

**HUMAN SERVICES COMMITTEE  
MINUTES  
November 18, 2014**

Present

Councilor Bruce Sorte, Chair  
Councilor Penny York  
Councilor Mike Beilstein

Staff

Nancy Brewer, City Manager *Pro Tem*  
Jackie Rochefort, Parks and Recreation Planner  
Ken Gibb, Community Development Director  
Carrie Mullens, City Manager's Office

Visitors

Jonathan Stoll, OSU Director of Corvallis Community Relations  
Jasper Smith, Commission for Martin Luther King, Jr. Chair  
Stewart Wershow, Community Involvement and Diversity Advisory Board Task Force Chair  
Joe Raia, *Corvallis TidBits*

**SUMMARY OF DISCUSSION**

	Agenda Item	Info Only	Held for Further Review	Recommendations
I.	Arts and Culture Strategic Plan Update	Yes		
II.	OSU/City Collaboration Project Recommendation 5-1: Community Relations Advisory Board		12/2/14	
III.	Charges for Commission for Martin Luther King, Jr. and Community Involvement and Diversity Advisory Board			Amend Corvallis Municipal Code <ul style="list-style-type: none"> <li>• Chapter 1.16.260, King Legacy Advisory Board, as recommended by staff, and</li> <li>• Chapter 1.16.338, Community Involvement and Diversity Advisory Board, as recommended by staff, and amended to nine (9) voting members and correcting a typographical error <b>by means of an ordinance to be read by the City Attorney.</b></li> </ul>
IV.	Agenda Development	Yes		
V.	Other Business <ul style="list-style-type: none"> <li>• Visitors' Propositions</li> <li>• Next Meeting Date</li> </ul>	Yes Yes		

Chair Sorte called the meeting to order at 2:02 pm.

**CONTENT OF DISCUSSION**

I. Arts and Culture Strategic Plan Update

Ms. Rochefort announced that staff is working with the Arts and Culture Commission (ACC) and consultant Conservation Technix to develop a comprehensive arts and culture vision/strategic plan as requested by Council. The purpose of the project is to assess the value and impact of local arts and culture activities on the local economy and to provide a framework of strategies and actions to determine if Corvallis is a suitable location as an arts

and culture destination. Stakeholder discussions included financial impacts of specific arts and culture organizations, combining some organizations together, and potential private/public partnerships. Comparable city data has been compiled and reviewed.

Ms. Rochefort said next steps include completing a strength/weakness/opportunities/threats (SWOT) analysis and an economic impact assessment to be presented to the ACC in December. A community meeting is scheduled for January 2015.

Councilor Beilstein opined that Corvallis does not have the ability to be an arts destination; however, if an economic impact can be identified, that information can be used as justification for spending transient occupancy tax (TOT) for arts instead of giving those funds to Visit Corvallis.

In response to Councilor York's inquiry, Ms. Rochefort confirmed that issues surrounding the Majestic Theatre have been part of the discussions.

Chair Sorte said attribution errors must be considered in the analysis since the organizations are counting the same dollars. Tourism agencies identify mega dollars they generate when, in reality, the money is generated by specific industries and groups. Including Visit Corvallis in the discussions and analysis is important. Providing funds to support arts and culture means taking funds from something else. If stakeholders do not know who is visiting them, they can only consider that they are servicing the local community. If servicing the local community prevents residents from attending arts and culture events outside of the community then the local economic impact is greater. He suggested an intercept survey be conducted at local arts and culture venues on an OSU game day Saturday and a non-game day Saturday to determine who is visiting local arts and culture venues.

Ms. Rochefort noted that the economic impact analysis has been the most challenging of the entire project since it is difficult to gather true information.

Chair Sorte added that there is a model available to determine how much arts and culture money is coming into and leaving a community. A new Benton County model will be available in a few weeks. Organizations like Visit Corvallis suffer financially when these types of studies are conducted because they are advertising for a lot of services in the community. It is difficult for them to obtain credit for their services.

This item presented for information only.

## II. OSU/City Collaboration Project Recommendation 5-1: Community Relations Advisory Board

Mr. Gibb reported that Council approved a recommendation from the OSU/City Collaboration Project Steering Committee to form a City/OSU community relations advisory board. The staff report includes advisory board objectives as identified by the Neighborhood Livability Work Group (NLWG):

- Monitor success of policies/programs implemented to promote and improve neighborhood livability.
- Identify the need to adjust existing neighborhood livability programs in response to changing conditions.

- Assist with development of new policies and programs to promote neighborhood livability as OSU and surrounding neighborhoods change.
- Facilitate communication throughout the community in support of neighborhood livability.

The staff report also includes background information, research conducted by staff and NLWG, recommended stakeholders to serve on the advisory board, and a general outline of the Neighborhood Advisory Board (NAB) elements including mission, purpose, representatives, partners, and protocols for appointments, leadership, meetings, and reporting practices.

Mr. Stoll said many communities have implemented a way to formalize the relationship between universities and cities, including establishing a body that meets regularly to exchange ideas. His office is launching a community relations curriculum and it may be worthwhile to vet the curriculum through NAB to gather input.

Mr. Gibb clarified that NAB would be considered an evaluation/strategy group that could potentially make recommendations on policy considerations; however, they would not be a policy-making group.

Councilor York expressed support for regular meetings and discussions and noted that the membership recommendations are appropriate. The report uses several different names and acronyms for the group and she is concerned that the name/acronym NAB is too similar to neighborhood associations (NA). She understands that NAB will report through the OSU/City Collaboration Project Steering Committee, but also requested a regular reporting relationship with the Human Services Committee (HSC) to keep Council informed.

In response to Councilor York's inquiry about staff resources for NAB, Mr. Gibb said the Housing and Neighborhood Services (HNS) Division is reorganizing duties to free up more time for Housing Program Specialist Loewen. This will provide Mr. Loewen with more time to work on neighborhood and community outreach efforts with Mr. Stoll, property managers, and neighborhood representatives. He added that the relationship between Council and NAB can be more formalized. The suggestion was to include a Councilor on NAB and that Council representative could be a member of HSC.

Ms. Brewer said staff thoroughly discussed several names and resulting acronyms. Mr. Stoll suggested changing "board" to "group," with CRAG as the acronym.

Councilor Beilstein opined that the University could implement this advisory group without being a burden on HNS staff. The only requirement from the City would be for the Mayor to make appointments. He supports the name as suggested by Mr. Stoll (CRAG).

Mr. Stoll agreed that CRAG can provide information to Council on a regular basis. He clarified that CRAG members can decide the frequency of meetings once convened. He anticipates at least quarterly meetings.

Councilor Beilstein suggested that minutes of CRAG meetings be added to the Council meeting packets and that periodic reports be presented to HSC. Mr. Gibb suggested that CRAG be added to the subscriber list on the City's Web site.

Chair Sorte said he thought the idea for CRAG was for the entire City, not just areas around OSU. In response to Councilor Beilstein's previous comments, he noted that OSU has never been effective engaging neighborhoods and cannot accomplish this project without City assistance. He suggested CRAG measure their success (improvement in livability) by using GIS mapping to identify hot spots, police calls, neighborhood complaints, and other important issues.

Mr. Gibb agreed that there are many ways to measure the success of CRAG. One recommendation was to use joint resources to conduct a bench marking livability survey of a specific geographic area.

Chair Sorte expressed concern that the Community Involvement and Diversity Advisory Board (CIDAB) and CRAG may be working on similar projects and questioned how CIDAB will utilize 1.0 FTE. He suggested it may be important to ask other communities if they have comparable groups and he opined that both groups will be focused on land use issues within a few years.

Mr. Gibb said CRAG was a product of OSU/City Collaboration Project discussions about issues primarily related to neighborhoods surrounding OSU and how to engage in a long-standing relationship to deal with livability in those areas. Part of the recommendation from the NLWG included City staffing and Mr. Stoll's position at OSU to provide continuing resources that focus primarily on OSU neighborhood issues, not city-wide issues.

Ms. Brewer said she envisions CIDAB and CRAG functioning separately; however, CRAG could potentially ask for a joint meeting with CIDAB if the discussion revolved around a neighborhood land use issue. CRAG will most likely primarily discuss police response, outdoor behaviors, noise, vehicles, and other issues not related to land use. She anticipates that CRAG may also ask CIDAB to hold a joint meeting to discuss forming new NAs. She added that if CRAG is established as a Council body in Municipal Code, both CIDAB and CRAG will potentially present annual reports to HSC. Through this process, Council will have an opportunity to decide whether there is overlap between the groups and/or if the charge for either group needs amended.

Councilor York said the geographic boundaries should be where there are a significant number of students living in a neighborhood. The current boundary will extend southwest in the near future due to the Sather development. Other boundary shifts may occur in the future.

Chair Sorte agreed and added that student developments are being built farther away from campus. He noted that there is a current proposal for student housing at Timberhill. He recommended CRAG work with OSU Extension Office staff to develop a successful outreach program.

Ms. Brewer said Police Department statistical reports include noise complaints, parties, and other bad behaviors for the entire city, not just neighborhoods surrounding OSU.

Ms. Brewer agreed to bring back a draft ordinance to amend Corvallis Municipal Code 1.16, Boards and Commissions, to add the Community Relations Advisory Group. HSC can review the draft and recommend Council adoption. HSC members concurred that the format should be similar to the CIDAB and MLK recommendations.

This item presented for information only.

III. Charges for Commission for Martin Luther King, Jr. (MLK) and Community Involvement and Diversity Advisory Board (CIDAB)

CIDAB

Ms. Brewer said the Public Participation Task Force (PPTF) suggested 11 or 12 members on CIDAB. After drafting the proposed language (Attachment 1), she reconsidered the recommended number of members and suggested HSC consider one representative from each ward for a total of nine members. This would provide a link to geographic diversity and potentially gives each Councilor an opportunity to recommend people from their respective wards for appointment consideration.

Mr. Wershow agreed. He said CIDAB will experience changes as it develops. It is more important to get the group started. He added that these discussions have taken a long time and Council needs to decide what they prefer.

Councilor Beilstein stated support for nine members appointed by the Mayor; however, he does not support a requirement that the Mayor appoint one representative from each ward. Council can encourage the Mayor to ensure a broad geographic representation.

Councilor York said appointing one representative from each ward may result in geographic diversity, at the cost of other types of diversity. She would support language that includes geographic representation.

Chair Sorte suggested a two-year term limit if appointments are made by ward.

Councilor Beilstein said ward representation is not absolutely necessary. Nine members allows for the possibility of ward representation. He prefers the Mayor maintain some freedom in making appointments without the difficulty of finding volunteers. He supports the current three-year staggered terms.

The Committee unanimously recommended Council amend Corvallis Municipal Code Chapter 1.16.338, Community Involvement and Diversity Advisory Board, as recommended by staff, amended to nine (9) voting members and correcting a typographical error.

Mr. Wershow requested that the minutes reflect HSC's recommendation to have broad geographic representation on CIDAB.

MLK

Mr. Smith supports the amended language as proposed by staff.

In response to Councilor Beilstein's inquiry, Ms. Brewer said Municipal Code clarifies that when each new Council board or commission is formed, staggered terms are assigned for each one-third of the body.

Chair Sorte stated support for the recommended amendments and requested that the objectives previously discussed are not forgotten. The objectives provide specificity and scope to the new King Legacy Advisory Board (KLAB).

Councilor York suggested that all new KLAB members receive a copy of the objectives.

The Committee unanimously recommended Council amend Corvallis Municipal Code Chapter 1.16.260, King Legacy Advisory Board, as recommended by staff.

Mr. Wershow said there is a large non-Greek student population, including international students, residing in Corvallis. He suggested KLAB become involved with the non-Greek students to address diversity issues and provide an avenue for outreach.

#### IV. Agenda Development

Chair Sorte announced that Council discussed how agendas are developed during the November 17 City Council meeting.

Councilor York noted that Ms. Brewer suggested a Council work session early next year to talk about procedural issues and agenda development.

Councilor Beilstein stated support for the current procedure. He understands the arguments to involve the chair in developing the work plan; however, the Standing Committees take on issues assigned by Council. Some of those issues are set for specific time periods, such as review of policies, sunsets, and other items that are managed by staff to be brought forward in a timely manner. This does not preclude the Standing Committee from developing its own work. The practice has been that as items become timely they are scheduled for review. He does not relish the idea of having to meet with staff to develop the agenda when he chairs a Standing Committee.

Chair Sorte said Standing Committees drive policy for Council. Council directs the Committees to review an issue and the Committee decides how to proceed. People who set the agenda and record the meeting have a huge influence on policy. He spoke with City Attorney Fewel about this issue and they agreed that it is a good process to work with staff to set agendas. It takes very little time to do this and helps build communication. He encouraged the next Council to ensure practice is consistent with Council Policy.

Councilor York said, ideally it is a give-and-take between the chair, committee members, and staff. Staff understands that time is needed to research an issue and prepare materials. Committee chairs and members should be able to address a specific focus, request additional information, and have the freedom to include something on an agenda. A full Council discussion will provide better consistency and be helpful for new Councilors to understand past practice and set policy so that it makes sense for a successful experience.

Ms. Brewer said she looks forward to discussing this issue during a work session. If Council chooses to drive agenda setting and have Committee Chairs review minutes, there must be a commitment from all Councilors to do this. Emails with last minute agenda and/or minute reviews must be responded to in a timely manner. There is always room to review process and procedure and this will provide a good opportunity to discuss alternatives and timing. There is a very short turn-around time between the Standing Committee meetings and transcribing minutes for the next Council packet. Distributing Council packets earlier than the Thursday before a meeting means the Standing Committee minutes would most likely not be included in the next Council packet. Council may decide that the minutes can be distributed later. She suggested that the work session to discuss

this be scheduled after new Councilors have experience with the current system so they can provide feedback. Ms. Brewer said staff is adaptable and can accommodate Council.

Ms. Brewer added that staff will make every effort to add onto the December 2 HSC agenda a final review of the ordinance related to CRAG.

This item presented for information only.

V. Other Business

Visitors Propositions

Mr. Raia cautioned against establishing additional boards and commissions. There will be a new iteration of the OSU/City Collaboration Project and it seems logical that CRAG would be a part of the collaboration, not a new City group. He opined that too much structure stifles and direction should be simple. Providing a scope of authority and allowing a group to function within that authority works well. If an issue potentially exceeds the authority, then a discussion is necessary.

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

The meeting adjourned at 3:18 pm.

Respectfully submitted,

Bruce Sorte, Chair

**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~~<sup>eight</sup> 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. 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.