

**HUMAN SERVICES COMMITTEE
MINUTES
December 2, 2014**

Present

Councilor Bruce Sorte, Chair
Councilor Penny York
Councilor Mike Beilstein

Staff

Nancy Brewer, City Manager *Pro Tem*
Karen Emery, Parks and Recreation Director
Carrie Mullens, City Manager's Office

Visitors

Joe Raia, *Corvallis TidBits*

SUMMARY OF DISCUSSION

	Agenda Item	Info Only	Held for Further Review	Recommendations
I.	Community Relations Advisory Group			<ul style="list-style-type: none"> • Adopt Municipal Code 1.16.339, Community Relations Advisory Group, as amended, by means of an ordinance to be read by the City Attorney. • Amend Council Policy 91-2.02, "Council Process," as recommended by staff.
II.	Council Policy Review and Recommendation: 93-1.03, "Naming of Public Facilities and Lands"			Amend Council Policy 91-1.03, "Naming of Public Facilities and Lands," as recommended by staff.
III.	Council Policy Review and Recommendation: 91-4.01, "Guidelines for Commercial Vending and Fundraising Activities in City Parks"			Amend Council Policy 91-4.01, "Guidelines for Commercial Vending and Fundraising Activities in City Parks," as recommended by staff and amended by the City Attorney.
IV.	Other Business	Yes		

Chair Sorte called the meeting to order at 2:01 pm.

CONTENT OF DISCUSSION

I. Community Relations Advisory Group (CRAG)

Ms. Brewer distributed a revised draft ordinance (Attachment 1) and proposed amendments to Council Policy 91-2.02, "Council Process," (Attachment 2). The revised ordinance replaces the draft ordinance included in the meeting materials. The revision adds CRAG to the sunset provision. Regarding the Council Policy, Ms. Brewer said she added CRAG, King Legacy Advisory Board, and Community Involvement and Diversity Advisory Board to the Human Services Committee's (HSC) associated boards and commissions and removed the Citizen Involvement Advisory Board (subsection 2.02.032b).

Councilor York expressed concern that the ordinance does not include language for direct CRAG feedback to Council. Indirectly, CRAG reports through the OSU/City Collaboration Steering Committee which ceases to exist on January 1 in its current form. HSC discussed the reporting process during their last meeting and the Public Participation Task Force felt it was important for all Advisory Boards and Commissions (ABCs) to report to Council via a

Standing Committee. She suggested amending 4)c) to read, routinely inform the Collaboration Corvallis Steering Committee, **or its successor, and the City Council or the Human Services Committee** of progress **and future work plans**.... This will identify who is being informed and include future work plan information in the reporting process.

Ms. Brewer referred to the Council Policy, subsection 2.03.033 (Attachment 2) that identifies what items will be reported on, including activities/work completed, activities/work in progress, and the proposed work plan for the next year. She inquired whether HSC desires CRAG to report more frequently than annually and in a different format.

Councilor York clarified that she did not expect CRAG to report any differently than any other advisory board. If CRAG is added to the list of advisory boards in the Council Policy it will satisfy the reporting process. Her preference is that CRAG reports to Council, not only the Collaboration Steering Committee.

Councilor Beilstein said it is not clear whether the Collaboration Steering Committee will continue to exist. He is more interested in CRAG reporting to Council. He noted that advisory boards and commissions typically report more frequently than annually as issues arise and recommendations are made to Standing Committees.

Chair Sorte said advisory boards report to City Departments and/or Council. He suggested completely removing reference to the Collaboration Steering Committee by amending:

- 4) to read...The Community Relations Advisory Group 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 group will:
- 4)b) to read...**establish measurements of livability and** monitor the progress of work undertaken to implement neighborhood livability **policies** ~~recommendations adopted by the Collaboration Corvallis Steering Committee~~, and
- 4)c) to read...routinely inform the **Human Services Committee** ~~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 are neighborhood livability.~~

Councilor Beilstein said CRAG is being established by the City and university. Leaving out references to the Collaboration Steering Committee does not harm the university's ability to participate in CRAG.

Councilor York added that the university has their own process and may create something similar with their own language related to forming CRAG. Councilor Beilstein agreed and said the City's ordinance does not need to reflect the university's process.

Councilor York stated support to add measurements in (4)b)) and said striking references to the Collaboration Steering Committee does not inhibit other reporting relationships. She does not have a preference about CRAG reporting to Council through HSC or directly to Council.

Councilor Beilstein noted that language in the last sentence of 4)c) related to policy recommendations (suggested for strikeout) is adequately covered in 4)a).

The Committee unanimously recommended Council adopt Municipal Code 1.16.339, Community Relations Advisory Group, as amended, **by means of an ordinance to be read by the City Attorney.**

The Committee unanimously recommended Council amend Council Policy 91-2.02, "Council Process," as recommended by staff.

