name to “Appeals Commission,” if there are no legal obstacles to doing so (see Charge 3, Recommendation B1, on p.20.)
- **Budget Commission (BC).** This commission includes City Council and community members and is currently limited to reviewing the proposed annual budget. Based on our review of the budget processes in the City of Eugene and other municipalities, we believe there are changes that would improve the effectiveness of this commission.

RECOMMENDATIONS: Expand the scope to include study of financial issues facing the City, development of recommendations for the Council, and review of fund forecasts. Have community members work with staff and Council on the budget before formal unveiling in February. Have subcommittees hold public

meetings in the early fall to obtain community member input and suggestions for the next year's budget, perhaps done collaboratively with the Capital Improvement Program.

- **Capital Improvement Program Commission (CIP).**  
RECOMMENDATIONS: Change scope to that of a Departmental Advisory Committee. Change the membership so that the body is made up mostly of representatives from other boards and commissions, such as Planning, Budget, Multi-Modal Transportation, Water, and Parks, Natural Areas, and Recreation Boards, plus two or three community members with relevant technical knowledge or experience.
- **Citizens Advisory Commission on Transit (CACOT).** This commission serves to provide input on the City's public transit system. Greater efficiencies could be achieved through a more comprehensive approach to multi-modal transportation with the formation of a Multi-modal Transportation Advisory Board, which would assume the current responsibilities of this advisory commission.  
OPTION A: Create a new Multimodal Transportation Advisory Board that may use subcommittees for specific segments of the transportation system.  
  
OPTION B: Continue as an advisory board.
- **Commission for Martin Luther King Jr. (CMLK).** This commission was established in 1987 to create a community celebration of Martin Luther King, Jr. and to "advise Council on matters pertaining to the holiday." We value the work of Dr. King and the holiday in his honor, and the dedicated work of current and past Commission members over the last 27 years.

We do believe there is a greater opportunity to advise the City Council on inclusion and diversity issue that align with fostering awareness of principles and practices championed by Dr. King, in addition to the January event honoring his work and memory.

RECOMMENDATION: City Council work with the advisory board to: 1) broaden its scope, goals, and responsibilities to address relevant diversity, equity, and inclusion issues and events in our community throughout the year; 2) work much more collaboratively with the university, Benton County, and the school district and the proposed Citizen Involvement and Diversity Advisory Board; and 3) explore the feasibility of a future county, university, and city advisory body at which time the CMLK would be sunsetted.

- **Commission on Civic Beautification and Urban Forestry (CBUF).** This commission focuses primarily on street trees and beautification projects with the City. This active commission may be more efficient and cost-effective as a Departmental Advisory Committee.  
RECOMMENDATION: Change this body from a commission to a Departmental Advisory Committee.
- **Committee for Citizen Involvement (CCI).** This committee was established as a means of addressing the Oregon Land Use System Goal One. We noted that there appears to have been no activity in this committee recently. Educating community members about land use planning is an important piece of engaging the community. Additional resources may be generated and supported by incorporating the CCI charge in a newly formed Community Involvement and Diversity Advisory Board (see page 15).  
RECOMMENDATION: Sunset the current CCI and create a new Community Involvement and Diversity Advisory Board.
- **Community Police Review Board (CPRB).** This board deals specifically with community member complaints. We have identified an opportunity for greater public participation in all matters related to public safety.  
RECOMMENDATION: Do further research on increasing the scope of this board or including its responsibilities with the establishment of a Public Safety Advisory Board.
- **Downtown Commission (DC).** This commission was created in 2008 to develop a strategic plan and to implement an urban renewal program which was subsequently not supported by voters. The charge is to support a vibrant hub of business and cultural activity through streetscape and signage projects, redevelopment and housing projects, and accessibility and public parking.  
OPTION A: Continue with current responsibilities as is.  
OPTION B: Include the Downtown Commission as part of the Economic Development Commission's responsibility.  
OPTION C: Maintain this commission and incorporate the Downtown Parking Commission, possibly as a sub-committee.
- **Downtown Parking Commission (DPC).** This commission is narrowly focused on downtown parking and promoting multi-modal transportation. Two members of the Downtown Commission serve on this committee, with some evidence that it may be operating as a subcommittee of the Downtown Commission.  
OPTION A: Incorporate its responsibilities into the Downtown Commission and cease listing it as a separate board.

OPTION B: Incorporate its responsibilities as part of the recommended Multimodal Transportation Advisory Board.

- **Economic Development Commission (EDC).** This commission is charged to develop and recommend economic development policy and strategy for the City to implement. The current strategic plan does not include the economic development activities of the airport or downtown core.

OPTION A: Continue with current responsibilities as is.

OPTION B: Incorporate the responsibilities of the Downtown Commission.

OPTION C: Move the economic development-related matters of the Airport Commission to the EDC.

OPTION D: Add a liaison from the Airport Advisory Board to the EDC.

- **Historic Resources Commission (HRC) and Planning Commission (PC).** Both of these commissions are quasi-judicial.

RECOMMENDATIONS: Increase collaborative work by scheduling periodic work sessions with each other for goal and Comprehensive Plan development; and with the recommended new Community Involvement and Diversity Advisory Board regarding Land Use Goal 1 requirements, issues, and improvements.

- **Land Development Hearings Board (LDHB).** This board is currently, in effect, a subcommittee of the Planning Commission.

RECOMMENDATION: Codify that fact and cease listing it as a separate board.

- **Public Art Selection Commission (PASC).** This commission provides expertise in the review and approval of public art installations. One member of the Arts and Culture Commission serves on this commission.

RECOMMENDATION: Have the Arts and Culture Advisory Board assume this committee's responsibilities, with a sub-committee to carry out the duties of public art selection.

- **Watershed Management Advisory Commission (WMAC).** This commission is focused primarily on the forest and streams of the city's Rock Creek Watershed. It is a primarily a technical committee that may be more cost-effectively organized.

OPTION A: Include this commission's charge as part of a more broadly scoped Water Systems Advisory Board, or

OPTION B: Change this body from a commission to a Departmental Advisory Committee, and add "Rock Creek" to its name.

**Recommendation B:** The City has significant gaps in the current City board and commission system, and may wish to consider four new advisory boards (in prioritized order) to increase effectiveness of community member input and decision making. We suggest a membership of 11-12 persons to these new, more broadly scoped boards both to increase community involvement and to accommodate the wider range of issues.

- **Community Involvement and Diversity Advisory Board (CIDAB)**

This board would assume the Goal One responsibility of the current Committee for Citizen Involvement (recommended for sunseting) but would have a broader scope and responsibilities, including:

- o Use of a subcommittee to work with members of the Planning Commission and the Historic Resources Commission regarding changes and improvements to address the Land Use Goal 1, Citizen Involvement,
- o Diversity and inclusion, making sure this group is bringing in all parts of our community,
- o Access to city government, including community member primer on public participation, testimony, and the land use planning process,
- o Development of trainings and orientation recommendations for boards, commissions, Registered Neighborhood Groups, and community members,
- o Outreach to and liaison with Registered Neighborhood Groups,
- o Implementation or further work on PPTF recommendations, as recommended by the City Council,
- o Additional responsibilities related to Registered Neighborhood Groups in Section VI,
- o Ongoing responsibility for the review and improvement of the Board and Commission system and other public participation practices.

The PPTF gave serious consideration to having the CIDAB assume the responsibilities of the Martin Luther King Jr. Commission. Although there could be future consideration of that, we believe doing so now would overburden the CIDAB, as a new board, with too many expectations and responsibilities.

- **Multi-Modal Transportation Advisory Board (MTAB)**

Transportation issues exist in our community that would benefit from community input on comprehensive issues in a broader way. While some of these impact only small numbers of individuals directly, we are all affected because these issues affect our ability to access areas of our community, our city budget and other services, and housing issues. Examples include the fact that many areas in our city are not developed to city standards, lacking sidewalks, adequate roads, or adequate drainage; the growing impact of OSU overflow parking; and emergency response to weather issues.

The MTAB would assume the current responsibilities of the Bicycle and Pedestrian Advisory Committee and the Citizens Advisory Committee on Transit. This will align Corvallis with the multi-modal approach already taken by both the Corvallis Area Metropolitan Planning Organization (CAMPO) and the Oregon Department of Transportation (ODOT). It will be important to ensure that the needs and issues of the users and advocates of pedestrian travel, bicycles, and transit continue to have a strong voice on this advisory board and in this community.

This board would both advise the City Council and Planning Commission on transportation-related issues, and work with city staff to plan for a transportation system that enhances Corvallis' livability, character, and natural environment. The work of this board would relate to safety, planning, funding, and advocacy for an effective multimodal transportation system of streets as well as sidewalks and trails. This focus will enable people to move easily through the city as pedestrians or using bicycles, transit, or other vehicles and allow us to create a less auto-dependent community.

Specific areas of work will include:

- o Involvement in and review of multimodal transportation planning (public transit, vehicle, bicycle, pedestrian, trails), such as the Transportation Master Plan, parking plans, and Capital Improvement Plan transportation projects,
- o Review of individual transportation projects while being developed and prior to inclusion in the CIP, proposals going before the Planning Commission, or individual projects required on a fast-track basis,
- o Review of accessibility issues in the transportation systems for individuals with mobility, visual, or other challenges,
- o Use of the Healthy Streets, Healthy Streams Handbook and recommendations,
- o Coordination with regional transportation planning,
- o Reviewing and advising the City Council on bicyclist and pedestrian issues and ensuring that they are integrated into the overall transportation needs of the community,
- o Reviewing and making recommendations concerning transit, including route changes, service expansion, shelter placement, and funding strategies.

The MTAB may use subcommittees to focus on any of these areas.

- Water Systems Advisory Board (WSAB)

There is currently no board or commission related to the city's three primary water system functions: drinking water, wastewater, and storm water. The Watershed Management Advisory Commission (WMAC) is the only existing advisory body related to water systems, and its primary duty is to provide advice to the City Council and city staff regarding the Forest Stewardship Plan, which deals primarily with forestry issues in the Rock Creek Watershed basin. WMAC provides no advice regarding watershed issues anywhere else in the city and its other surrounding watersheds.

