

**HUMAN SERVICES COMMITTEE
MINUTES
September 8, 2015**

Present

Councilor Frank Hann, Chair
Councilor Bill Glassmire
Councilor Mike Beilstein

Staff

Mark Shepard, City Manager
Mary Beth Altmann Hughes, Human Resources Director
Carolyn Rawles, Library Director
Kent Weiss, Interim Community Development Director
Emely Day, Meeting Recorder

Visitors

Jasper Smith, King Legacy Advisory Board (KLAB) Chair
Jacque Schreck, Library Advisory Board (LAB) Chair
Edward Fortmiller, Housing and Community Development Advisory Board (HCDAB) Chair

SUMMARY OF DISCUSSION

	Agenda Item	Recommendations
<i>Chair to call for corrections, if any, to the September 8 HSC minutes</i>		
	Call to Order	<i>2:01 pm</i>
I.	King Legacy Advisory Board Annual Report	Accept the King Legacy Advisory Board annual report for Fiscal Year 2014-15.
II.	Library Advisory Board Annual Report	Accept the Library Advisory Board annual report for Fiscal Year 2014-15.
III.	Housing and Community Development Advisory Board Annual Report	Accept the Housing and Community Development Advisory Board annual report for Fiscal Year 2014-15.
IV.	Other Business A. Pending Issues	Information
	Adjournment	<i>3:16 pm</i>
	Next Meeting	September 22, 2015; 2:00 pm Madison Avenue Meeting Room 500 SW Madison Avenue

CONTENT OF DISCUSSION

I. King Legacy Advisory Board Annual Report

Human Resources Director Altmann Hughes said staff recommended acceptance of the KLAB's Annual Report, which was prepared by Board Chair Jasper Smith.

Mr. Smith said the KLAB had a successful year with a new City Council-directed charge, which helped the Board focus and broaden its efforts. The KLAB undertook some new activities during the past year and became a hub for community groups. The Report listed the Board's activities of the past year and those in progress. During the past year, the City Council re-named the Board, with the revised charge intended to reflect the legacy of Dr. Martin Luther King, Jr.'s wife, Coretta Scott King, and to encompass issues affecting women and specific population groups. The Board connected with new and emerging community groups regarding equity, justice, and diversity. The Board's membership was complete, and meeting attendance by Board members was good.

Referencing the Report section concerning needs for the next year, Councilor Glassmire asked what the Board would like to undertake if it had more funding.

Mr. Smith said the KLAB extended its funding by partnering with other groups, which were also struggling financially. More funding would enable the Board to conduct more events. The KLAB discussed conducting a community summit to bring together various groups and reach out to other groups.

Councilor Beilstein referenced the recently established but as yet not activated Community Involvement and Diversity Advisory Board (CIDAB) and noted that it and the KLAB would have overlapping goals. He asked how the CIDAB would be activated and integrated with the KLAB.

Ms. Altmann Hughes said she and Mr. Smith were members of the task force that developed the CIDAB charge. The Public Participation Task Force (PPTF) proposed the CIDAB, intending that the KLAB would be under the oversight of the CIDAB. At that time, KLAB members expressed a desire to maintain the KLAB's identity, purpose, and function apart from the CIDAB; that desire was captured in the KLAB's revised charge and changed name. The CIDAB was given an extensive charge and scope of work, including diversity in the form of opening municipal government access to more people via advisory bodies in order to reach diverse population groups; the CIDAB's diversity work would not include community-sponsored events.

Mr. Smith added that the PPTF and the task force that developed the CIDAB charge envisioned the KLAB as separate from the CIDAB. The CIDAB would focus on public participation and community inclusion in municipal government; the KLAB would focus on social and economic justice within the government. The KLAB was not intended to get more diverse people involved in municipal government. The CIDAB's charge was very extensive, so the CIDAB may not be able to address issues of diversity.

Chair Hann referenced a recent presentation to the Council regarding an increase in the number of international students enrolled at Oregon State University (OSU) and how to help them integrate into the community in terms of laws, expectations, etc., with the hope of preventing problems. He inquired whether the KLAB could become involved in those efforts.

Mr. Smith acknowledged that the KLAB might be able to participate in the described efforts, but it had not done much activity of that nature. He clarified that the CIDAB would address issues of how City government interacted with the community.

Councilor Beilstein referenced the KLAB's recent recommendation to the Council regarding a proposed Benton County levy that subsequently became a ballot measure. Such recommendations from advisory bodies to the Council could create problems because municipal governments, excluding elected officials, could not expend resources, including staff time, on election issues.