II. Council Policy Review and Recommendation: 93-1.03, "Naming of Public Facilities and Lands"

Ms. Emery reported that the recommended amendments include minor housekeeping items and more accurately reflect how the policy is utilized. The Parks and Recreation Department is the primary user of the Policy. She confirmed that Community Development Director Gibb reviewed the recommended amendments.

Ms. Emery confirmed that the chart attached to the policy was amended. Previously, the top right box said Community Development Director. The change allows the request to go to the appropriate Department Director. This policy includes buildings and facilities. There is a separate policy related to street name changes.

Ms. Brewer noted that a number of years ago, Council went through this process to rename Fire Station #5 to Scott Zimbrick Memorial Fire Station #5. Typically, the policy is used for naming parks, community centers, and occasionally a room at the library.

Councilor York agreed that some name changes may impact more than one Department; however, the policy needs to be "owned" by one Department.

Chair Sorte referred to subsection 1.03.040, Naming Criteria, and said the policy allows for a facility to be named immediately if someone is rich. If someone is meritorious, a facility cannot be named for them until two years after their death. He said there is no more honor in being rich than being meritorious. He suggested striking the second sentence or amending the sentence so that all considerations for naming wait two years.

Councilor York supports the language as written. She cautioned against rushing to name a facility and said there are good reasons to include benefactors in the exception. Exceptions to the naming criteria can be approved by Council.

In response to Councilor Beilstein's inquiry, Ms. Emery said Council waived this policy when Fire Station #5 was renamed in honor of Scott Zimbrick.

Councilor Beilstein said he agrees with Chair Sorte's reasoning, but also agrees that there are reasons to wait for a period of time before naming a facility.

Chair Sorte said striking the sentence still allows Council to name a facility after a benefactor and includes the option of waiting until that person dies.

Councilor York said it is hard to slow this type of process down when there is momentum. She would support waiting one year versus two.

Chair Sorte said the point is to recognize someone who has done a lot of work before they die. Councilor York noted that there are many ways to recognize people.

Councilor York said the policy allows for facility naming related to a money making activity and also for recognition. The challenge is to bring these two reasons together. The City needs an opportunity to say no to someone who may want recognition for building something for the City if that person has a criminal record. If that person is willing to build a building then in some ways it has to be on their terms. This is approached differently than memorials that recognize someone who has died.

Councilor York moved that Council amend Council Policy 91-1.03, "Naming of Public Facilities and Lands," as recommended by staff.

Councilor Beilstein said he is not aware of any City facilities that came into existence due to a large benefactor.

Ms. Emery said the Parks and Recreation Department has been named in a trust for the senior center remodel. One of the conditions to receive \$750,000 is the naming of the facility or a room.

In response to Councilor York's inquiry, Ms. Emery said she would need to research the naming of Bruce Starker Arts Parks. She noted that the Starker's donated the land.

Ms. Brewer added that the policy may have been created after the Starker's donated money for a number of facilities, including parks and the Majestic Theatre rehabilitation.

Chair Sorte said he does not want to include in a policy the recognition of a benefactor higher than someone of achievement.

Ms. Emery noted that the Willamette Park picnic shelter was named the Rotary Shelter after the Rotary Club donated the funds for the shelter. This policy was used to name the shelter.

Councilor York said a similar process she was involved in a few years ago created many hard feelings. She opined that the naming process is easier when allowing for time after the death of someone.

Councilor Beilstein said the policy as it exists is adequate. He seconded the motion.

By a vote of two to one, with Chair Sorte opposing, the Committee recommended Council amend Council Policy 91-1.03, "Naming of Public Facilities and Lands," as recommended by staff.

III. Council Policy Review and Recommendation: 91-4.01, "Guidelines for Commercial Vending and Fundraising Activities in City Parks"

Ms. Emery said the recommended amendments are housekeeping only.

Councilor Beilstein said he was recently contacted by a constituent about food carts. He inquired whether better opportunities for food carts can be created. He said he understands food carts are not allowed on City property.

Ms. Emery clarified that food carts are allowed in parks. Examples include snow cone, shaved ice, and coffee carts. Food carts are on bikes or manually pushed and removed when not in

use. Food cart permits are \$120 for three months. The Community Development Department has a separate policy for food trucks located and serving on private property.

Ms. Brewer added that food trucks are left for an extended period of time. There are many challenges with food trucks and they are not uniformly supported in the community.

Councilor Sorte referred to subsection 4.01.042 b, and said it is rare to see a hold harmless statement without indemnity. He suggested staff check with the City Attorney about adding "and indemnifies." The Committee agreed to forward any City Attorney recommendation related to this subsection to Council, if appropriate (Attachment 3).

