



HUMAN SERVICES COMMITTEE

Agenda

Tuesday, November 18, 2014
2:00 pm

Madison Avenue Meeting Room
500 SW Madison Avenue

- | | |
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| Discussion/ Possible Action | I. Arts and Culture Strategic Plan Update (Attachment) |
| Discussion/ Possible Action | II. OSU/City Collaboration Project Recommendation 5-1: Community Relations Advisory Board (Attachment) |
| Discussion/ Possible Action | III. Agenda Development |
| Discussion/ Possible Action | IV. Charges for Commission for Martin Luther King, Jr. and Community Involvement and Diversity Advisory Board (Attachment) |
| Information | V. Other Business |

Next Scheduled Meeting

Tuesday, December 2, 2014 at 2:00 pm
Madison Avenue Meeting Room, 500 SW Madison Avenue

Agenda

- Council Policy Reviews and Recommendations:
 - 91-1.03, "Naming of Public Facilities and Lands"
 - 91-4.01, "Guidelines for Commercial Vending and Fundraising Activities in City Parks"

MEMORANDUM



To: Human Services Committee
From: Karen Emery, Director Parks and Recreation Department
Jackie Rochefort, Park Planner
Date: October 23, 2014
Subject: Arts and Culture Study and Strategic Planning Update

Issue:

The Arts and Culture Commission was charged by City Council to develop a comprehensive Arts and Culture vision and strategic plan for the City as stated in Municipal Code 1.16.336.

Background:

The City solicited a contractor to complete an art study that would become the framework for a strategic plan. The project entails the development of an arts and culture impact analysis, built upon community involvement and guidance from the Arts and Culture Commission and City staff. The purpose of the project is to assess the value and impact of local arts and culture activities on the Corvallis economy and to provide a framework of strategies and actions to position Corvallis as an arts and culture destination.

The major objectives are to:

- Engage the local arts community and residents to inform strategy development;
- Explore and assess the economic impact and value of the local arts and culture community and compare the local arts industry to a set of comparable cities;
- Identify and explore ways to promote or leverage the relationships between public, private and non-profit organizations and activities; and,
- Compose strategic goals and guidelines, along with an implementation timeline, to enhance and strengthen the local arts community and position the City as an arts and culture destination.

Discussion:

The City contracted with Conservation Technix from Portland, Oregon to complete this work. To date, the contractor has;

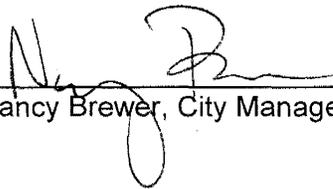
- Held a project kick-off meeting with City staff and members of the Arts and Culture Commission to define roles, identify stakeholders and discuss current community interests and issues;
- Read the supporting materials regarding economic impacts of the arts industry, 2012 survey of local non-profit arts organizations, Arts and Economic Prosperity IV, Creative Vitality Index 2011 and other reports supplied by the Commission;

October 24, 2014

- Compiled and reviewed arts and culture profiles of five select comparable cities; and
- Held two stakeholder group discussions to more deeply address areas of partnerships, Strength, Weakness, Opportunities and Threats (SWOT) analysis that could strengthen arts and culture in Corvallis.

Next steps are to complete the SWOT analysis and the economic Impact assessment of the arts sector. A draft final report will be presented at the Arts and Culture Commission December meeting. A community meeting to discuss the findings of the report and consider next steps will be held in January, 2015.

Review and Concur:



Nancy Brewer, City Manager *Pro Tem*

MEMORANDUM

Date: November 11, 2014
To: Human Services Committee
From: Ken Gibb, Community Development Director 
Re: Collaboration Recommendation – Community Relations Advisory Body

Issue:

In October 2013, the City Council reviewed a series of Collaboration Corvallis recommendations including Item 5-1 which relates to forming an ongoing community relations advisory body. At the time, it was indicated that OSU and City staff needed to do some additional work in developing this concept. This has occurred and the proposal is now ready for City Council consideration. As indicated at the October 2013 meeting, Mayor Manning is referring the item to the Human Services Committee.

Background:

Among the Neighborhood Livability Work Group recommendations that was approved by the Collaboration Steering Committee was a recommendation that the City and OSU jointly form a Community Relations Advisory Body.

The description of the Livability Work Group's recommendation is provided as follows:

I. Neighborhood Livability

Scope of Work Objective 5 – Consider the merits of creating an ongoing City and OSU supported group that would monitor achievement of livability goals and make recommendations to the City and OSU

Recommendation

- 1. The Neighborhood Livability Work Group recommends to the Collaboration Corvallis Steering Committee that the City of Corvallis and Oregon State University form a Community Relations Advisory Body by January 1, 2014, that is tasked with the following objectives:*
 - Monitor the success of policies and programs implemented to promote and improve neighborhood livability.*
 - Identify the need for adjustments to existing neighborhood livability programs in response to changing conditions.*
 - Assist with the development of new policies and programs that promote neighborhood livability as the dynamic between the university and surrounding neighborhoods changes.*

- *Facilitate communication throughout the community in support of neighborhood livability.*

The work group recommends that the advisory body be composed of stakeholders representing the University's administration, local government, student organizations, community groups and neighborhood associations, rental housing owners and managers, healthcare advocates, and local businesses. The City of Corvallis and Oregon State University should identify and commit staff necessary for managing and administering the advisory body in order to achieve the stated objectives. Costs associated with forming and sustaining the advisory body should be shared equally by the City of Corvallis and Oregon State University. As appropriate, the City of Corvallis and Oregon State University should consider guidance from the International Town Gown Association concerning the formation and operation of such advisory bodies.

Basis for Recommendation

In response to Objective 5, the Neighborhood Livability Work Group reviewed the purpose and composition of similarly tasked advisory bodies from the following communities.

- *Eugene, Oregon (<http://gcr.uoregon.edu/community-relations>);*
- *East Lansing, Michigan (<http://wealllivehere.org/>);*
- *Tucson, Arizona (<http://externalrelations.arizona.edu/community.cfm>); and*
- *Berkeley, California (<http://office.chancellor.berkeley.edu/gcr/StdtdNeighborRelations.shtml>).*

Discussions with staff that support these groups confirmed that their sustained existence has positively influenced relations between each respective university and local community. Many of the topics and issues addressed by these groups closely mirror those that caused the initiation of the Collaboration Corvallis project. Given the level of effort that has been expended to identify and implement strategies for resolving these issues, the work group believes it is prudent to create a standing advisory body charged with monitoring the success of those strategies over time, and exploring the need for new or alternate strategies as needed.

The recommended composition of the advisory body is generally consistent with the spectrum of stakeholders identified through the Collaboration Corvallis project. The work group concludes that their participation is essential in order for continued efforts to improve and sustain neighborhood livability to be effective.

Discussion:

City and OSU staff have developed an outline (Attachment 1) for a Neighborhood Advisory Board which would address the community relations advisory body recommendation. Key elements of this proposal include:

- A total of 15 members consisting of community members, City government representatives (Corvallis City Councilor and Police Department) and OSU staff and student representatives. Linn-Benton Community College is also represented as a local higher education institution (Benton Center).
- The Corvallis mayor and OSU president will jointly make NAB appointments.
- The NAB will be co-chaired by Corvallis and OSU representatives.
- Students would have a significant role in the make-up of the Advisory Board.
- The NAB will provide community engagement opportunities, monitor progress on neighborhood livability recommendations and offer strategy recommendations. The Board may also make policy recommendations to the Collaboration Steering Committee.
- NAB will conduct publicly noticed meetings on at least a quarterly basis.

Attachment 1 provides a general outline of the recommended Neighborhood Advisory Board with the understanding that operating protocols will be developed once the group is formed.

Requested Action:

HSC is requested to review this information and make a recommendation to the City Council regarding the implementation of Collaboration Recommendation 5-1 through the formation of a Neighborhood Advisory Board.

Review and Concur:



Nancy Brewer, City Manager *Pro Tem*

Neighborhood Advisory Board (NAB) Proposal

Mission:

The Neighborhood Advisory Board (NAB) is dedicated to fostering a healthy neighborhood environment in the Corvallis community surrounding the Oregon State University campus.

Purpose:

The Neighborhood Advisory Board (NAB) is established by the city of Corvallis and Oregon State University for the purpose of growing and sustaining community engagement and neighborhood livability efforts initiated by Collaboration Corvallis. The advisory board will consider community livability issues and opportunities in the nearby campus neighborhoods and, by working with city, university, community residents, neighborhood organizations, OSU students, community businesses and non-profit organizations, will recommend strategies to improve and sustain livability. The advisory board will monitor the progress of work undertaken to implement neighborhood livability recommendations adopted by the Collaboration Corvallis Steering Committee and will routinely inform the Collaboration Corvallis Steering Committee of progress related to achieving these recommendations, as well as the broad activities of the city and the university related to improved community relations. The Committee may also make recommendations to the Steering Committee on policies that the City and OSU should consider related to campus area neighborhood livability.

Advisory Board Membership

The Neighborhood Advisory Board (NAB) shall be composed of shared representation from Corvallis and Oregon State University with a maximum of 15 members designated as follows:

	Stakeholder
1	OSU Office of Corvallis Community Relations
2	Center for Fraternity and Sorority Life
3	OSU Student Health Services
4	OSU Faculty Senate
5	Panhellenic Council*
6	Associated Students, Oregon State University*
7	Interfraternity Council*
8	Monroe Avenue Business Representative
9	Corvallis Police Department
10	Corvallis Rental Property Management Group
11	Corvallis neighborhood representative
12	Corvallis neighborhood representative
13	Corvallis neighborhood representative
14	Corvallis City Council
15	Linn-Benton Community College

* OSU Student

NAB Partners

Partners engaged in matters associated with neighborhood livability will occasionally attend meetings and provide reports to the NRAB as needed. Examples of such partners include:

- Corvallis Housing and Neighborhood Division
- OSU Student Conduct and Community Standards
- OSU Counseling Center
- Benton County Health Department

Appointment

Appointment to the NAB will be made jointly by the Corvallis Mayor and Oregon State President.

Leadership

The NAB shall be led by co-chairs, representing both Corvallis and Oregon State University, and will be appointed by the mayor and university president.

Meetings, Notices and Reporting

NAB shall meet at least quarterly and follow Oregon's open meeting and public record laws. A written notice of each meeting shall be made available to the general public and sent to NAB membership at least one week prior to each meeting. Meeting summary notes shall be taken and made publicly available after each NAB meeting.

MEMORANDUM

November 11, 2014

TO: Human Services Committee

FROM: Nancy Brewer, City Manager *Pro Tem* 

SUBJECT: **Continued Work on the Revised Charge for the Martin Luther King, Jr. Commission (MLK) and on the new Charge for the Community Involvement and Diversity Advisory Board (CIDAB)**

I. Issue

To complete the revisions to the charge for the MLK Commission and to develop the charge for the new CIDAB.

II. Discussion

At the last HSC meeting the committee took up recommendations for a new charge for the MLK and a new charge for the CIDAB. The Committee asked staff to move ahead with drafting the work done at that meeting into Corvallis Municipal Code Chapter 1.16 (Boards and Commissions). Attachment A includes the revisions to Section 1.16.260 Martin Luther King, Jr. Advisory Board and a new section 1.16.338 Community Involvement and Diversity Advisory Board.

The Committee touched on membership for the CIDAB and talked about seven members. The Public Participation Task Force (PPTF) recommended 11-12 persons, but did not identify special affiliation or representation for any of the members. The draft language in Attachment A uses the Committee's recommendation of seven members.

The Committee also began discussions of the staff support needed for these two advisory boards. Since there are no positions currently providing support, added staffing will be a budget issue for FY 15-16 Budget Commission discussions. Direction from the City Council will be necessary for how to fund the additional staff.

III. Recommended Action

Finalize recommended language for the MLK and CIDAB charges and recommend City Council approve the recommendation by adoption of an ordinance, to be read by the City Attorney.

Attachment A – Draft charge statements

Attachment B – MLK Commission Recommendations for Charge revisions

Attachment C – CIDAB Task Force Proposed Charge

Attachment D – Councilor York's Proposed Charge Language

Attachment E – CMPT memo on staffing levels

Section 1.16.260 ~~Martin Luther King, Jr. Legacy Advisory Board~~

- 1) A ~~Martin Luther King, Jr. Legacy~~ Advisory Board, is hereby created.
- 2) The Advisory Board shall be composed of ~~ten~~^{eight} members, with one member nominated by the Benton County Commissioners, one by ~~509J~~, and one by either Oregon State University or Linn-Benton Community College. All other members shall be appointed by the Mayor in accordance with Section 1.16.030 herein.
- 3) ~~The Advisory Board shall be responsible for planning the memorial celebration with special events and activities to be held in January~~ exists to celebrate and promote the principles and legacy of Dr. Martin Luther King, Jr. with the goal of helping Corvallis to become a more inclusive and just community. This work includes:
 - a) Promote inclusion of diverse people and communities within Corvallis.
 - b) Pursue nonviolent solutions to economic and social injustices in Corvallis.
 - c) Be a strong advocate to build a strong and diverse community of Corvallis residents.
- 4) ~~The Advisory Board shall advise Council on any and all matters relating to this holiday.~~
- 5) ~~The Advisory Board shall also serve as the Affirmative Action Advisory Committee. In this capacity, the Advisory Board shall review, comment, and submit recommendations for action on achieving affirmative action goals and objectives as requested by the City's Human Resources Administrator.~~
- 6) ~~The Advisory Board may also be responsible, in coordination with other organizations, for planning additional special celebration events and activities to support and honor Dr. King's legacy, to be held throughout the year.~~

(Ord. 2008-08 § 1, 04/21/2008; Ord. 2001-07 § 1, 6/18/2001; Ord. 90-50, 1990; Ord. 90-48, 1990; Ord. 86-27 § 2, 1986)

1.16.338 Community Involvement and Diversity Advisory Board

- 1) A Community Involvement and Diversity Advisory Board is hereby created for the City.
- 2) The Advisory Board shall consist of seven (7) voting members appointed by the Mayor in compliance with Section 1.16.030.
- 3) The Advisory Board is charged with engaging Corvallis' diverse community to increase involvement and representation reflective of our community in all opportunities within the City. This work includes:
 - a) Promote strong public participation with the full inclusion of diverse people and communities in Corvallis.
 - b) Propose methods for access to information for residents, members of appointed bodies, and neighborhood groups.
 - c) Facilitate the involvement of residents in all phases o land use planning and decision making in accordance with Statewide Land Use Goal #1.
 - d) Facilitate implementation of Registered Neighborhood Groups.

The City of Corvallis Dr. Martin Luther King Jr. Commission
Recommendations

Accomplishments in the Past Year:

- Hosted a community discussion on the progress towards Dr. King's dream fifty years after the "I Have a Dream" speech.
- The high school essay contest had 28 submissions and four scholarship winners.
- The Martin Luther King Jr. holiday event with John Hunter and the World Peace Game documentary was a successful partnership with OSU and was attended by about 200 people.
- Partnered on events with OSU, NAACP, and the Lonnie B. Harris Black Cultural Center.
- Offered a screening of the documentary Harvest of Empire about immigration from Latin America.
- Reviewed the Corvallis Police Department's policy on unbiased law enforcement.
- Participated in Public Participation Task Force community forums.
- Hosted a presentation by Teryl Ross on diversity trends and issues in Corvallis.
- Completed kiosks for Martin Luther King Jr. Park.
- Installed posters in kiosks as a temporary display until a permanent display can be implemented.

Proposed Charge:

This commission exists to celebrate and promote the principles and legacy of Dr. Martin Luther King with the goal of helping Corvallis to become a more inclusive and just community.

Goals:

- Promote inclusion of diverse people and communities within Corvallis.
- Pursue nonviolent solutions to economic and social injustices in Corvallis.
- Be a strong advocate to build a strong and diverse community of Corvallis residents.

Objectives:

- Coordinate with city and community groups.
- Develop Martin Luther King Jr. Park as a resource for promoting diversity.
- Convene, facilitate, and educate the community around issues of diversity, economic justice, social justice, and nonviolence.
- Use the MLK holiday as an opportunity for education and community-building.
- Work with individuals and community groups to facilitate and advocate for diverse perspectives with the city.
- Monitor and advise the city elected officials and city departmental management on impacts of policies and decisions on underrepresented communities especially as they relate to human resources and law enforcement.
- Help prepare city for the changing demographics of the future.

Name of the Commission:

There has been some confusion over the name of the commission. We have been referred to as the Dr. Martin Luther King Jr. Commission or the Dr. Martin Luther King Jr. Commemorative Commission. Most commonly, we are known as the MLK Commission. The commission exists to honor and continue the work of Dr. Martin Luther King, Jr. The legacy of Dr. King owes a great debt to Coretta Scott King who worked alongside Dr. King and continued after his death. She also extended his legacy to include

justice for women and gay and lesbian communities. To honor both of their work and our continued work, we suggest The King Legacy Commission or Dr. Martin Luther King Jr. Legacy Commission as a name that is both simpler and more encompassing.

Size of Commission:

Due to the scope of work and breadth of community to represent, we suggest the commission be increased from its current eight members to include either ten or twelve members. We also suggest that at least one representative be a college student representative and perhaps one representative from the 509J school district.

Reporting Structure:

We are currently under the Human Resources Department at the city. Part of our charge has been to be an affirmative action advisory committee for the city. Though there is personnel and human resource expertise on the commission, we have not been called upon to serve in this capacity. It might make more sense to have the Mayor or City Manager's office as the connection point with the city to better optimize the contributions of the commission.

CIDAB Task Force PROPOSED

Charge for Community Involvement and Diversity Advisory Board (Revised October 2, 2014)

CIDAB is charged with engaging Corvallis' diverse community to increase involvement and representation reflective of our community in all opportunities within the City.

This effort may include the following tasks, as prioritized by the City Council:

1. Make recommendations to the City Council for on-going implementation of public participation processes and strategies that are consistent with the Guiding Principles outlined in the Public Participation Task Force (PPTF) Final Report 2014—collaborative decision-making, diversity, openness and respect, inclusiveness, and accountability—and the implementation strategies in each area recommended in Section V.
2. In collaboration with the Martin Luther King, Jr., Advisory Board, develop and implement strategies to improve inclusion of diverse community members in public processes, and on City Boards and Commissions.
3. With City staff, develop orientation and training materials for City Council, Boards and Commissions, in effective ways for each body to encourage public participation.
4. Focus on community and neighborhood involvement in general government processes and planning, including but not limited to the following:
 - a. Evaluate public processes to ensure incorporation of effective strategies for diversity and inclusion;
 - b. Advise the City Council, Boards and Commissions, City staff, and City-sponsored task groups in effective outreach methods, meeting formats, and timing of public comment that encourages diverse and effective public involvement.
 - c. Improve ease of access to City government, and advise City Council and City staff on strategies to improve the accessibility of understandable information, including web materials.
 - d. With City staff, develop materials in a variety of formats and languages, which provide explanations of aspects of City government and decision-making processes, and describe opportunities to participate formally and informally.

- e. Foster and support neighborhood and community connections that allow neighborhood and community 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. Public Participation Task Force Final Report, Section VI "Neighborhoods" (2014), provides example strategies for this effort.
 - f. Develop training materials for Registered Neighborhood Groups and community members in effective public participation.
5. Ongoing responsibility for the review and improvement of the Board and Commission System and other public-participation practices.
6. Provide information to community members to facilitate their involvement in all phases of land use planning and decision-making in accordance with Statewide Land Use Goal 1 (Citizen Involvement). In collaboration with the Planning Commission and Historic Resources Commission, and potentially including representatives from each, a CIDAB Land Use sub-committee will focus on activities to implement Goal 1, including but not limited to the following:
- a. Provide information to community members regarding opportunities to become involved in land use processes and decisions;
 - b. Develop and update educational materials and community training materials to promote greater understanding of land use issues, in formats and languages intended to ensure that technical information is available in an understandable form;
 - c. Evaluate programs and procedures used to promote community involvement in land use planning, including inclusionary strategies to increase diversity in participation; and
 - d. Advise City staff and the City Council on ways to improve community involvement in the processes by which land use decisions are made.

MLK comments – Penny York

Charge: as proposed

Goals: as proposed

Objectives: add the following to the proposed

- **Develop, prioritize and implement a manageable work plan to achieve these goals in consultation with the Human Services Committee of the City Council.**
- **Collaborate with the Community Inclusion and Diversity Advisory Board as they develop and implement strategies to improve inclusion of diverse community members in public processes, and on City Boards and Commissions.**

Name:

I prefer the King Legacy Advisory Board, just because it's a little shorter than the other. I really like adding the word 'legacy'.

Membership:

I'd prefer to keep it at 8, with the clear authority to create necessary subcommittees with additional community members to work on specific tasks. Reps from OSU (LB?), and 509J would be good. If that occurs I'd accept increasing the overall voting membership by that additional number.

HR or City Manager HR is within the CM's office. I could see a few options here: the HR Director, the new Public Information Officer, or the staff person from Housing and Neighborhood Services who supports CIDAB. This staff person would need to do some support work if the AB proposes any policy recommendations to Council. Otherwise it seems like needed staff support would be the attendance of the designated staff member, and a note taker. The equitable provision of this basic set of staff support services was a strong recommendation of PPTF.

Charge

I suggest that the format of the MLK recommendations be used. The Charge below is the first sentence of the CIDAB TF proposal. The Goals section is a revision of the original draft charge as presented by Stewart at the first TF meeting. The Objectives section includes one bullet point about the process of prioritizing actions through a work plan developed in consultation with HSC. The remainder of that section would be the “Charge for Community Involvement and Diversity Advisory Board” as revised Oct 2, 2014 – I’m not suggesting omitting any of the TF recommendation, just moving it into “Objectives”.

Charge:

CIDAB is charged with engaging Corvallis’ diverse community to increase involvement and representation reflective of our community in all opportunities within the city.

Goals:

- 
- Facilitate the involvement of residents in all phases of land use planning and decision making in accordance with Statewide Land Use Goal #1.
 - Promote strong public participation with the full inclusion of diverse people and communities in Corvallis.
 - Propose methods for access to information for residents, members of appointed bodies, and neighborhood groups.
 - Facilitate implementation of Registered Neighborhood Groups.

Objectives:

- Develop, prioritize and implement a manageable work plan to achieve these goals in consultation with the Human Services Committee of the City Council. This work plan may include any or all of the objectives below, and others as developed by the members of CIDAB.
- Make recommendations to the City Council, etc..... (as proposed by the CIDAB Task Force).

Staffing

As mentioned in the report by the City Manager PT, staffing needs would increase to meet the needs of this new advisory board. I agree that staff support is needed from someone who is familiar with land use rules. This also needs to be someone who has very strong interpersonal skills, and who is able to encourage but not lead the self-organizing work that CIDAB will be conducting. The work with neighborhood associations in particular needs to support grassroots efforts for neighbors to connect with neighbors, rather than doing any direct organizing. My preference would be that this body be supported by a ½ FTE in the Public Information Office and ½ FTE in Housing and Neighborhood Services. The PIO position would be strengthened by the regular work with residents who are focused on outreach. Personally, my philosophy for the PIO is to have someone who is bridging communication, rather than just dispensing information. I think that the suggestion for 1 FTE to work with neighborhood

groups (beyond the ½ FTE for land use) is too much and would encourage a top-down, rather than a grassroots approach to neighborhood associations.

There is certainly a lot of work to be done, both by the advisory board and by staff. But this work needs to be prioritized by CIDAB (in consultation with HSC and staff) for effective use of resources. The three areas of responsibility where foundational work needs to be done first are reinstating some of the responsibilities of the old CCI, drafting recommendations to begin the RNG organizing, and scoping the information and training needs. When seen from this perspective, the work can be seen as manageable.

Funding

I believe the current Council allocated start up funds for this effort. I'm interested in staff recommendations about how these could be allocated. Some funds need to be set aside for a pilot neighborhood project grant program. For staffing I recommend 1 FTE, split between PIO and HNS. That would need to be additional funding that could come through the goal setting and budget process. Or perhaps it could happen internally through reassignments. Since the PIO position is already funded, ½ of those costs may be available. Perhaps the other ½ could come from the reassignment of staff from the Collaboration project.

MEMORANDUM

October 29, 2014

TO: Human Services Committee
FROM: Nancy Brewer, Finance Director 
SUBJECT: Staffing for the Martin Luther King, Jr. Advisory Board and the Community Involvement and Diversity Advisory Board

I. Issue

To identify staffing needs to support the Martin Luther King, Jr. Advisory Board and the Community Involvement and Diversity Advisory Board.

II. Background

The HSC agenda includes discussion items for the charge to establish the Community Involvement and Diversity Advisory Board (CIDAB) and the Martin Luther King, Jr. Commission (MLK) (on November 5 ASC will take up the issue to re-name the MLK Commission the MLK Advisory Board following Council's clarification of the Commission and Advisory Board terms). At an earlier HSC meeting, Committee members stated they would expect to have information at this meeting about staff support needs for these two actions.

III. Discussion

Based on the expanded scope for MLK as it is proposed, and the draft charge for CIDAB as it is proposed, staff needs would be for at least 1.5 FTE.

- At least half an FTE would need to be a Planner who knows/understands Oregon and Corvallis land use rules and can work with neighborhood groups/members to provide advice on how to be engaged, decision criteria, provide training, etc. (CIDAB charge #6).
- One FTE would focus work with neighborhood groups on non-land-use issues (e.g., organization, participation).
- Both individuals would provide staff support to the CIDAB and/or MLK.
- Both individuals would work to improve the diversity of community members who participate in public processes, and in participating on City advisory boards or commissions.

I would include these positions in the Community Development Department in the Housing and Neighborhood Services (HNS) Division. I believe there would be good linkages between the other functions of this work group and the added services, to wit:

- Neighborhood livability issues are often the coalescing factors for establishing more formal neighborhood groups, so the link between livability code compliance and the CIDAB/MLK work may be beneficial.
- People who weigh in on land-use issues in their neighborhoods and seek assistance for their involvement may find that they have other common issues to work together on.
- The connection within the Community Development Department would mean that land use proposals could easily be communicated from Planning to HNS staff to share with neighborhoods so that community members are advised early about opportunities for input, but without that being a function Planning takes on.
- Neighborhoods are the places where the community first sees diversity and this structure should encourage methods for diverse community members to get more involved.

An alternative would be to staff a .5 FTE in the City Manager's Office to support the MLK Commission, but this would separate the emphasis on diversity and could lead to some confusion about which office to work with to address a particular concern.

There are also some significant challenges for staffing these two groups:

1. There are no financial resources available to fund an additional 1.5 FTE. To add this work will require a reduction elsewhere in the General Fund budget on an on-going basis. In addition to the direct costs, there would also be increased administrative and overhead costs for the HNS Manager and support staff that would need to be factored in. The City Council will need to provide direction on what current services would be reduced or eliminated.
2. If the City Council changes either of the charges from what is drafted, staff requirements may also change. For example, the expanded MLK charge does not speak to changes in the annual MLK celebration, but there has been discussion among community members about expanding the number of celebrations to be inclusive of other social justice advocates and concerns. If this work plan expands, more staff support and direct financial support may also be requested.
3. As noted by the CIDAB Charge Task Force, the scope of work for this advisory board is significant. The City Council would need to develop priorities for staff to address. Based on the priorities, 1.5 FTE may not be enough.

IV. Requested Action

This is provided for information. If the Committee recommends moving forward with the expanded charge for MLK and the new charge for CIDAB, City Council will need to address the resource issue. In addition, if the Committee forwards a recommendation to the City Council on the CIDAB charge, staff would request City Council direction on whether the current Committee for Citizen Involvement (CCI) should be sunset.

0017

Section 1.16.260 ~~Martin Luther King, Jr. Legacy~~ Advisory Board

- 1) A ~~Martin Luther King, Jr. Legacy~~ Advisory Board, is hereby created.
- 2) The Advisory Board shall be composed of ~~ten~~^{eight} members, with one member nominated by the Benton County Commissioners, one by 509J, and one by either Oregon State University or Linn-Benton Community College. All other members shall be appointed by the Mayor in accordance with Section 1.16.030 herein.
- 3) ~~The Advisory Board shall be responsible for planning the memorial celebration with special events and activities to be held in January~~ exists to celebrate and promote the principles and legacy of Dr. Martin Luther King, Jr. with the goal of helping Corvallis to become a more inclusive and just community. This work includes:
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 - c) Be a strong advocate to build a strong and diverse community of Corvallis residents.
- 4) ~~The Advisory Board shall advise Council on any and all matters relating to this holiday.~~
- 5) ~~— The Advisory Board shall also serve as the Affirmative Action Advisory Committee. In this capacity, the Advisory Board shall review, comment, and submit recommendations for action on achieving affirmative action goals and objectives as requested by the City's Human Resources Administrator.~~
- 6) ~~— The Advisory Board may also be responsible, in coordination with other organizations, for planning additional special celebration events and activities to support and honor Dr. King's legacy, to be held throughout the year.~~

(Ord. 2014-16 § 9, 11/17/14; Ord. 2008-08 § 1, 04/21/2008; Ord. 2001-07 § 1, 6/18/2001; Ord. 90-50, 1990; Ord. 90-48, 1990; Ord. 86-27 § 2, 1986)

1.16.338 Community Involvement and Diversity Advisory Board

1) A Community Involvement and Diversity Advisory Board is hereby created for the City.

2) The Advisory Board shall consist of nine voting members appointed by the Mayor in compliance with Section 1.16.030.

3) The Advisory Board is charged with engaging Corvallis' diverse community to increase involvement and representation reflective of our community in all opportunities within the City. This work includes:

a) Promote strong public participation with the full inclusion of diverse people and communities in Corvallis.

b) Propose methods for access to information for residents, members of appointed bodies, and neighborhood groups.

c) Facilitate the involvement of residents in all phases of land use planning and decision making in accordance with Statewide Land Use Goal #1.

d) Facilitate implementation of Registered Neighborhood Groups.