Ms. Altmann Hughes responded that staff gave information to the City's advisory boards regarding the restrictions Councilor Beilstein referenced. KLAB members were aware that any advisory body discussions must occur before an issue was placed on a ballot;

KLAB members understood the restriction that they could not issue any statements as a body after an issue was placed on a ballot. She sent information to Mr. Smith for distribution to KLAB members. The KLAB's recommendation to the Council was made in an appropriate manner.

Mr. Smith clarified that the KLAB's statement to the Council and the Benton County Board of Commissioners was a recommendation that the levy not be placed on a ballot and that the governing bodies consider alternatives to incarceration.

Chair Hann said he considered the KLAB's statement background information, rather than urging the Council to advocate concerning the levy.

Councilor Beilstein inquired about orientation for new advisory board members and whether an orientation protocol or process was established.

Ms. Altmann Hughes responded that the pending public information officer position would be responsible for creating a standardized, general orientation for advisory board members. Advisory boards would work with their respective oversight departments to develop department-specific information for new board members. The PPTF surveyed advisory board members and received significant feedback regarding the need for orientation for new board members.

In response to Chair Hann's inquiry, Mr. Smith explained that Tim Wise, whom the KLAB scheduled for a presentation, was one of the foremost "white" anti-racist speakers and educators in America, was involved in the documentary "White Like Me," and authored several books.

Councilor Glassmire said he was interested in learning at a later time about the KLAB's ideas for future projects, adding that he believed economic inequality could worsen racism and other issues. Resolving economic inequality could be easier than resolving racism.

Mr. Smith responded that the KLAB specifically included in its charge addressing Dr. King's major concerns, which included anti-poverty, anti-racism, and altruism.

The Committee unanimously recommends Council accept the King Legacy Advisory Board annual report for Fiscal Year 2014-15.

II. Library Advisory Board Annual Report

Library Director Rawles reported that Library staff and the LAB were working on a strategic plan, with targeted completion by the end of 2015. She would like to be able to incorporate any strategic plan recommendations in the Fiscal Year 2016-17 budget. The Library hired a facilitator to help staff organize the plan, but staff was performing the majority of the work developing the plan.

LAB Chair Schreck noted that LAB members and Library staff had extensive skills. She expected that the strategic plan would be similar to previous plans prepared by staff and would be very applicable and helpful. The Library system was funded by the City and

the Library Service District. The LAB had an equal representation of City and County residents and a liaison from the City Council and the County Board of Commissioners. The County appointed a high school student as one of its representatives, giving the LAB insight into the needs of younger Library patrons. She noted that City and County appointees to the LAB worked together without basing their positions on whether they represented City or County residents. She believed libraries equalized economic demographics, providing people without private computer access, computer skills, or reading skills with opportunities to improve their lives.

Ms. Schreck confirmed that the LAB had focused during the past year on developing the Library strategic plan and created sub-committees to work on different issues, including a LAB member orientation. Ms. Rawles added that she provided orientation to new LAB members, focusing primarily on the Library.

Councilor Beilstein, Council Liaison to the LAB, referenced a recent LAB meeting discussion regarding out-of-district library cards and the fact that many Linn County residents with Corvallis mailing addresses were issued library cards in error. Upon discovering the situation, Ms. Rawles decided that the library cards should be terminated. Councilor Beilstein elaborated that the 100-plus referenced cardholders did not pay property taxes to Benton County or the City of Corvallis but received free library privileges. He was concerned that some of the referenced cardholders were staunch Library advocates; and he asked whether they could be accommodated, noting that they could purchase library cards.

Ms. Rawles acknowledged that the referenced cardholders received library cards in error. Anyone who resided, worked, or attended school within the Library District was eligible for a free library card; other potential Library patrons could purchase library cards for \$120 per year, which, at one time, was equivalent to the Library's portion of the property tax assessment for a "low end" house in Corvallis. Residents of Linn County immediately east of Downtown Corvallis were outside all library districts; Linn County did not have a county-wide library district. Owners of properties in unincorporated areas of Linn County did not pay taxes to support a library. Efforts to create a Linn County library district were unsuccessful since at least the 1950s. She said it seemed unfair for people to voluntarily pay no taxes for library service but reap benefits from the Corvallis-Benton County Public Library. Students of Corvallis School District 509J (509J) were eligible for free library cards, regardless of their residence. She acknowledged that some of the people who would have their library cards canceled were long-time financial supporters of the Library.