In response to Chair Sorte's inquiry about food cart advertising, Ms. Emery said it would be more appropriate to clarify signage on the permit. She noted that the public rarely reads the policy.

The Committee unanimously recommended Council amend Council Policy 91-4.01, "Guidelines for Commercial Vending and Fundraising Activities in City Parks," as recommended by staff with potential amendments recommended by the City Attorney.

IV. Other Business

The December 16, 2014 Human Services Committee meeting was canceled. The next meeting is scheduled for 2:00 pm on Tuesday, January 6, 2015 in the Madison Avenue Meeting Room.

The meeting adjourned at 2:45 pm.

Respectfully submitted,

Bruce Sorte, Chair

ORDINANCE 2014-_____

AN ORDINANCE RELATING TO BOARDS AND COMMISSIONS, CREATING THE COMMUNITY RELATIONS ADVISORY GROUP, AMENDING MUNICIPAL CODE CHAPTER 1.16, AS AMENDED.

Section 1. Municipal Code Chapter 1.16.339 is hereby created as follows:

1.16.339 Community Relations Advisory Group

- 1) A Community Relations Advisory Group is hereby created for the City.
- 2) The Advisory Group shall consist of fifteen voting members appointed jointly by the Mayor and Oregon State University President in compliance with Section 1.16.030. The Advisory Group will be co-chaired by one representative of the City and one representative of Oregon State University. Membership shall include:
 - a) OSU Office of Corvallis Community Relations
 - b) Center for Fraternity and Sorority Life
 - c) OSU Student Health Services
 - d) OSU Faculty Senate
 - e) Panhellenic Council (OSU Student)
 - f) Associated Students, Oregon State University (OSU Student)
 - g) Interfraternity Council (OSU Student)
 - h) Monroe Avenue Business Representative
 - i) Corvallis Police Department
 - j) Corvallis Rental Property Management Group
 - k) Corvallis neighborhood representative
 - l) Corvallis neighborhood representative
 - m) Corvallis neighborhood representative
 - n) Corvallis City Council
 - o) Linn-Benton Community College
- 3) Partners engaged in matters associated with neighborhood livability will occasionally attend meetings and provide reports to the Advisory Group as needed. Examples of such partners include:
 - a) Corvallis Housing and Neighborhood Division
 - b) OSU Student Conduct and Community Standards
 - c) OSU Counseling Center
 - d) Benton County Health Department
- 4) The Community Relations Advisory Group 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 group will:
 - a) 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.
 - b) monitor the progress of work undertaken to implement neighborhood livability recommendations adopted by the Collaboration Corvallis Steering Committee, and
 - c) 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.

(Ord. 2014-__ § 2, 12/15/14)

Section 2. Municipal Code Chapter 1.16.425 is hereby created as follows:

Section 1.16.425 June 30, 2018.

Airport Advisory Board, Arts and Culture Advisory Board, Community Relations Advisory Group, and Economic Development Advisory Board.

(Ord. 2014-__ § 2, 12/15/14; Ord. 2014-16 § 23, 11/17/14; Ord. No. 2014-07 § 2, 07/07/14; Ord. 2010-13 § 1, 06/21/2010; Ord. 2008-09 § 4, 05/05/2008; Ord. 2006-17 § 2, 06/19/06; Ord. 2002-22 § 2, 07/01/02; Ord. 2002-05 § 3, 03/04/02)

PASSED by the City Council this ____ day of _____, 2014.

APPROVED by the Mayor this ____ day of _____, 2014.

EFFECTIVE the ____ day of _____, 2014.

Mayor

ATTEST:

City Recorder

CITY OF CORVALLIS
COUNCIL POLICY MANUAL

POLICY AREA 2 - COUNCIL PROCEDURES

CP 91-2.02 **Council Process**

<u>Adopted</u>	<u>October 7, 1991</u>
Revised	November 4, 1996
Revised	March 5, 2001
Revised	October 15, 2003
Revised	December 18, 2006
Revised	November 7, 2011
Revised	July 7, 2014
Revised	November 17, 2014

2.02.010 **Purpose**

To establish a policy regarding Council's public hearings, rules of order, and standing committees.

2.02.020 **Policy - Public Hearings**

It is the policy of the City Council to ensure full, complete, and orderly participation at all public hearings and to ensure participation is done in a fair and succinct manner for all concerned.

2.02.021 As each public hearing item is announced, a specific time limit may be established by the Mayor. The Mayor shall determine the number of speakers and allocate the time accordingly. The time limit may vary according to the complexity and/or controversial nature of the hearing matter, but equal time will be provided to both proponents and opponents. The time limit will not include answers to questions or staff reports. Rebuttal time will be allocated if requested.