Water systems issues—including policy development, existing policy and code interpretations, and planning for drinking water supplies and treatment, wastewater treatment and release, plus watershed and storm water management--have significant long-term effects on the lives of all Corvallis community members. Such a new advisory board would provide clear means for public access, as well as the potential for influencing or being involved in the decision-making process at the critical early phases of policy and design. Such public participation is currently missing in most projects involving drinking water, wastewater, and storm water. The public needs better access to the decision-making process for policies, programs, and projects being considered, and for costs related to these programs and projects. A Water Systems Advisory Board should provide advice to the City Council and staff in the following areas:

- o Water quality and treatment,
- o Waste water treatment and release,
- o Storm water management, including piped drainage systems, streams, and mitigation structures built on both public and private lands,
- o Watershed protections and functions,
- o Input to Capital Improvement Program for all related potential projects,
- o Natural features management and issues that relate to water within the city.

Building maintenance and construction planning should NOT be covered by this board.

- Public Safety Advisory Board

The PPTF identified public safety (police and fire services) as having a significant gap where the council does not receive systematic advice from community members. However, the task force believes that addressing this gap would be a significant undertaking, and should be done via a separate public process. A Public Safety Advisory Board could provide the council with advice in the following areas:

- o Emergency preparedness (with Registered Neighborhood Groups),
- o Fire Dept. CIP projects, Police Dept. CIP projects, Fire Department strategic MP,

- o Act in an advisory capacity to City Council, the Chief of Police, the Fire Chief, and the City Manager on police and fire policy and resource issues.

*Charge 2a: “What criteria should the City Council use to determine if a new board or commission should be created?”*

**Recommendation:** Limit the formation of new advisory boards and commissions. In some cities, if a new committee is formed, another is sunsetted. Before a new advisory board is formed, it is important to determine if an alternative solution is viable, such as broadening the scope of an existing advisory board or commission or creating a task force or departmental advisory committee. Based on our review of comparable cities and the existing number of advisory boards and commissions in Corvallis, we recommend the increased use of task forces, which can be more focused and serve for limited durations.

*Charge 2b: “Consider how best to define and evaluate effective board and commission operations and outcomes.”*

**Recommendation:** Establish a formal, annual reporting relationship to City Council standing committees.

Require that all advisory boards and commissions and departmental advisory committees develop annual goals and work plans. Create an annual review and report process with their related City Council standing committees to measure effectiveness, reviewing progress on annual work plan and goals.

*Charge 2c: “Consider how to balance the roles of boards and commissions as well-informed and neutral advisors to the Council as opposed to advocates for a particular point of view.”*

**Recommendation:** Provide orientation for all new advisory board and commission members to create more effective committees.

Members of advisory boards and commissions are well-informed and typically passionate about the volunteer work they do. As part of the new member orientation process, each appointee should be given an overall review of how the City, the relevant department, and the advisory board/commission operate and relate to each other. Orientation should also note the advisory nature of the work and the fact that City Council must weigh multiple factors in determining to accept or reject committee recommendations. It is also recommended that committee chairs and vice chairs receive training relating to running efficient meetings, public meeting laws, and understanding the scope of the work of the committee.

*Charge 2d: “What criteria should the Council use to make significant changes in one or more boards or commissions?”*

**Recommendation:** Use consistent annual reporting from all advisory boards and commissions to determine if revisions are appropriate.

Once established, advisory boards and commissions are made up of volunteers who commit time and expertise to the work of the committee. The use of annual work plans and an annual review with a City Council standing committee will provide a framework for reviewing possible revisions or changes.

*Charge 2e: “Consider revising the process and/or developing criteria to guide Council decisions about ending boards and commissions.”*

**Recommendation:** Revise the sunset policy.

It is the City Council’s responsibility to decide if an existing advisory board or commission should continue its work. Each advisory board and commission will be reporting with an annual review and a proposed work plan for the following year, with approval required by the standing committee. Information gathered through that review, including the original charge or ordinance that established the board or commission, should be what informs the start of the process of ending or sunsetting a board or commission.

*Charge 2f: “How should the effectiveness of staff support be evaluated?”*

**Recommendation:** Evaluate the effectiveness of staff support as part of the annual review of the advisory board or commission.

Staff liaison and support play a critical role for advisory boards and commissions to meet goals or work plans, and that role should be clearly articulated to incoming committee members. The staff liaison should: provide accurate and relevant information for the work of the committee; provide logistical support including meeting space and meeting recorder; assist with annual reporting of activities, or other support that is required. Board, commission, and committee members should be surveyed annually regarding resource support.

*Charge 3: “The relationships between individual boards and commissions and the related operating department vary greatly. What should the relationships be?”*

The related purposes of the following recommendations are to:

- make decision-making in the City more effective;
- build a web of strong interrelationships of committees which can address City planning with efficient use of city resources;
- better coordinate the working plans and activities of committees with annual goals and priorities of City Council; and
- increase adequate and early input by affected stakeholders in all major planning areas.

**Recommendation A:** Implement consistent practices for all advisory boards and commissions including staff attendance, recorder, and style of minutes to improve efficiencies.

1. Assign one staff liaison and recorder to attend each advisory board, commission, and task force meeting. Being responsive to cost concerns, department directors exercise judgment on +1 staff attendance.

2. Avoid verbatim minutes. Minutes should be taken in a consistent format, including key discussion point minutes for advisory boards and task forces (*see Appendix VI*) and detailed minutes for commissions as required by statute.

**Recommendation B1: Adopt a policy to use consistent titles of committees.**

One of our first areas of agreement (also confirmed in our interviews with department directors) was the importance of the consistent use of language in describing committees. Consistency is especially important as most are advisory only; a limited number of committees have decision-making authority. Consistency will not only help everyone understand the distinction between the types of committees, but also indicate to the majority of existing committees the advisory nature of their work. This policy will create effectiveness in the system, which will both support city operating departments and guide City Council in the naming of committees.

**Recommendation B2: We recommend four distinct types of committees: advisory board, commission, task force, and departmental advisory committee.**

Any of these committees may consider forming sub-committees. If one board is being merged into another, the continuing board will bear the responsibility for forming a sub-committee and establishing the scope of the subcommittee's work. (i.e., the board being merged does not continue to exist as a sub-committee of the continuing board).

Other limited-duration work groups or technical advisory teams may be formed by the Mayor or city staff for a particular reason. Department directors would continue the practice of bringing together small work or technical groups with particular areas of knowledge to advise them on particular or technical issues. The City Manager is responsible for ensuring that the Mayor and City Councilors are aware of the formation, purpose, duration and membership of such groups or committees.

1. Advisory Board

This type of standing committee is established by City Council resolution and serves in an advisory capacity to the Mayor, City Council and staff. The City Council resolution identifies the charge. The Mayor is responsible for recommending individuals to fill vacancies, for confirmation by the City Council.

2. Commission

A standing committee to which the City Council has delegated decision making authority. The Mayor is responsible for appointing individuals to fill vacancies on the Budget Commission and the Appeals Board. The City Council makes appointments to the Planning Commission and Historic Resources Commission.

3. Task Force

This committee is formed to achieve a particular goal with a specific charge, and is generally active for a limited time. The City Council resolution identifies the term of the committee, the task to be completed, the timeline for com-

pletion of the project and other direction as the City Council deems appropriate. The City Council should consider forming a Task Force to address a major initiative, issue, or significant policy change if an existing Commission or Advisory Board does not exist to address that area or does not have the ability to address the topic by itself. The Mayor is usually responsible for appointing individuals to serve on Task Forces.

4. Departmental Advisory Committee (DAC)

These ongoing committees are administrative or technical in nature and allow for efficient use of community member expertise and staff time. These ongoing committees are appointed by department directors with the approval of the City Council. They advise department staff and the City Council, and provide agility in responding to community issues.

The PPTF recommendations include the options of transitioning the following current boards and commissions to department advisory committees: the Airport Commission, the Commission on Civic Beautification and Urban Forestry; the Capital Improvement Program Commission; and the Watershed Management Advisory Commission.

Characteristics of a Departmental Advisory Committee would include the following:

- Open, noticed public meetings (such as the Infill Task Force meetings) that allow public feedback/input. Decisions on frequency of meetings to be decided by committee members and staff, with the minimum being quarterly.
- Appointments recommended by the department head to the city council standing committee for approval by the full city council. Department head will be expected to take into account both technical expertise or knowledge and diversity and inclusiveness considerations. Open advertising/recruitment advised.
- Not established by ordinance. Reviewed every year by council standing committee for continuation or revision.
- Minutes taken; will always go to the department's City Council standing committee.
- Number of committee members up to department head, but a range might be five to seven persons. Appointees do not serve terms but may need to have a maximum number of years of service.
- Works with the department staff, but also periodically reports to the City Council standing committee. Can make periodic reports to full council as well.

If adopted, the changes recommended for types of boards, commissions, or committees would result in the following name changes:

1. Airport Commission (AC) to Airport Advisory Board (AAB) or Airport Departmental Advisory Committee (ADAC)

2. Arts and Culture Commission (ACC) to Arts and Culture Advisory Board (ACAB)
3. Bicycle and Pedestrian Advisory Commission (BPAC) to Bicycle and Pedestrian Advisory Board (BPAB)
4. Board of Appeals (BA) to Appeals Commission (AC)
5. Capital Improvement Program Commission (CIP) to Capital Improvement Departmental Advisory Committee (CIDAC)
6. Citizens Advisory Commission on Transit (CACOT) to Transit Advisory Board (TAB)
7. Commission for Martin Luther King Jr. (CMLK) to Martin Luther King Jr. Advisory Board (MLKAB)
8. Commission on Civic Beautification and Urban Forestry (CBUF) to Civic Beautification and Urban Forestry Advisory Board, or Civic Beautification and Urban Forestry Departmental Advisory Committee (CBUFDAC)
9. Committee for Citizen Involvement (CCI) to Community Involvement and Diversity Advisory Board (CIDAB)
10. Community Police Review Board (CPRB) to Community Police Review Advisory Board (CPRAB)
11. Downtown Commission (DC) to Downtown Advisory Board (DAB)
12. Economic Development Commission (EDC) to Economic Development Advisory Board (EDAB)
13. Housing and Community Development Commission (HCDC) to Housing and Community Development Advisory Board (HCDAB)
14. Land Development Hearings Board (LDHB) to Land Development Hearings Commission (LDHC)
15. Parks, Natural Areas and Recreation Board (PNARB) to Parks, Natural Areas and Recreation Advisory Board (PNARAB)
16. Watershed Management Advisory Commission (WMAC) to Watershed Management Departmental Advisory Committee (MDAC)

The names for the Budget Commission (BC), Corvallis-Benton County Library Board, Historic Resources Commission (HRC), and Planning Commission (PC) would remain the same.

**Recommendation C:** Conduct an annual meeting for all advisory boards and commissions.

In our research of other communities we learned that some host an annual meeting with all boards and the City council and one assigns the city attorney’s office to visit each board or commission once per year. Our recommendation of an annual meeting provides all committees an opportunity to hear the same message from the Mayor and City Council, reduces silos, encourages dialogue, and fosters collaboration among advisory boards and commissions.

***Charge 4:*** “What should the role of the City Council liaison be?”

**Recommendation:** In researching the liaison role, we noted that one community is in

the process of ending the Council liaison duties due to the challenge of keeping up with the meetings of their fifteen advisory boards and commissions. We recognize a similar challenge in Corvallis to an even greater degree. With the formalization of advisory board and commission goal setting and review, and reporting to Standing Committees, the City Council liaison position may in some cases no longer be required.

**Charge 5: See Access and Opportunities Section V**

**Charge 6a:** *“It is important to ensure that decisions are timely; citizens feel that their efforts are meaningful, and city resources are used well. Identify ways to streamline or reduce the use of staff support.”*

**Charge 6b:** *“Identify ways to maximize the use of citizen volunteers.”*

**Recommendation A:** Streamlining advisory boards and commissions and their support structure as already recommended will reduce costs in meaningful ways. Additionally, the use of task forces and other committees will increase use of community volunteers.

**Recommendation B:** Providing enhanced outreach (see Section V, Access and Opportunities) and orientation activities (already recommended) will maximize the effective participation of community member volunteers.

**Recommendation C:** Increasing the use of liaisons from boards or commissions to other boards or commissions, will improve communications and break down the “silo” effect. The Planning Commission, for example, currently has liaison assignments to the HRC, HCDC, CCI, and CIP Commission. Possible new liaison assignments could be from PNARB to CBUF, ACC, and the new CIDAB; from CIDAB to the CMLK, or from the AC to the EDC.

**Recommendation D:** Expanding board member qualifications to include the option of one non-resident expert as a non-voting member will help maximize the use of community volunteers with special expertise.

Current qualifications limit membership to those living, working, or owning a business within the city or in some cases inside the Urban Growth Boundary.

**Charge 7:** *“Is the current configuration of [the Committee for Citizen Involvement] the most effective means of addressing the Oregon Land Use System Goal One? If not, how might this goal be better met?”*

**Recommendation:** We recommend an immediate sunseting of the Committee for Citizen Involvement (CCI), and the transfer of its Goal One responsibility to a new and more broadly focused Community Involvement and Diversity Board (CIDAB) as described in Recommendation B of Charge 1c earlier in this document.

The current configuration of the CCI limits the work of the committee to address Goal One of the Oregon land use system and could be better met as a specific responsibility of a new Community Involvement and Diversity Board (CIDAB).

**Charge 8: See Neighborhoods, Section VI**

## V. ACCESS AND OPPORTUNITIES

**Charge 5:** *“Is access available to all citizens to give thoughtful input and advice to the City Council through the board and commission system? If not, are there ways to improve the board and commission system for better access?”*

**Recommendation:** Adopt the Guiding Principles outlined in Section I.

Publish on the city web site and implement the following practices to ensure outreach and authentic engagement of community members, elected and appointed city leadership, and city staff.

We believe that this recommendation is a formalization of what City Council and staff have been attempting to do. It provides a standard to point to when we don't meet our expectations of ourselves. Our intentions are to ensure that all interests are represented in the decision-making process and to genuinely engage diverse community members at an early stage in the process.

### **Recommendations for Collaborative Democracy:**

**1. Create community-friendly atmosphere at all public meetings.**

Demonstrate that those giving public testimony are being listened to. Make eye contact; ask a question, alert public that an electronic device may be used to capture testimony for future reference.

**2. Create a welcoming environment for public testimony and in all ways act respectfully towards people giving testimony.**

When the need arises to limit testimony, employ methods that are predictable and discreet. One of the most-repeated negative comments the Task Force received from many persons was dislike for the current timing clock used at City Council meetings to limit testimony. Almost everyone understands the need to have some kind of time limits on testimony, but most would prefer that it be done directly by a person rather than electronically.

The City of Pasadena, CA has a podium with three built-in lights: green, yellow, and red. It is observable by the council and the speaker in a discreet manner. In the city of Falls Church, VA, timing of visitor comment is done by a staff member, who pleasantly but firmly tells speakers they have exceeded time allocations. At Corvallis Planning Commission meetings, the Chair moderates and limits testimony as needed herself, without the use of any electronic devices.

**3. Establish protocol for multiple persons who are representing an organization to make a presentation longer than the time allowed for an individual.**

Groups should make arrangements in advance with staff and the Mayor or Chair,

which set the time allowed, at what point a presentation will occur (e.g., during “Presentations” or “Public hearings”), and other agreements.

4. Have agendas and other relevant documents available for the public at meetings.

Documents should include those being discussed. “Meetings” include those of the City Council, advisory boards, commissions, task forces, and departmental advisory committees.

**Recommendations for Diversity:**

1. Use the term “community member” instead of “citizen” whenever possible, in all City documents and references.

The city of Corvallis includes significant numbers of people living and working here who are not U.S. citizens but are residents and community members. They are eligible to serve as volunteers on boards and commissions and are users of city services.

2. Identify and reach out to diverse sectors of the community.

Take steps to make meetings linguistically and culturally appropriate.

- Create a mechanism within city government to provide translation/interpretation services at public meetings when there is a topic of interest or services are requested.
- Establish a resource service for child care at major meetings (e.g., partner with a non-profit or social service agency that provides such services).
- Consider holding some City Council meetings at other locations periodically.
- Be proactive in seeking feedback from underrepresented groups.

*Charge 5b: “Is there adequate access to citizens to advise the Council through means other than the board and commission system? If not, suggest methods of improvement.”*

**Recommendations for Openness and Respect:**

1. Increase access to elected officials and city staff.

- Create reasonable ways for community members to communicate with elected and appointed city leadership and city staff. Provide phone numbers and email addresses that will ensure a response. Include current contact information for board, commission, committee, and task force chairs, as well as the staff person providing primary support.
- Include a link on the “Mayor and City Council” web page for each councilor to specify what means of contact are available and that will elicit a response.
- Consider real-time on-line access to city meetings. (Review OSU’s New Media Communications Department)

- Consider alternate locations for forums, special outreach meetings, and government corner.
- Ask the CIDAB to research and recommend ways for the City Council, its three standing committees, and City boards and commissions to involve and obtain feedback from persons or populations for whom testimony at formal meetings is either not possible or is too intimidating.

## 2. Increase access to city government information.

### a. Improve City website user-friendliness

- Make the links on the home page more visible and easier to see/understand for the multiple modes of engagement by community member.
- Have Boards and Commissions and Volunteer Opportunities be a first-page header.
- Review path to finding archives, specifically the method of searching and retrieving documents. Example: City of Eugene website.
- Include a list of acronyms used throughout the website.
- Research software with appropriate design

### b. Utilize available traditional and social media outlets.

### c. Set standards for city government and advisory boards and commissions to publicize and market their meetings and events, and vacancies to ensure the information is reaching the community.

- Continue and expand Government Corner at library lobby every Saturday; continue sending into the newspaper's F.Y.I.; attend community groups that traditionally have not interacted with city government.
- Provide Guidelines to advisory boards and commission for consistent communication and outreach to community members.

## 3. Increase transparency of the appointment process.

Improve awareness of vacancies on advisory boards and commissions and increase the transparency of the appointment process.

- On City website, improve online applications and increase awareness of specific vacancies and steps on how to become involved.
- Actively seek nominees from varied age groups, socioeconomic, racial, and ethnic backgrounds.
- Continue to seek input from current Commission and Advisory Board chairs and department staff for potential nominees to fill vacancy.

- Seek additional channels to broadly disseminate Advisory Board and Commission vacancy announcements to community groups and organizations, on the City’s website, and via media outlets.
- Establish a Mayoral Advisory Group to meet quarterly for review of vacancies and interested volunteers for Advisory Boards and Commissions.
- For examples visit City of Eugene website: [eugene-or.gov/index.aspx?NID=86](http://eugene-or.gov/index.aspx?NID=86)

**Recommendation for Inclusiveness:**

1. Involve broad representation of community members in the decision-making process.

- Identify the obstacles to having representation on advisory boards and commissions that matches demographics of the city.
- Engage community members early in the planning and budgeting process
  - Planning: look at Lake Oswego requirements - pre-application conferences with neighbors;
  - Budgeting: look at Pasadena or Eugene- appoint special committees at beginning of process to help gather public opinion.

**Recommendation for Accountability:**

Align the work plans of boards and commissions with City Council standing committees to improve connectivity with long-range planning and the decision-making process in all areas.

## VI. NEIGHBORHOODS

**Charge 8:** *“Neighborhood Associations provide opportunities to build community and address issues that affect residents of particular geographical areas of the city. Does the City’s public participation system adequately encourage neighborhood engagement and neighborliness? If not, identify methods for improvement.”*

Our observation is that community members, connected to each other and the City, contribute to the quality of life of residents, to the City, and to the quality and effectiveness of community planning. Better connections among neighbors allow community members to solve problems without government involvement, direct neighbors to City government measures already in place to help solve problems, empower neighbors to work with the City to establish improved outcomes, and utilize the substantial expertise of many residents.

Most cities in the Northwest that we studied fostered creation of formal neighborhood associations and neighborhood watch groups as a means to encourage continuity and effectiveness of community engagement with local government. In most cities, neighborhood associations are an outgrowth of Oregon’s land use legislation, which has as its first goal, citizen engagement. The effectiveness of formal neighborhood associations varies from city to city, as do the budgets dedicated to their support. In Corvallis, as in many Oregon cities, the level of community engagement via neighborhood associations rises and falls with specific neighborhood issues or problems, the level of residents’ interest, or the quality of the association’s leadership.

We noted that in addition to City-sponsored groups, there are other groupings of neighbors that have interests in supporting and being supported by the City, such as homeowner associations and neighbors organizing through the county to respond to emergencies.

### ***Focus***

Our focus has been on what the City can do to foster and support neighborhood connections that allow neighborhood groups to:

- 1) Sustain themselves continuously,
- 2) Connect neighbors to neighbors, and
- 3) Partner with each other and the City in meeting the needs of their communities and those of the larger City community.

Our hope is that implementation of these recommendations will subsequently lead to greater incentive for neighborhood participation and the eventual expansion of neighborhood groups to include city-wide coverage.

## *I. Sustaining Active Neighborhoods*

Our interviews of leaders and active members of Corvallis neighborhood associations, as well as city staff and community and neighborhood leaders in other cities, revealed the often-cyclical nature of active participation in neighborhood associations. In most cases, involvement rises and falls in response to proposed development in the neighborhood. Only a small portion of the membership stays active in the absence of land use, traffic, road infrastructure, crime, or code enforcement concerns.

In neighborhood organizations that stay active over time, we noted other attributes that provide value to the community and the City, such as:

- Broader and deeper connections between neighbors contributes to the quality of life in the neighborhood beyond land use and traffic concerns,
- Neighbors working with each other to prepare for disaster, emergency, and inclement weather response,
- Enhanced communication on issues impacting City neighborhoods,
- Engagement with the City on a wider range of topics,
- A larger pool of potential community leaders and volunteers,
- Greater understanding of City processes.

Before elaborating on these goals and the recommendations which derive from them, we would like to introduce a new term and the rationale for its use, Registered Neighborhood Group (RNG).

As noted above, there exists a range of organizations of neighbors with different specific focus and a shared interest in enhancing the quality of life in their neighborhoods. We would like to see there to be a more expansive view and holistic approach taken on neighborhood groups and that Registered Neighborhood Groups to include what are currently neighborhood associations, homeowners associations, and any other neighborhood group that brings people sharing a geographic region together to work for enhanced neighborhood livability and build community through connecting neighbors to neighbors. Thus, we would like to see faith-based groups and businesses within the geographic area invited to be active participants in Registered Neighborhood Groups to increase communication and collaboration of people and groups living and working in close proximity to one another. For the City to expend greater resources to support those organizations, the City needs to know that those organizations have community support and have ongoing viability. We envision certain minimum requirements on membership, training and participation to qualify as Registered Neighborhood Groups and receive certain of the benefits noted in the following recommendations.

We recommend putting in place a set of policies and practices that support ongoing neighborhood connections and provide adequate incentives and resources for RNGs to be more effective and thrive. The goal and stipulation for these practices are that RNGs will engage in continuous service to their neighborhoods and continuous work to improve the quality of life in their neighborhoods.

## **Primary recommendations to sustain active neighborhoods:**

### 1. Free meeting space

Provide RNGs with free meeting space at as many community locations as possible such as the Tunison Community Room, Osborn Aquatic Center, Chintimini Senior Center, Madison Avenue Meeting Room, and Corvallis-Benton County Library or have the City coordinate space with other local entities such as the 509J Corvallis School District or Linn Benton Community College. We have heard continuously that lack of adequate meeting space is a barrier for neighborhood groups. There are currently several neighborhood groups that have no access to free meeting space. *Free meeting space was the most popularly requested resource in our survey of current neighborhood leaders (Appendix IV).*

### 2. Neighborhood Empowerment Grant Program

Re-establish and fund the Neighborhood Empowerment Grant Program for neighborhood improvement grants for RNGs to be administered by the new Community Involvement and Diversity Advisory Board (CIDAB). Funding for the former City of Corvallis program and similar programs in cities such as Lake Oswego, Bend, or Eugene ranges from \$10,000 to \$60,000.

Neighborhood Empowerment grants are one way in which the City can empower RNGs to take on projects outside of land use, proactively increase the livability of both their neighborhood and the community, and further partnerships between the City of Corvallis and its neighborhoods. To be effective, the amount of an individual grant needs to be large enough to spur interest and the number of grants available need to make it plausible for an RNG to receive funding. Survey feedback from current Corvallis neighborhood leaders shows that there is strong interest in reviving this type of program (Appendix II).

a) Suggested grant categories are small capital projects, neighborhood signs, safety and emergency preparedness, neighborhood art and mural projects, neighborhood sustainability, RNG leadership and capacity building, community building, and street tree planting and other neighborhood beautification projects.

b) Lake Oswego has a similar program called the “Neighborhood Enhancement Program” and materials that may be helpful in refining this program including a program guide and application form. See:

<http://www.ci.oswego.or.us/planning/neighborhood-enhancement-program>.

c) Previous materials from Corvallis’ Neighborhood Empowerment Grant Program should be consulted in re-launching this program.

### 3. Annual trainings and orientations for RNG leaders and community members

a) Offer voluntary, interactive “Public Participation 101,” “Land Development Code 101,” and “Community Leadership 101” orientations and trainings for

neighborhood leaders and interested community members on a regular basis. We recommend that this occurs collaboratively between CIDAB and City staff, possibly facilitated by a third party with experience in community leadership training such as Leadership Corvallis. We have heard testimony and feedback which suggests that part of the frustration of advocating for neighborhood needs at the City level arises from community members not understanding the laws, policies, and practices within which the City operates. Many cities we investigated offer trainings for their neighborhood leaders (Bellingham, Eugene, West Linn, Lake Oswego, and others). We propose assigning the CIDAB the task of reviewing and customizing one of those to match Corvallis practices and conduct yearly trainings for RNG leaders and other community members in the city civic process. The “Community Leadership 101” training could include information on effective communication, facilitation, running a meeting, City resources, and other topics requested by RNG leaders to assist in the development of community leaders. This idea received very positive response from current neighborhood association leadership (Appendix II).

b) “Public Participation 101” should cover topics similar to what is included in Lake Oswego’s Citizen Involvement Guidelines. See: [http://www.ci.oswego.or.us/sites/default/files/fileattachments/planning/webpage/1841/citizen\\_involvement\\_guidelines\\_final\\_04-06-04.pdf](http://www.ci.oswego.or.us/sites/default/files/fileattachments/planning/webpage/1841/citizen_involvement_guidelines_final_04-06-04.pdf).

c) We suggest looking at offering webinar options for these trainings to increase accessibility to the trainings.

#### 4. Neighborhood engagement pathways

a) Not surprisingly, the neighborhood leader survey revealed that different neighborhoods and different community members have diverse interests and needs. For instance, neighborhoods closer to OSU shared different concerns and interests than those farther away. We recommend that the City and CIDAB provide resources to RNGs so that they are equipped to provide multiple avenues of engagement for their members. Examples are: social event planning, Neighborhood Watch/safety, emergency/disaster response planning, land use, neighborhood art and beautification projects, sustainability promotion (e.g. recycling block captains), neighbor exchanges, promotion of voter education and engagement in local elections. These, as well as others, may help attract diverse membership and produce more robust activity.

b) Work with Police Department and Neighborhood Watch programs to promote new Neighborhood Watch programs and to have willing Neighborhood Watch leaders convey their contact information to their RNGs. Neighborhood Watch can be one way to be involved in a RNG.

c) In order to allow for a higher level of accessibility, we recommend that neighborhood groups find ways to allow residents to participate online or electronically in meetings and providing feedback on neighborhood issues.

## 5. Small RNG budget

As is done in other cities the Task Force contacted, we recommend creation of a small budget for or a reimbursement process to cover incidental costs the active RNGs will incur such as providing dumpsters for neighborhood clean-ups, paying for meeting space rentals (if free space is not available), rental of street barricades for block parties, and printing meeting flyers. We recommend a modest budget be provided for all RNGs and be based on the size or number of households within the RNGs boundaries. If free meeting space cannot be offered or identified, we recommend that each RNG be allocated a budget that covers the expenses of renting meeting space.

### **Secondary recommendations to sustain active neighborhoods:**

#### 1. RNG manual

Develop and encourage RNGs to actively use an RNG manual and resource guide such as the one that exists in Lake Oswego and Eugene. CIDAB can lead in the creation of this resource. We recommend that CIDAB and City staff look for opportunities to have shared resource materials with Commissions and Advisory Boards wherever possible.

a) Suggested topics for inclusion in an RNG manual include: overview of the RNG system, neighborhood leadership, running effective meetings (priority setting, agenda creation, facilitation tips, and decision making strategies), neighborhood communication tools and resources, neighborhood engagement pathways, strategies for recruitment of new membership, neighborhood programs and services, special events and fundraising, neighborhood sustainability, and neighborhood land use. The RNG manual should include topics covered in the “Community Leadership 101” and “Public Participation 101” trainings.

b) The Lake Oswego Neighborhood Association Resource Guide may be a helpful example. See example from Lake Oswego here: [http://www.ci.oswego.or.us/sites/default/files/fileattachments/planning/webpage/1856/na\\_resource\\_guidebook.pdf](http://www.ci.oswego.or.us/sites/default/files/fileattachments/planning/webpage/1856/na_resource_guidebook.pdf).

c) The Eugene Neighborhood Handbook used during neighborhood trainings is another strong example. See example from Eugene here: <https://www.eugene-or.gov/index.aspx?NID=102>.

#### 2. “Benefits of being an RNG” resource document

Create a resource or statement that lists the benefits of being a city recognized RNG. In all the Cities we contacted, there is recognition that to sustain an active RNG takes time and energy from the RNG leaders. Having a document that points to and reminds RNG members of the value in participating will help them sustain their interest and help them entice new leaders. This resource will need to be updated annually to reflect the current resources available to RNGs. We see this as another function of CIDAB.

### 3. Resource library

Start building an online library of resources for the functioning and improvement of RNGs and public or community involvement and participation. This will be updated regularly based on suggestions from RNGs and CIDAB. We recommend exploring having a few shelves in the Corvallis-Benton Public Library reserved for print materials serving this purpose as well.

## ***II. Connecting Neighbors to Neighbors***

Many of the practices suggested to sustain active neighborhoods also contribute to relationships between neighbors. In our research, we also heard from neighborhoods in which residents contribute to each other's lives on a weekly basis. In these neighborhoods, the key element appears to be easy communication links between neighbors along with a neighborhood history of helpfulness and community building. Neighbors connected to neighbors solve problems without government involvement, direct neighbors to City government measures already in place to solve their problems, and empower neighbors to work with the City to establish improved measures.

In smaller neighborhoods, the link can be as simple as physical proximity. In larger ones, use of electronic connections may be required. In Corvallis, one neighborhood has a long, successful use of a moderated Google group to communicate; others use email distributions. The Tunison neighborhood is piloting use of NextDoor.com, software to promote neighborhood participation and communication. We believe the key to success is to have a tool that is easy to support, a means of sustainable support, and ease of use (both ongoing and in the initial discovery and sign up).

### **Electronic connections recommendations**

#### 1. Listservs or distribution lists

We recommend that the CIDAB provide RNGs and other community groups with information about how to create online groups and email distribution lists. It is critical that RNGs and neighbors have mechanisms that allow them to communicate effectively with each other. There are free resources available for creating listservs and distribution lists such as Google groups.

#### 2. Software or social networking sites

We recommend that the CIDAB make available information about a range of possible options for software, so that existing neighborhoods can experiment with the available options and their associated functionalities and features. Longer term we recommend that CIDAB look at the a variety of software options to identify an option that best meets the needs of the Corvallis RNGs and make a recommendation that provides for RNG private use and provides for frequent, ongoing communications between neighbors and their city councilors. Options based on our initial research include:

- I-Neighbors: <https://www.i-neighbors.org/howitworks.php>
- <http://web.mit.edu/newsoffice/2004/ineighbors.html>
- Next Door: <https://nextdoor.com/>
- Granicus: <http://www.granicus.com/solutions/citizen-participation/>

### ***III. Partnering With Each Other and The City***

Successful and effective RNGs that contribute to enhanced neighborhood livability and community satisfaction depend on positive, mutually beneficial relationships among the RNGs and between RNGs and the city. Our survey responses and interviews provide ample feedback from current community members that they would like additional support from the City and improved communication with the City Council, but want to ensure that RNGs are led by community leaders and function autonomously. This promotes efficient use of City resources and strengthens diverse community leadership and self-reliance. By increasing the number of community members and volunteers who are active in neighborhood groups, an increased and more diverse pool of potential volunteers and future community leaders will be created.

#### **Recommendations:**

##### 1. City staff support

- a) Budget adequate for city staff to support recommendations, including being available to answer questions of and provide timely support to CIDAB and RNGs and to attend RNG meetings as requested.
- b) City staff will provide support in defining boundaries of RNGs and in creation of bylaws for new RNGs.

##### 2. RNG leadership meetings

Hold public, quarterly (or biannually) RNG leader roundtable meetings. These meetings will serve as a forum for neighborhood leaders to share ideas, discuss best practices, and collaborate on projects or initiatives. We encourage this forum to also be utilized to for RNG leaders and active members to share successes and accomplishments as well as challenges. City staff and elected officials could attend if requested. ***Fifty-eight percent of our survey respondents were interested in these meetings see Appendix IV).***

##### 3. Annual RNG recognition process

- a) We recommend that CIDAB, City staff, and current neighborhood association members develop an annual RNG recognition process to determine which neighborhood groups qualify to be Registered Neighborhood Groups and thus receive the associated benefits. Neighborhood groups will be contacted by City staff or CIDAB and required to submit a short annual report and updated contact information. Information about the recognition process should be available on the City website. Newly formed RNGs would have one year to meet the qualifications and have a one year grace period during start up. We also recommend that RNGs experiencing leadership transition be given more leeway

and outreach support from City in training new leadership. CIDAB and staff will use this recognition process to create an annually updated map of RNGs and contact information (name, phone number, email address).

b) Suggested qualifications for RNG status are listed below. We recommend that they be refined by CIDAB with outreach to and engagement with existing neighborhood groups.

i. Size: Establish a flexible number of minimum and maximum households that could be incorporated into a single RNG. We heard reports from other Cities that the ideal maximum size for an RNG was an area which could be contacted by hand delivered flyer; the number of ideal households will vary with geography. Given the council and staff time that we are recommending the City provide, we believe that a lower limit on population is also appropriate.

ii. Activity: If the City is to devote City resources to support RNGs, the City should have assurances that the RNGs are active and representative of their neighborhood. RNGs should host a minimum number of meetings, social events, and community improvement projects annually attended by a set minimum percentage of membership or number of residents.

iii. Communication: Have a communication system in place that allows members to communicate with each other, with RNG leadership, and with potential members. An online, interactive mechanism of communication allows for participation among members who cannot attend meetings.

iv. Elections & Bylaws: New RNGs need to establish bylaws and should hold elections at least every 2 years to give the opportunity for new leadership; this helps to promote diverse, new community leadership

v. Annual Reporting: RNGs should submit a short 1–2 page annual report of activity to CIDAB.

vi. Land use recognition: To be eligible to participate in the enhanced Land Use processes (see #8, below), RNGs need to have at least two people who have completed the City's land use training as well as leadership who have completed the City's Public Participation 101 training.

#### 4. City Councilor communication

Assign a city councilor liaison to each RNG for contact and communication. We recommend that this be the City Council for the Ward in which the RNG resides. Ideally each councilor would join the communications network for the RNGs in their ward, so as to convey City information pertinent to the neighborhood to it and to monitor topics that the City may want to become proactive about.

## 5. RNG updates to City Council

Start inviting individual RNGs to provide annual updates on activity at City Council meetings. This will ideally include an overview of RNG activity and photographs demonstrating activity and/or areas of concern in the community that RNG leaders want to make City Council aware of.

## 6. Position vacancy circulation

Circulate all advisory board and commission vacancies or other volunteer opportunities to RNGs. RNGs comprise membership that may be ideal for various community leadership and volunteer positions.

## 7. City website resources for RNGs

a) The City website should feature RNG information more prominently to connect community members to RNGs and provide links to RNG website, contact information, listserv sign-up information, etc. should be provided via the City website.

b) CIDAB should work with staff to develop a web page on the City Web site that provides the following resources for RNGs:

- An interactive map to connect individuals to their RNG,
- Updated brochure on how to form an RNG with the City's assistance,
- A brochure on how to, with the City's assistance, make their neighborhoods more beautiful (In English and Spanish – examples are available).  
See example from Salem, Oregon:  
<http://www.cityofsalem.net/Departments/CommunityDevelopment/NeighborhoodEnhancementDivision/neighbor/Documents/beautify.pdf>,
- A safety brochure, with phone numbers (in English and Spanish).  
See example from Salem, Oregon:  
<http://www.cityofsalem.net/Departments/CommunityDevelopment/NeighborhoodEnhancementDivision/neighbor/Documents/safetybrochure.pdf>,
- A flyer on ways to a better neighborhood (In English and Spanish – examples are available). See example from Salem, Oregon:  
<http://www.cityofsalem.net/Departments/CommunityDevelopment/NeighborhoodEnhancementDivision/neighbor/Documents/75%20ways.pdf>,
- A who do you call list. See example from Salem, Oregon:  
<http://www.cityofsalem.net/Departments/CommunityDevelopment/NeighborhoodEnhancementDivision/neighbor/Documents/Who%20to%20Call.pdf>,
- List of local city and community spaces available for RNG meetings,
- A guide to City departments and services. See example from Salem, Oregon:  
<http://www.cityofsalem.net/Departments/CommunityDevelopment/NeighborhoodEnhancementDivision/neighbor/Documents/GuideAug2010.pdf> ,
- Links to relevant Benton County, 509J Corvallis School District, and OSU resources and services,
- A link to the City's Land Use education guide,

- Templates for meeting agendas and minutes, bylaws, etc.,
- Marketing and outreach strategy suggestions for member recruitment.

Examples of the content portion for many of these items are available. We expect that much of this content would be assembled by CIDAB.

#### 8) Land Development Code and Land Use Regulations

Historically, Corvallis neighborhood associations are most active in response to proposed development in their neighborhoods. Often their involvement in land use issues comes late in the process, after the staff recommendation goes to the Planning Commission or the Historic Resources Commission. We support changes that will educate neighborhood leaders on land use law and provide for their earlier entrance into the process, with the expected benefits of:

- More relaxed communications between City staff, neighborhood representatives, and the developer,
- Fewer requests that are outside what is possible without Comprehensive Plan or Land Development Code changes,
- Better informed requests for land development code changes,
- Design accommodations by the developer, where possible, occurring early so as to minimize cost impacts,
- Adequate time for a neighborhood to become knowledgeable about the proposed plan.

#### **Recommendations:**

- a) Annual trainings be offered for RNG leaders in land use process and land development code, “Land Development Code 101,” with focus on qualifying for participating in a pre-application process.
- b) CIDAB and staff work together with the Planning Commission to change the land-use development process so as to require developers to hold pre-development, pre-application meeting with RNGs prior to any applications for minor or major development proposals occurring within a RNG (done in Lake Oswego, Eugene, Bend, and other cities). This will only be effective in a framework in which involved RNG members have been trained in land use and land development code as required to maintain land use RNG recognition.

## VII. COST ANALYSIS AND IMPLICATIONS

The effective engagement of community members can have significant and positive impacts on the city. While there are direct costs in the support of the public participation process, the net effect of a well-functioning public participation process increases the likelihood of decisions that are better understood and supported by the community. This process can result in long term savings in city resources. Current costs were provided by Department Directors and included in a table in Appendix II. Estimated net effects are projected on the table.

We recognize the City Council's priority of creating a sustainable budget and note that City Council must prioritize recommendations and the use of resources for public participation effectiveness.

The cost implications of this set of recommendations are dependent on a variety of factors. The one-time costs that are part of staff responsibilities in an ongoing, regularly changing City government (such as name modifications or limited changes in legal or code language) should not be included.

- Cost implications are dependent on which option the City Council decides to implement. Any choice to leave the system "as-is" has no net budget impact. The cost estimates reviewed in this analysis were provided by department directors. Actual fixed costs include the hiring of note taking recorders to prepare the minutes.
- Cost implications are also dependent on the implementation and timing of any changes. In addition, costs are dependent on the amount of work that volunteers can do by working with staff.
- In the past, the Commission for Martin Luther King Jr. has been allocated funding (recently \$10,000) for the purpose of its charge. We recommend that the newly charged Martin Luther King Jr. Advisory Board meet with their Council standing committee to review best use of these funds as a result of the broadened scope of this committee and to determine the amount of funding needed to meet their charge.

**Cost implications of re-organizing advisory boards and commissions (Charge 1.a. – 1.d.):**

1. No significant changes in recommendation/no significant cost implications: Planning Commission, Historic Resources Commission, Community Police Review Board, Board of Appeals

2. Limited changes in recommendation/some increases in Department staff support costs: Budget Commission, Commission for Martin Luther King Jr.

- Additional Budget Commission meetings in the fall may require limited staff resources.
- Support for CMLK would be reinstated; this support was formerly provided.

3. Mergers and combinations in recommendation/limited cost implications: Arts and Culture Commission and Public Arts Selection Commission; Downtown Commission and Downtown Parking Commission; Planning Commission and Land Development Hearings Board.

- Combining these committees would provide limited decreases in staffing costs in supporting Departments and City Recorder's office.

4. Changes to Departmental Advisory Committees in recommendation/limited cost implications.

Capital Improvement Program Commission, Airport Commission; Watershed Management Advisory Commission, Commission on Civic Beautification and Urban Forestry.

- We anticipate a one-time cost for set-up and implementation of the changes.
- We anticipate a reduction in costs over time as committees operate in new structure (selection of members, lower replacement costs, less paperwork, efficiency of operations) in Departments and City Recorder's office.

5. Significant mergers, changes, or transfers of responsibilities in recommendation/limited impact on costs.

a. Sunsetting the Commission for Citizen Involvement and the formation of the new Community Involvement and Diversity Board. (includes addressing Charge 7)

- We anticipate a one-time staff costs for sunsetting the CCI and for setting up and starting the CIDAB. Initial staff support costs for start-up of CIDAB should be similar to staff time formerly used to support the CCI.
- If the CIDAB is going to work to implement the PPTF recommendations for its responsibilities, additional staff support will be required, up to .5 FTE staff position. This is dependent on timing for implementation as well as future year budgets.

b. Formation of the Multi-Modal Transportation Advisory Board including the merger of the responsibilities of the Citizen Advisory Commission on Transit and the Bicycle and Pedestrian Advisory Commission.

- We anticipate one-time staff costs in the Department as well as in the City Recorder's office for sunsetting and for setting up the new board.
- Once implemented, there should be either no increase in staff support or possibly less staff time required.

c. Formation of the Water Systems Advisory Board.

- We anticipate one-time staff costs for setting up this new board. The new board will require new staff support time, but given the other changes suggested in this recommendation that impact the Department, limited staff cost increases (if any) are anticipated.

d. Other possible mergers such as the Downtown Commission and the Economic Development Commission and incorporation of economic development related activities from the Airport Commission.

- We anticipate one-time staff costs to implement any of the possible options. Over time, implementation of any of the options should decrease staff support costs and increase efficiency.

**Cost implications of recommendations on formation, evaluation, revision, sunset-ting, relationship to operating departments and the role of the council liaison.**

(Charge 2a. – f., 3, 4)

If implemented, all of the recommendations accepted should decrease costs over time. These changes should increase the efficiency of City and Council operations and enhance the use of volunteer time and technical expertise and advice.

**Cost implications of recommendations related to access and opportunities.**

(Section V. Charge 5 a. – b.)

Many of the recommendations in this section can be implemented with little cost by making changes in current operating policies and procedures. Others would require additional staff support to the Mayor as well as the City Recorder’s office, to both implement recommendations for one-time costs as well as ongoing staff support. Those costs will need to be built into future budget requests.

**Cost implications of recommendations related to reducing the use of staff support and maximizing the use of volunteers.** (Charge 6 a. - b.)

Based on the research and discussion of the Public Participation Task Force over the last nine months, we have come to the conclusion that reducing staff support while maximizing volunteers can be difficult to achieve simultaneously. We believe that over time our recommendations will significantly increase and help to maximize the use of community volunteers. However, in order to do that in an appropriate and significant manner staff support is critical. Specifically, increased staff will be needed in order to support to the CIDAB and its responsibilities in both involving community members in city operations and in providing assistance and support to neighborhood organizations.

**Cost implications of recommendations related to Neighborhood Associations.**

(Section VI- Charge 8)

To implement the recommended changes will over time require dedicated staff time and city resources that will have to be considered in future budget requests including the following:

- Neighborhood Empowerment Grant Program: Other communities in Oregon have and do dedicate significantly more resources to similar programs than Corvallis has done in the past. Examples include Lake Oswego, Bend, and Eugene with

budgets ranging from \$38,000 up to \$60,000. We recommend annual funding from \$25,000 to \$30,000 be considered.

- Other budget support costs would include a small budget of \$5,000 - \$10,000 available annually to provide ongoing support to neighborhoods.
- Over time, additional staff support of approximately .5 FTE (as noted earlier) may be required to support the proposed neighborhood program, as well as support to the additional CIDAB responsibilities.

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## **Appendix I**

### **Overview of Research Process**

This appendix details the process the PPTF followed in order to create our recommendations and report. We did our best to incorporate public input through surveys, public meetings, and reviewing minutes available on the web. PPTF Chair Kent Daniels endeavored to visit as many board and commissions as possible to learn about current activity. Due to time constraints, we were unable to attend meetings of every board and commission.

- Website review and phone interviews to glean best practices and ideas around public participation practices, board and commissions, and neighborhood associations with the following cities in Oregon: Eugene, West Linn, Salem, Bend, Albany, Lake Oswego, Springfield, and Ashland and cities outside Oregon: Pasadena, CA, Bellingham, WA, and Ithaca, NY.
- Phone calls to all current Corvallis Neighborhood Association leaders that we were able to locate contact information for. Below are the questions that were asked. We found 4 active homeowner's associations, 12 active neighborhood associations, 5 inactive neighborhood associations, and 7 that we could not contact due to lack of activity or accurate contact information.
  - Is your neighborhood association active?
  - How often do you meet?
  - How do you announce/advertise your meetings?
  - What would you like from the City in terms of support?
  - What types of activities do you have?
  - How do you recruit new members?
  - Do you have bylaws?
  - When is the last time you had an election?
  - Do you have a treasurer?
  - Other comments or feedback
- Electronic survey to current board and commission members. 93 total responses were received.
- January 13, 2014 public meeting to obtain feedback from current board and commission members and neighborhood association leaders on strengthening the system, building community, and enhancing communication.
  - Because not all neighborhood association leaders have or check email, all current neighborhood association leaders we had contact information for were called and personally invited to the January 13, 2014 public meeting.
- Survey to current Neighborhood Association leaders and active members on the topics of communication with each other and the city, resources that would be most helpful, and types of activities and issues the groups are interested in (See Appendix II). 135 total responses were received.

- Eugene site visit on January 28, 2014 with Neighborhood Program staff and neighborhood association leaders.
- Attending the February 5, 2014 Corvallis Neighborhood Summit to provide an update about the PPTF's work and encourage attendees to provide feedback via the neighborhood association survey and through testimony at PPTF meetings.
- The Task Force met with and received feedback and ideas from the Mayor and the three Department Directors who provide support to most of the city's advisory boards and commissions. The City Manager also provided the PPTF with information provided in a written response to the task force.
- Initial draft recommendations were sent to existing advisory boards and commissions prior to the second public meeting for review and feedback prior to the final draft of the recommendations.
- April 28, 2014 public meeting to present and receive feedback on the draft recommendations. Approximately 60 community members attended and were asked to discuss the following questions: do you see any missed opportunities in the draft recommendations? Which recommendations concern you? Which recommendations do you support and are especially excited about? Feedback about the meeting included many positive comments about the discussion format.

## II. Current Board and Commissions Cost Estimates

Cost estimates were provided by Department Directors and other city staff and assembled for comparison in the table below.

Committee	Department	Cost estimate	Option A	Option B
Budget Commission	Finance (estimated, varies)	\$20,000	\$20,000	\$20,000
Historic Resources Commission	Community Dev(\$3k per HPP)	\$80,000	\$80,000	\$80,000
Planning Commission	Community Dev (estimated, varies)	\$60,000	\$60,000	\$60,000
Planning Commission	Public Works	\$264,760	\$211,808	\$211,808
Board of Appeals	Community Dev- <i>no data provided</i>			
Land Dev Hearings Board	Community Dev (per appeal hearing)	\$3,000	\$0	\$0
Airport	Public Works- costs provided	\$6,250	\$6,250	\$0
Arts & Culture	Parks & Rec- costs provided	\$3,143	\$3,143	\$3,143
Bike & Pedestrian	Public Works- costs provided	\$12,800	\$0	\$12,800
Capital Improvement Projects	Public Works- costs provided	\$3,800	\$0	\$0
Civic Beaut. & Urban Forestry	Parks & Rec- costs provided	\$5,366	\$0	\$0
Comm. For Citizen Involvement	Community Dev- costs provided	\$8,000	\$0	\$0
Corvallis-Benton Library	Library- costs provided	\$6,178	\$6,178	\$6,178
Downtown Parking	Public Works- costs provided	\$4,170	\$0	\$0
Downtown Commission	Community Dev- costs provided	\$14,200	\$0	\$14,200
Economic Development	City Manager- <i>est., no data provided</i>	\$14,000	\$14,000	\$14,000
Housing and Community Dev	Community Dev- costs provided	\$10,000	\$10,000	\$10,000
Martin Luther King Jr.	City Manager- costs provided	\$1,800	\$7,000	\$7,000
Parks & Natural Areas	Parks & Rec- costs provided	\$16,800	\$16,800	\$16,800
Community Police Review	Police- estimate, costs provided	\$1,000	\$1,000	\$1,000
Public Arts Selection	Parks & Rec- costs provided	\$1,844	\$0	\$0
Transit	Public Works- costs provided	\$7,960	\$0	\$7,960
Watershed Management	Public Works- costs provided	\$8,360		\$8,360
Comm. Involvement & Diversity	Community Dev- estimate	\$0	\$10,000	\$10,000
Multi-Modal Transportation	Public Works- estimate	\$0	\$12,000	\$0
Water Systems	Public Works- estimate	\$0	\$8,000	\$8,000
<b>TOTAL</b>		<b>\$473,431</b>	<b>\$470,388</b>	<b>\$495,451</b>

### **III. Board and Commission Survey Summary and Raw Data**

#### **Overview**

The purpose of the board and commission survey was to learn about some of the current practices of boards and commissions in the areas of process and organization as well as communication with city council and with the public. The survey also served as a forum for current board and commission members to provide feedback on areas of growth for the board and commission system.

The survey was sent in November 2013 and board and commission members were given 3 weeks to respond to the survey. The survey saw 85 total respondents with all boards and commissions having at least one member respond. The results of the board and commission survey helped to inform the recommendations

Note: There are 174 total members on all boards/commissions. Some members are on more than one. The survey had a 48.9% response rate.

#### **Corvallis Boards & Commission Feedback Survey - Themes**

##### **Process & Organization**

- 1) Need/desire for orientation/training, 36% report having an orientation, 64% do not or are unsure if they receive an orientation
- 2) Strategic goal setting is needed, 42% of respondents were unsure or said their B&C does not set annual goals
- 3) General need for consistency in process (how to run meetings, public meeting law, annual planning/goal setting, roles of commissions, City Council liaisons, etc.)
- 4) Confusion on what was meant by diversity, most commissions lack racial/ethnic diversity, age diversity, and SES diversity
- 5) Great relationships and communication with city staff, boards and commissions are largely very happy with staff support, collaboration, and interaction, overwhelmingly positive responses on city staff, 93% report having an appropriate working relationship with city staff
- 6) Desire for a more inclusive, transparent process for filing vacancies
- 7) 88% feel valued and appreciated despite no formal appreciation/celebration process

##### **Communication**

- 1) Engagement with citizens is largely passive through holding public meetings, 40% do not have strategies or are unsure of strategies for collecting citizen input

- 2) More structured communication to City Council would help, e.g. annual presentation to Council
  - a. 82% report understanding the role of the City Council liaison but 51% are unsure if the liaison communicates regularly to City Council and 72% report having adequate communication with City Council
  - b. Some liaisons collect items that B&C want to have reported to City Council
  - c. Remove the 3 minute timer, extend the amount of time allotted for hearing from B&Cs
- 3) Some respondents commented on the need for members of the City Council to demonstrate active listening during presentations or testimony. The current perception by some respondents is that testimony is not valued.
- 4) Interest in annual gathering of B&Cs to reduce silos and increase knowledge among B&Cs of each other's work.

## My Report

Last Modified: 11/24/2013

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

### Text Response

Bicycle and Pedestrian Advisory Commission

Airport Commission

CACOT

Corvallis Watershed Management Advisory Commission

downtown parking

CACOT

Library

Bicycle and Pedestrian Advisory Commission

Corvallis-Benton County Public Library Board

Bike and Pedestrian Commission

Corvallis Benton County Library Board

Airport Commission

Capital Improvements

Watershed Management Advisory Commission

Airport Commission

Airport Commission

Capital Improvement Program commission

Parks Natural Areas and Recreation and CIP

Corvallis Benton County Library Board

Citizens Advisory Commission on Transit

Arts and Culture

Beautification and urban forestry CBUF

CBUF

MLK commission

Planning Commission

Parks and Natural Areas

public art selection

PNARB

CBUF

Martin Luther King

Capital Improvement Commission

WMAC

BPAC

Library

Planning Commission

Downtown Commission

Planning Commission

planning

Arts & Culture Commission

Historic Resource Commission

Historic Resources

Historic Resources Commission

Planning Commission

HRC

Public Art Commission

downtown commission

The Library Board

Watershed Management Advisory Commission

## IV. Neighborhood Groups Survey Summary and Raw Data

### Overview

The purpose of the Neighborhood Associations (NA) survey was to compare and contrast what the PPTF had learned from other cities on the function of their NAs with the experience of active members of Corvallis NAs. The survey contained a balance of requests for responses to specific ideas and open-ended questions.

The initial distribution was sent to the list of leaders in the City's Neighborhood Associations, and was announced at the Neighborhood Summit convened by several of the NAs bordering the OSU campus on February 5, 2014. Of the initial 93 responses we received, about 90% were from NA members near to campus. We later learned that distribution of the survey announcement to Willamette Landing Homeowner Association, and South Corvallis, and Tunison NAs had failed to reach the intended recipients. We took this as an opportunity to get additional information on near campus versus away from campus foci, and reopened the survey to these three South Corvallis organizations. The second round received an additional 28 responses. Clearly 28 responses from South Corvallis cannot be considered to represent all of the NAs located away from campus. Our hope is that in noting the differences, we can call attention to the impact of NAs current pattern of focus on land use and the difference in needs and interests of neighborhoods across the City based on proximity to campus and neighborhood personality and interest.

### Results

As indicated in the responses to question #3, **“What activities and issue areas are you interested in having your NA work on?”** there was broad agreement that NAs should work on transportation and traffic issues ( 81% of all respondents) and land use/development (76% of all respondents). There also was substantial agreement on a number of other issue areas:

- Neighborhood watch/public safety/crime prevention - 52%
- Neighborhood beautification (landscaping, clean ups, tree plantings, etc.) - 55%
- Block parties and social gatherings - 49% (46% near campus / 61% away from campus)
- Coordinating raking, shoveling, and other assistance to elderly or otherwise vulnerable neighbors - 48% (41% near campus/71% away from campus)

Question #5 showed broad agreement on the desire for the City providing the following resources/services:

- Annual training/orientation for neighborhood leaders
- Free meeting space
- Neighborhood empowerment grants

- Resource manual with information about land development code, meeting agenda templates, meeting minute templates, goal setting, outreach and marketing strategies, facilitation techniques, etc.

Question #7, “**What type of communication would you like to have with other neighborhood groups and the city?**” also revealed substantial city wide agreement with the following responses:

- Quarterly gatherings with Neighborhood Association leaders – 58%
- City Council liaison assigned to each NA – 53%
- Annual work session with City Council, Mayor and NA leadership – 54%
- Ability to provide a 10-15 minute annual update to Council. – 57%

A common theme, throughout the survey comments, was a desire for City Council to listen to what NAs are saying and to act upon the information they receive.

#### Near Campus / Away from Campus Responses

The comparison of near campus NA responses with South Corvallis responses showed some interesting differences. Note we have included percentage of respondents along with the noted responses. In the case of information that came from questions with lists of topics provided, we believe that a response rate of around 50% or higher is significant. For the open ended questions with self-identified issues, we believe that responses greater than 15% are worth noting. Analysis of the open ended questions was done by establishing categories of response and noting the number of responses that appear to fall into those categories.

#### Issues Important to Central NAs but not so much to Away from Campus NAs

- Code enforcement issues – 59%
- Traffic / Parking / Traffic Safety – 42% (of self-identified issues)
- Infill / Development / LDC issues – 33% (of self-identified issues)
- Foster Leadership Development / Willingness – 19% (of self-identified issues)
- Land Development Code Education / Action – 15% (of self-identified issues)

#### Resources Important to Central NAs but not so much to Away from Campus NAs

- Manual with information on Land Development Code and running effective meetings
- Website for your Neighborhood Association

#### Issues Important to Outside NAs but not so much to Central NAs

- Disaster preparedness and response – 64%
- Neighbor exchanges for neighbors to borrow items like ladders, canopies, tools, etc. – 75%
- Continue our community building activities – 26% (of self-identified issues)
- Safe Bike / Walking paths- 19% (of self-identified issues) Food Availability / gardens – 15% (of self-identified issues)
- Complaints about not being able to drag and drop – relates to question #5 and may have impacted priorities – 30%

- We already have many of these items (especially communication) – relates to question #5 – 40%
- List Serve – as a means of communication with City (low rank may relate to both South Corvallis and Tunison already having list serves independent of City sponsorship)
- Food Access – 14% (of self-identified issues)
- Free Space for Community Events– 14% (of self-identified issues)
- Love that we act for each other– 14% (of self-identified issues)
- Speed Control Measures (SE 3rd) – 14% (of self-identified issues)

Resources Important to Outside NAs but not so much to Central NAs

- Yearly dumpster service available for neighborhood clean-ups

## My Report

Last Modified: 03/16/2014

### 1. What Neighborhood Association are you a part of?

#### Text Response

Garfield Park Neighborhood Association

Chinlimini

Chinlimini

Brookline

Avery Homestead

College Hill NA

Brookline Neighborhood Association

We have not formalized as a Neighborhood Association yet?

Brookline

Central Park Neighborhood Association

Whithem Hill but I was part of Harding until 2 months ago

Brookline NA

Central Park

central park n.a.

Central Park

cpna

Avery Addition

None

Central Park

CPNA

Central Park Neighborhood Association

JANA

JANA

JANA

JANA

Rebuild the boardwalk off of Brookline

Jobs Addition Neighborhood Association (JANA)

JANA

JANA

JANA

JANA

JANA

JANA (Jobs Addition Neighborhood Association)

Tunison Neighborhood Association

JANA

Brookline

CHNA

College Hill

College Hill Neighborhood Association

College Hill

College Hill

College Hill

JANA

College Hill

College Hill

JANA

College Hill Neighborhood Association

College Hill Neighborhood Association

## V. Board and Commissions Changes: Options Chart

We acknowledge that City Council must prioritize recommendations and the use of resources for public participation effectiveness. The table below provides alternative options to create more comprehensively charged advisory boards.

- The three committees on the far left are the three City Council standing committees. (See recommendation under Charge 2b.)
- All current advisory boards and commissions are listed in the column on the right side of the page.
- A change of scope or a new advisory board is indicated in **BOLD**.
- We assume that Departmental Advisory Committees are not included on the boards and commissions list and will be more cost-effective than currently organized.

	Option A		Option B		No changes
	<u>4 commissions</u> <u>11 advisory boards</u> <b><u>Total 15, plus 2 department advisory committees</u></b>		<u>4 commissions</u> <u>12 advisory boards</u> <b><u>Total 16, plus 4 department advisory committees</u></b>		Total advisory boards and commissions: 22
Human Services Comm.	<b>Arts &amp; Culture Advisory Board</b> (merge Public Art Selection)  <b>Community Involvement and Diversity Advisory Board</b> (expand scope, sunset Committee for Citizen Involvement)  <b>Civic Beautification &amp; Urban Forestry Departmental Advisory</b>  Corvallis-Benton County Public Library Advisory Board  Housing & Community Development Advisory Board  Martin Luther King, Jr. Advisory Board  Parks, Natural Areas & Recreation Advisory Board  Police Review Advisory Board		<b>Arts and Culture Advisory Board</b> (merge Public Art Selection)  <b>Community Involvement and Diversity Advisory Board</b> (expand scope, sunset Committee for Citizen Involvement)  <b>Civic Beautification &amp; Urban Forestry Departmental Advisory</b>  Corvallis-Benton County Public Library Advisory Board  Martin Luther King, Jr. Advisory Board  Parks, Natural Areas & Recreation Advisory Board  Police Review Advisory Board		Arts & Culture CBUF CCI MLK Library Police Review PNARB Public Art Selection

<i>continued</i>	<b>Option A</b>		<b>Option B</b>	<b>No changes</b>
Urban Services Comm.	<p>Appeals Commission (Board of Appeals)</p> <p><b>CIP Departmental Advisory</b></p> <p>Historic Resources Commission</p> <p><b>Multi-Modal Transportation Advisory Board</b> (includes Bicycle &amp; Pedestrian, Citizen Advisory Commission on Transit, possibly Downtown Parking)</p> <p><b>Planning Commission</b> (merge Land Development Hearings Board)</p> <p><b>Water Systems Advisory Board</b> (merge Watershed Management Advisory Commission)</p>		<p>Appeals Commission</p> <p>Bicycle &amp; Pedestrian Advisory Board</p> <p><b>CIP Departmental Advisory</b></p> <p>Historic Resources Commission</p> <p>Housing &amp; Community Development Advisory Board</p> <p><b>Planning Commission</b> (merge Land Development Hearings)</p> <p>Transit Advisory Board</p> <p>Watershed Management Department Advisory</p> <p><b>Water Systems Advisory Board</b></p>	<p>Appeals Commission</p> <p>Bicycle and Pedestrian</p> <p>Capital Improvements Program (CIP)</p> <p>Downtown Parking</p> <p>Housing and Community Development</p> <p>Historic Resources</p> <p>Land Development Hearings</p> <p>Planning Commission</p> <p>Transit</p>
ASC	<p>Airport Advisory Board</p> <p>Budget Commission</p> <p><b>Economic Development Advisory Board</b> (merge Downtown Comm.)</p>		<p><b>Airport Departmental Advisory</b></p> <p>Budget Commission</p> <p><b>Downtown Advisory Board</b> (merge Downtown Parking)</p> <p><b>Economic Development Advisory Board</b> (merge Airport-related work)</p>	<p>Airport</p> <p>Budget</p> <p>Downtown</p> <p>Economic Development</p> <p>Watershed Management</p>

## **VI. Example of suggested minute taking format and orientation**

### Suggestions related to Board and Commission member orientation

1. Any orientation or training for new Board and Commission volunteers needs to include a component that emphasizes the public nature of their role as quasi-official city representatives. Anything individual members say at their meetings, or to the press, or in other contexts can and likely will become public knowledge and/or record. Meeting minutes, for example, are public records.
2. Training should emphasize the expectation that boards and commissions respect the work and roles of other boards and commissions.
  - Refrain from remarks that negatively characterize, belittle, or otherwise denigrate the work or motives of others.
  - Encourage regular and ongoing communication among boards, particularly when one board embarks on work that may affect or involve the roles and activities of another or others.
  - Seek to directly address and resolve perceived conflicts and concerns about work of other boards via chair-to-chair communication whenever possible.
3. Training should also emphasize that collaboration between boards is strongly encouraged and welcomed.
4. City Councils establish new boards to advise them on issues deemed significant and important for the full community. This does not mean a new board is therefore more important or valuable than other advisory boards, which were established by previous councils on the same premise.

*Example of suggested minutes format from PENNY*

## Appendix VII

### Board/Commission Annual Report and Proposed Work Plan Template

(Date) Corvallis (name of advisory board/commission/TF)

#### Annual Report and Proposed Work Plan:

Try to limit to one to two pages; addenda are optional.

**Members:**

**Staff/ Council Liaisons:**

**Purpose/Mission (from enabling ordinance):**

Example: Advises the City Council and Planning Commission on transportation related issues and works with City staff to proactively plan for a transportation system that enhances Corvallis livability, character and natural environment.

**Prior Year Report:**

Work completed

Recommendations, reports, projects, major issues resolved

Work in progress

Recommendations, reports, projects, major issues under review

**Next Year Proposed Work Plan:**

*Regular work (ongoing or annual)*

- List by task, project or goal  
Description may include timeline, needed resources beyond standard, expected result
- Ex.: Review annual Traffic Mitigation Report and make recommendation to Urban Services

Receive report and recommendation from staff in September, discuss and receive testimony September and October, submit recommendation to USC in November

*Special work for this year*

- List by task, project or goal (new or continuing?) Description may include timeline, needed resources, expected result
- Ex.: Begin discussions in preparation for revision of Plan for Upgrading Streets to Code
  - o Review existing plan and data concerning results and concerns
  - o Implement first steps of public outreach and review
  - o Develop a plan for public outreach and review
  - o Receive staff's first draft of plan
  - o Resources include scheduled staff time, budgeted costs for public meeting
  - o Eventual results should be a cost-effective plan to improve safety on neighborhood streets

**Resources:**

Were resources (staff, volunteers, funds) adequate to complete your work in the prior year? Why or why not? Are different resources needed to meet your proposed work for the next year? If not, what changes do you propose?

**Appendix VIII**  
**Minutes from PPTF Public Meetings**

## **Appendix IX Parking Lot**

The ideas or subjects listed below are topics or suggestions made that may be worth considering, but fell outside the scope or charge of the Public Participation Task Force.

1. Many requests for a clear city organization chart that shows how the city is organized and how boards, commissions, and task forces fit into that structure.
2. The lack of any board or commission coverage of anything dealing with energy and resource use.
3. The need for a clear, updated contact list for board and commission chairs and staff supporting each board or commission.
4. Many suggestions or queries regarding the consideration of joint city/county/OSU boards and commissions, like the Library Board. Possible suggested areas of collaboration included transportation, natural areas and parks, watersheds and drainagesheds.
5. Have more individual board and commission positions appointed by other organizations, as with the Library Board (half by Benton County), or Parks, Natural Areas, and Recreation Board (1 by the Greenbelt Land Trust, 1 by the 509J School District).
6. Watershed Advisory Commission should be involved with other watersheds in the city, not just Rock Creek.
7. We received feedback from the public that the City should consider creating a process for community groups to become "Registered Community Groups" so that more grass-roots groups like the Infill Task Force or Casa Latinos Unidos de Benton County could receive benefits or formal recognition from the city. These groups would represent community members who are working together to represent needs and interests of particular portions of the Corvallis population or to enhance certain aspects of community livability but be composed of community members that do not share a geographic location within the City.

## **Appendix X**

### **Other**

#### **Recipient list, draft PPTF recommendations:**

1. PPTF
2. Carla Holzworth (Mayor, City Council, City Manager, Department Heads, Board and Commission members, staff)
3. League of Women Voters
4. Infill Task Force
5. Karen Levy Kuhn, Benton-Linn Health Equity Alliance listserv
6. Courtney Cloyd and contacts
7. Sustainability listserv (1500)
8. Healthy Streets, Healthy Streams Task Force
9. Jim Moorefield, Willamette Neighborhood Housing Services
10. Posted on PPTF website

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**From:** Altmann Hughes, Mary Beth  
**Sent:** Tuesday, May 20, 2014 11:52 AM  
**To:** Scherf, Lisa  
**Cc:** Mason, Dan; Holzworth, Carla; 'Kenton Daniels'  
**Subject:** RE: Feedback from Airport Commission

Hi Lisa,

One of the Airport Commissioners (Rod Berklund) emailed me and stated that this occurred. The email was sent to Kent Daniels and he sent to the full PPTF and Carla should now have the email to include with PPTF minutes.

Thanks for sending this my way to ensure we had the feedback!

MB

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**From:** Scherf, Lisa  
**Sent:** Tuesday, May 20, 2014 11:49 AM  
**To:** Altmann Hughes, Mary Beth  
**Cc:** Mason, Dan  
**Subject:** Feedback from Airport Commission

Hi Mary Beth,

I believe there is one final meeting of the PPTF. As I'm reviewing the Airport Commission minutes from May 6, it occurred to me that we may not have passed along the recommendation from the Commission. Dan has been on vacation and is out now, and I'll be out soon for lunch and afternoon meetings and will not see Dan, so at the risk of possible duplication if he already sent you this, here you go:

**Commissioner Zoeller made a motion to recommend that the Airport Commission remain as it is and to recommend that a position be created in the Airport Commission to be a liaison to the Economic Development Commission and that that position be rotated quarterly between Airport Commission members. Commissioner Parson seconded the motion, which passed unanimously.**

Thanks~  
Lisa

***Lisa Scherf, P.E.***  
Transportation Services Supervisor  
City of Corvallis Public Works  
541-754-1759