Ms. Schreck said the LAB discussed the issue several times. The out-of-district library card fee was not exorbitant for access to a high-quality facility. The LAB was uncomfortable with the situation, wanting people to have library service but believing that library access should be balanced with property tax support responsibilities.

Ms. Rawles added that the Library would have a reciprocal borrowing agreement with a Linn County library district.

Chair Hann invited the LAB to offer recommendations for resolving the issue of library cards issued in error to Linn County residents, noting that the cards represented

approximately \$12,000 in unpaid Library revenue, based upon the \$120 out-of-district library card fee.

Ms. Rawles noted that the issue of library card fees was addressed through a City administrative policy that was not typically presented to the Council.

City Manager Shepard added that, when the City pursued operating levies or fee increases, people might ask why they were asked to provide more financial support for City services, while some non-City residents received free City services. He noted the difficulty in rescinding services that were erroneously granted. As the City faced increased scrutiny in terms of services in return for property tax assessments, the Council must be careful in its decisions. He supported the current policy regarding library card fees.

Ms. Rawles said Linn County residents would need to request a county-wide library district.

Councilor Beilstein suggested that the service district boundaries be changed to align with 509J's boundaries; only residents of the existing library service district would be eligible to vote on the issue. He noted the imbalance of Linn County properties, Corvallis mailing addresses, and students attending 509J schools, but only the students could receive free library cards. He would like the Sustainable Budget Task Force to consider this option. He acknowledged that service district initiatives could not be proposed by governmental agencies.

Ms. Rawles noted that service districts might be constrained by county boundaries.

Ms. Schreck said she worked on a library service district initiative; the election effort was time consuming, contentious, and expensive.

Councilor Hann inquired about the greatest future issues or problems for the Library.

Ms. Rawles responded that the Library had two three-dimensional printers and was creating a space for the public to use the printers and participate in other hands-on activities. The Library building was last expanded during 1992; interior furnishings are periodically re-arranged to create more space. With a gift from the Library Foundation, the City purchased an office/apartment building next to the Library. That building could be removed to allow expansion of the main Library building; or it could be remodeled, and staff work spaces could be moved into the remodeled building, allowing more public space within the main Library building. Library staff wanted their operations to be close to "cutting edge" technologically. Technology had associated costs, including staff and training, and required more bandwidth. Staff sought to balance traditional library services of print media with current and emerging technological services. Services for youth were very important, with staff striving to reach as many youth as possible to ensure they were ready to learn upon entering the school system; this required appropriate staff training. Stable funding was important for the Library to accomplish its goals.

Councilor Beilstein surmised that much of the Library's future development would be reflected in the strategic plan.

The Committee unanimously recommends Council accept the Library Advisory Board annual report for Fiscal Year 2014-15.

III. Housing and Community Development Advisory Board Annual Report

Interim Community Development Director Weiss said HCDAB members prepared the Annual Report; staff reviewed the Report and recommended that it be accepted.

Councilor Beilstein noted that the City provided property tax funds for social services, with United Way of Benton and Lincoln Counties (UWBLC) administering the allocations. UWBLC made separate allocations from its funding. UWBLC combined the committees that reviewed allocation requests from City and UWBLC funds in an effort to avoid duplicating allocations for the same services. He requested explanation of the process for social service allocations from Federal funds and questioned whether the Federal funds had allocation criteria so different from the City's social services funds that there was little opportunity for duplication, or if the allocations were monitored to prevent duplication.

Mr. Weiss acknowledged the possibility of some duplication. UWBLC monitored the HCDAB's allocation recommendations of Community Development Block Grant (CDBG) funds, and Housing and Neighborhood Services Division staff monitored UWBLC's allocations from its funding sources. Some agencies received funds from multiple sources for the same or different services; the City and UWBLC might both pay a percentage of the salary for the manager of the cold-weather overnight shelter; however, the City and UWBLC would not duplicate allocations such that they each subsidized 100 percent of an agency's particular service expenses. The City and UWBLC had different allocation schedules, with the City determining allocations during February and UWBLC determining allocations during June. A group representing community funding agencies had been meeting monthly to discuss their processes and seek ways to coordinate efforts, reporting, and recordkeeping.