2.02.022 If, as the public hearing develops, more time is necessary, by majority vote of the Council, the time limit for both sides may be extended.

2.02.023 Should either the original or extended time limit expire and parties have not had an opportunity to speak, the hearing may be continued until the next regular Council meeting, and the process may be repeated for the continued hearing at that meeting.

2.02.024 Copies of this Council Policy shall be made available to the general public.

2.02.030 Policy - Standing Committees

2.02.031 Formation

There shall be three standing committees:

Administrative Services Committee;
Human Services Committee; and
Urban Services Committee.

2.02.032 Areas of Responsibility

a. Administrative Services Committee

General Areas of Policy Review and Oversight

Cable TV issues
Financial policies
Fiscal impact review
Capital Improvement Program fiscal strategy
Risk management/litigation issues
Personnel/labor relations issues
Council appointee evaluation
Legal administration
Budget strategies
Franchise renewal/rates
Audit services
Associated advisory board recommendations
Utility rates
Intergovernmental agreements
Economic development

Associated Boards and Commissions

City: Budget Commission
Economic Development Advisory Board
External: Economic Vitality Partnership
Oregon Cascades West Council of Governments
Willamette Criminal Justice Council

Appropriate Economic Development funded agencies

b. Human Services Committee

General Areas of Policy Review and Oversight

Internet issues
Social services
Park master plan
Law enforcement issues
Open space
Library service issues
Intergovernmental agreements
Recreation service issues
Library master plan
Arts and cultural issues
Housing issues
Associated advisory board recommendations

Associated Boards and Commissions

City: Arts and Culture Advisory Board
 ~~Citizen Involvement Advisory Board~~
 Community Involvement and Diversity Advisory Board
 Community Police Review Advisory Board
 Community Relations Advisory Group
 Housing and Community Development Advisory
 Board
 Library Advisory Board
 ~~Martin Luther King, Jr. Legacy~~ Advisory Board
 Parks, Natural Areas, and Recreation Advisory Board

External: Art Center Board of Directors
 Community Alliance for Diversity
 Community Policing Forum
 Visit Corvallis
 Madison Avenue Task Force
 Majestic Theatre
 United Way of Benton and Lincoln Counties

c. Urban Services Committee

General Areas of Policy Review and Oversight

Annexations

Board of Appeals
Planning Commission recommendations
Watershed issues
Airport development
Structural Code enforcement
Hazardous materials
Water quality
Street construction/maintenance
Fire master plan
Capital Improvement Program
Facility/systems planning
Infrastructure issues
Intergovernmental agreements
Associated advisory board recommendations

Associated Boards and Commissions

City: Airport Advisory Board
 Bicycle and Pedestrian Advisory Board
 Capital Improvement Program Advisory Board
 Downtown Advisory Board
 Historic Resources Commission
 Planning Commission
 Transit Advisory Board
 Watershed Management Advisory Board

External: Benton County Solid Waste Advisory Board
 Willamette Neighborhood Housing Services
 Downtown Corvallis Association
 Traffic Committee, OSU
 Transit Committee, Linn-Benton

2.02.033 Annual Report

- a. Each Advisory Board and Commission shall complete an annual report once each year, providing information included as Attachment A to this Council Policy.
 - a. The **Prior Year Report** sections (Activities and Work Completed and Activities and Work in Progress) are to address the significant recommendations, actions, reports, projects, or major issues the Board or Commission worked on in the past year.
 - b. The **Next Year Proposed Work Plan** sections are to note a list of tasks, projects and/or goals and address pertinent information such as the expected timeline and the expected results for the proposed work plan.

- c. The prior year **Resources** section is to provide the corresponding Standing Committee with feedback about whether the Advisory Board or Commission felt there has been adequate staff, volunteer, and financial resources to complete the work and why.
 - d. The needed for the next year **Resources** section should identify whether the Advisory Board or Commission believes that different resources (time, volunteers, financial) will be needed to complete the work identified in the **Next Year Proposed Work Plan** section. **If additional resources are needed, the Advisory Board or Commission should identify what is proposed.**
- b. Each *ad hoc* task force shall file a report at the end of its work, following the format included as Attachment A (and summarized above) to this Council Policy, except that the future work plans section will not require any information.

2.02.040 Review and Update

This Policy shall be reviewed every five years by the City Council and updated as appropriate.

ANNUAL REPORT OF THE
DATE

Members:

Staff:

Council Liaison:

Purpose/Mission summary (CMC Section is Attachment 1):

Prior Year Report:

Activities and work completed:

Activities and work in progress:

Next Year Proposed Work Plan:

Regular activities and work (ongoing or annual):

Special activities and work for the year:

Resources:

Prior Year:

Needed for the next year: