

**HUMAN SERVICES COMMITTEE
MINUTES
June 3, 2014**

Present

Councilor Penny York, Chair
Councilor Mike Beilstein

Staff

Jim Patterson, City Manager
Ken Gibb, Community Development Director
Karen Emery, Parks and Recreation Director
Jude Geist, Parks Operations Supervisor
Marci Laurent, Management Assistant
Carrie Mullens, Senior Administrative Specialist

Absent

Councilor Bruce Sorte (excused)

Visitors

Jennifer Moore, United Way and Benton and Lincoln Counties (UWBLC) Executive Director
Lauren Caruso, UWBLC Community Impact Director
Joe Raia, *Corvallis TidBits*

SUMMARY OF DISCUSSION

	<u>Agenda Item</u>	<u>Information Only</u>	<u>Held for Further Review</u>	<u>Recommendations</u>
I.	Social Services Allocations – Fiscal Year 2014-2015			Approve the Fiscal Year 2014-2015 Social Services allocations as recommended by UWBLC
II.	Board and Commission Sunset Review: Committee for Citizen Involvement (CCI)			Amend Municipal Code Chapter 1.16, "Boards and Commissions," continuing CCI until the end of the calendar year or until some other action is taken by Council by means of an ordinance read by the City Attorney
III.	Board and Commission Sunset Review: Arts and Culture Commission (ACC)			Amend Municipal Code Chapter 1.16, "Boards and Commissions," continuing ACC another four years by means of an ordinance read by the City Attorney
IV.	Board and Commission Sunset Review: Citizens Advisory Commission on Civic Beautification and Urban Forestry (CBUF)			Amend Municipal Code Chapter 1.16, "Boards and Commissions," continuing CBUF another four years by means of an ordinance read by the City Attorney
V.	Council Policy Review and Recommendation: 97-4.09, "Guidelines for Free Use of Parks and Recreation Facilities"			Amend Council Policy 97-4.06, "Guidelines for Free Use of Parks and Recreation Facilities" as recommended by staff
VI.	Other Business <ul style="list-style-type: none"> • Pending HSC schedule • Open carry in parks 	Yes Yes		

Chair York called the meeting to order at 2:00 pm.

CONTENT OF DISCUSSION

I. Social Services Allocations – Fiscal Year 2014-2015

Mr. Gibb announced that the Fiscal Year 2014-2015 Social Services allocation budget is \$350,900. This amount includes the levy carryover and \$8,000 UWBLC administration fee per the UWBLC/City contract. Mr. Gibb noted that last year, UWBLC proposed a flat rate \$8,000 fee instead of 5% of the total allocation as they had previously received.

Ms. Moore briefed HSC on the allocation process. This was the third year of a combined City/UWBLC allocation process. Sixteen volunteers served on the Community Investment Council (CIC) that recommends the program allocations. Twenty-one agencies requested \$718,134 for 34 programs through the City's process and 30 agencies requested \$541,656 for 48 programs through the UWBLC process. Twenty-four programs applied for funding from both agencies.

In advance of the allocation meeting, the CIC discussed the importance of considering foundational organizations since other agencies rely on them for service. The CIC compared the requests to City priorities and included emerging issues in their discussions. For those agencies applying for funding for multiple programs, CIC compared each program to the agency's priorities and mission.

The majority of programs receiving a zero recommendation would have received a favorable recommendation if additional funds were available. Some programs did not receive a funding recommendation due to any one of the following:

- Program did not fit the City's priorities.
- Lack of administrative soundness.
- Historical or ongoing issues.
- No clear plan or measurement.

Chair York noted that her involvement in the process was a good experience. She appreciated the staff support and found the volunteers to be very enthusiastic and team oriented.

Chair York noted that approximately \$200,000 was allocated for shelter and food services which speaks to recent concerns about supporting the homeless community and/or those on the verge of homelessness. She said the City should be proud of the contribution. She added that \$120,000 was allocated for kids and families. Chair York said it saddened her to learn that the City's contribution was the majority of the available funds and she hopes the community will increase their support of UWBLC in the future.

Mr. Gibb confirmed for Councilor Beilstein that a portion of the levy allocation will be retained each year and the amount varies depending on the length of the levy. Ms. Laurent explained that 5% was retained this year.

Councilor Beilstein stated appreciation for the work accomplished by UWBLC and the CIC, although he was disappointed that the Corvallis Daytime Drop-In Center (CDDC) did not receive funding.

Ms. Moore explained that there were no issues or complaints about the service provided by CDDC. The program has some outstanding administration issues and funds were only requested from the City.

The Committee unanimously recommends Council approve the Fiscal Year 2014-2015 Social Services allocations as recommended by United Way of Benton and Lincoln Counties.

II. Board and Commission Sunset Review: Committee for Citizen Involvement (CCI)

Mr. Gibb explained that CCI was created in 1998. Prior to that date, the Planning Commission performed the duties of the CCI. Over the last few years, CCI has struggled to maintain membership and activity levels. They have been on hiatus since early 2013. Mr. Gibb speculated that some members resigned because of the narrow land use focus. The committee had a history of good expertise, which is important to their charge. When the Public Participation Task Force (PPTF) formed, staff recommended to the Mayor that she not attempt to fill CCI vacancies until the City/OSU Collaboration Project and PPTF recommendations were considered by Council. Staff recommends postponing any decision until after Council considers CCI-related PPTF recommendations.

Chair York confirmed that addressing CCI was a specific PPTF charge.

Councilor Beilstein noted that if no action is taken, CCI will automatically sunset. Mr. Gibb responded that an ordinance will be drafted so Council can address all potential sunsets at one time. The ordinance can have a separate provision for CCI.

Chair York opined that since CCI is required by the State, delaying a decision makes more sense than considering an extension or sunset at this time. Mr. Gibb suggested HSC extend the sunset date by a specific amount of time.

In response to Councilor Beilstein's inquiry, Mr. Gibb confirmed that the ordinance considered by Council can include a statement suspending CCI sunset action until the end of the calendar year or until another action is taken.

Councilor Beilstein said he was disappointed to learn that CCI was not functioning well and that the information was not brought forward to Council earlier. Mr. Gibb responded that staff met with the Mayor, CCI Council Liaison, and others in 2012 to discuss holding quarterly CCI meetings. Subsequently, CCI continued to have difficulty in maintaining engagement and once Council moved forward with PPTF, the Mayor agreed to postpone filling CCI vacancies. Mr. Gibb added that CCI accomplished a lot of good work with a lot of staff support in the past. He noted the importance of appointing some members who have land use background and/or interest to invest the time needed for this role.

The Committee unanimously recommends Council amend Municipal Code Chapter 1.16, "Boards and Commissions," continuing CCI until the end of the calendar year or until some other action is taken by Council.

III. Board and Commission Sunset Review: Arts and Culture Commission (ACC)

Ms. Emery reported that ACC reviewed goals, future activities, and potential overlap with other boards and commissions during their April meeting. They agreed that there is overlap between ACC and the Public Arts Selection Commission (PASC). ACC agreed that a subcommittee to perform PASC activities is reasonable if the subcommittee is comprised of similar PASC experts. Staff recommends continuing ACC for another four years and continuing the discussion of combining PASC as a subcommittee of ACC.

Councilor Beilstein said he is very satisfied with the work of ACC. Their report indicates that they understand the PPTF model of having a clear mission with medium and short-term goals, holding periodic reviews of activities, and developing work plans.

The Committee unanimously recommends Council amend Municipal Code Chapter 1.16, "Boards and Commissions," continuing ACC another four years.

IV. Board and Commission Sunset Review: Citizens Advisory Commission on Civic Beautification and Urban Forestry (CBUF)

Mr. Geist noted that CBUF recently met to discuss past accomplishments and set goals for the next four years with a focus on Fiscal Year 2014-2015. CBUF acknowledged some overlap with the Historic Resources Commission (HRC) and Parks, Natural Areas, and Recreation Board (PNARB). Staff recommends continuing CBUF another four years.

Chair York said the intent of the PPTF review process is for each advisory board to review its own work, develop its own proposed work plan, and make its own presentation to a Council Standing Committee. The work plan presentation was intended to provide an opportunity for dialogue with the Standing Committee members to eliminate duplication and/or bring boards together who may be working on the same or similar project. This addresses resource management and encourages discussion about projects Council is more likely to support.

Councilor Beilstein noted that CBUF was often identified by Former Mayor Tomlinson as the ideal commission. CBUF has clear goals with good results and they are very active with the City and in the community. He opined that CBUF is a good model for other boards and commissions.

The Committee unanimously recommends Council amend Municipal Code Chapter 1.16, "Boards and Commissions," continuing CBUF another four years

V. Council Policy Review and Recommendation: 97-4.09, "Guidelines for Free Use of Parks and Recreation Facilities"

Ms. Emery said HSC reviewed this Policy in February and April. Staff added the language recommended by HSC and requests approval of the amendments.

In response to Councilor Beilstein's comments about waiting until Council considers PPTF recommendations related to free use for neighborhood groups, Chair York said HSC agreed to recommend action now and bring the Policy back later if necessary.

Mr. Patterson said, in order for HSC not to be presumptive that Council might approve PPTF recommendations, it would be better to recommend approval of the amendments now and consider additional amendments after Council considers PPTF recommendations.

Ms. Emery noted that the *Exemption Fee* section addresses free use for any group that has an agreement with the City.

The Committee unanimously recommends Council amend Council Policy 97-4.06, "Guidelines for Free Use of Parks and Recreation Facilities," as recommended by staff.

VI. Other Business

Pending HSC Schedule

Chair York distributed the pending HSC calendar, dated May 29, 2014 (Attachment 1) and recalled that last year, HSC discussed how agenda items are developed and considered by HSC prior to Council review. She requested that each HSC meeting include an agenda item to review the pending schedule and that the pending schedule be a part of each packet. She said reviewing pending items will provide an opportunity to give direction to staff in their preparation of a specific item.

Councilor Beilstein said he is satisfied with staff bringing items forward in a timely manner, such as periodic policy reviews. He opined that it is not necessary for HSC to develop a work plan or reserve an agenda item specifically to discuss future topics. He noted that, with Chair York's initiative, there have been occasions when HSC has addressed issues not brought forward by staff or directed by Council.

In response to Chair York's inquiry, Councilor Beilstein opined that it was not necessary to include a copy of the pending schedule in each HSC packet. Any of the three Council members could bring the schedule up at any time under Other Business. Chair York confirmed that she will continue to bring up issues she wishes to discuss as a last item on the agenda.

Open Carry in Parks

Chair York reported that Council referred the open carry item to HSC during the June 2 Council meeting. She inquired whether HSC has any direction for staff related to items included in the staff report, timeline, or any other issues.

Mr. Patterson explained that every Tuesday morning, Department Directors review the pending Standing Committee schedules along with other issues. This item was added to the June 17 HSC pending schedule and Chief Sassaman anticipated that the staff report would include information from the June 2 Council meeting, feedback from the City Attorney's Office, and information about what is occurring in other jurisdictions. Mr. Patterson explained that when an item is assigned to a committee by Council, the item is added to the pending schedule the next day. Including this item on June 17

seemed reasonable since Chief Sassaman will present a review of the Hate/Bias Violence Council Policy to HSC on that date. Chief Sassaman may need flexibility to bring this issue forward on July 8 if he cannot gather all of the pertinent information together for the June 17 meeting.

Mr. Patterson confirmed for Chair York that Chief Sassaman would most likely be the only person presenting the Policy review. Councilor Beilstein said it may be useful to include input from the City Attorney's Office. Chair York agreed.

Other

Councilor Beilstein announced that he will miss the July 22 and August 5 HSC meetings.

The next Human Services Committee meeting is scheduled for 2:00 pm on Tuesday, June 17 in the Madison Avenue Meeting Room.

The meeting adjourned at 2:44 pm.

Respectfully submitted,

Penny York, Chair

**HUMAN SERVICES COMMITTEE
SCHEDULED ITEMS**

ATTACHMENT 1
Rec'd from
Councilor York
6/3/14

May 29, 2014

MEETING DATE	AGENDA ITEM
June 3	<ul style="list-style-type: none"> • Social Services Allocations - Fiscal Year 2014-2015 • Boards and Commissions Sunset Reviews: <ul style="list-style-type: none"> • Committee for Citizen Involvement • Arts and Culture Commission • Citizens Advisory Commission on Civic Beautification and Urban Forestry • Council Policy Review and Recommendation: <ul style="list-style-type: none"> • 97-4.09, "Guidelines for Free Use of Parks and Recreation Facilities"
June 17	<ul style="list-style-type: none"> • Council Policy Review and Recommendation: <ul style="list-style-type: none"> • 92-5.04, "Hate/Bias Violence"
July 8	<ul style="list-style-type: none"> • Corvallis Farmers' Market Annual Report • Parks and Recreation Draft Master Plan Recommendation to Re-locate Senior Center
July 22	•
August 5	•
August 19	• Social Services Semi-Annual Report
September 2	•
September 16	• Rental Housing Program Annual Report
October 7	<ul style="list-style-type: none"> • Council Policy Reviews and Recommendations: <ul style="list-style-type: none"> • 93-4.11, "Public Library Policy for Selecting and Discarding Materials"
October 21	•
November 4	<ul style="list-style-type: none"> • Council Policy Review and Recommendation: <ul style="list-style-type: none"> • 95-4.08, "Code of Conduct on Library Premises"
November 18	•
December 2	<ul style="list-style-type: none"> • 2015-2016 Social Services Priorities and Calendar • Council Policy Reviews and Recommendations: <ul style="list-style-type: none"> • 91-1.03, "Naming of Public Facilities and Lands" • 91-4.01, "Guidelines for Selling in Parks"
December 16	•

HSC PENDING ITEMS

- Council Policy Review and Recommendation:
 - 99-4.14, "Use of City Hall Plaza and Kiosk"
- Municipal Code Review: Chapter 5.01, "City Park Regulations" (Alcoholic Beverages in Parks)
- Municipal Code Review: Chapter 9.02, "Rental Housing Code"
- OSU/City Collaboration Project Recommendations (Action Items 4-1, 4-3, 4-4, 5-1)

CMO
Parks & Recreation

Community Development
Community Development

Regular Meeting Date and Location:

Tuesday of Council week, 2:00 pm – Madison Avenue Meeting Room