In response to Councilor Glassmire's inquiry regarding Fiscal Year 2014-15 City-funded projects, Mr. Weiss said the Julian Hotel remodeling project was included in the Fiscal Year 2013-14 Action Plan but completed during Fiscal Year 2014-15. The City invested approximately \$700,000 (\$600,000 in HOME Investment Partnerships Program [HOME] funding and \$100,000 in CDBG funding). The total project cost, including building acquisition, was approximately \$8 million; most of the funding was provided by the Federal Low-Income Housing Tax Credit (LIHTC) Program; the City's HOME funding allocation was one of the larger non-LIHTC investments. The Network for Oregon Affordable Housing provided permanent debt financing. The project received energy-efficiency grants. The Julian Hotel's 35 units (30 one-bedroom units and 5 studio units) and shared spaces were remodeled. All of the residents had incomes of less than 30 percent of the Benton County median income. Without the Julian Hotel units, the residents would likely be homeless, making the project an example of preventing homelessness. The Julian was the only United States Department of Housing and Urban Development project-based Section 8-funded housing in Benton County.

The Community Outreach, Inc., (COI) project involved rehabilitating the building, which was constructed during the early-1990s. The building architect intended that the building design would provide passive cooling of the upstairs area, where families stayed. Unfortunately, the theory did not prove true; upstairs temperatures were often over 100°F during the day and over 90°F during the night. COI requested City assistance, which was provided via CDBG funding, with a heating, ventilation, and air cooling (HVAC) system upgrade to cool the upstairs area; following the project, conditions in the upstairs area were much better.

Jackson Street Youth Shelter (JSYS) provided services to homeless and runaway youth younger than age 18 years and received CDBG funding to allow the agency to create an interim step for clients 18 years of age who were not ready to live without some type of supportive services. At 18 years of age, the youth could no longer be sheltered at JSYS under its State license. With City assistance, JSYS obtained a single-family house, which accommodated three or four youth aged 17 to 19 years, who were attending school and/or working. The house provided extended stability while the youth completed their high school education process, so they could better care for themselves in the future.

Councilor Beilstein inquired whether more large projects were planned that would produce housing for low-income residents.

Mr. Weiss responded that Seavey Meadows Phase 3 would provide 12 units but was thought to be too small to receive tax credits. The State had leftover tax credits that were insufficient for a large project but were awarded to the Seavey Meadows Phase 3 project, which would create studio, one-, and two-bedroom units with rental preference given to veterans, many of whom would transition from homelessness. He expected to see building plans during the coming winter and ground breaking during summer or fall 2016.

Land at the intersection of SW Technology Loop and SW Research Way was owned by Habitat for Humanity, which was working with a developer to construct a 30- to 40-unit affordable rental project. Habitat for Humanity would apply to the LIHTC Program for funding that would be awarded during spring 2016. The project would be completed by a for-profit developer specializing in affordable rentals.

Chair Hann inquired whether the Corvallis community was gaining in providing affordable housing opportunities.

Mr. Weiss responded that it was difficult to measure housing achievements. Gains were made, but housing opportunities did not keep pace with needs. Impacts were made in terms of housing for veterans (Seavey Meadows Phase 3 and Julian Hotel). The City worked with Home Life and Julian Hotel to provide housing for people with disabilities and funded programs and support staff at Benton Plaza, where many elderly and disabled residents lived. The City's owner-occupied home rehabilitation programs enabled people to refurbish and remain in their homes for an extended period; that rehabilitation could involve accessibility assistance. The projects did not have quantifiable measurements but improved quality of life for the residents. The City recently increased the amount that could be loaned through its down payment-

assistance program to help more people purchase homes. Local housing prices were high, making it difficult for people to take advantage of the assistance.

In response to Chair Hann's inquiry, Mr. Weiss said the City was not in a financial position to obtain older properties, as the City would need readily accessible funds. The local housing market was not significantly impacted by the 2009 housing market decline. Over-building college student-focused housing and that housing being filled to capacity could result in market impact in the form of single-family housing and older multi-family housing becoming available for non-students. Staff discussed this with Willamette Neighborhood Housing Services, which had quick access to funds for development; he would like to continue pursuing those opportunities.

Chair Hann said the Housing Development Task Force (HDTF) discussed that much of the recent housing construction was designed with very little back yard space. He inquired whether the HCDAB could review housing lot criteria so that developments could, in the future, be converted to single-family, affordable housing.

Mr. Weiss responded that the efforts of the HDTF and the HCDAB coincided in some ways. The HCDAB discussed how its work could support that of the HDTF.

Chair Hann urged the HCDAB to advise the City regarding ways to resolve problems.

The Committee unanimously recommends Council accept the Housing and Community Development Advisory Board annual report for Fiscal Year 2014-15.

IV. Other Business

A. Pending issues

Councilor Glassmire asked that the Committee consider discussing the City providing Downtown area toilets for public use, particularly by homeless persons.

Mr. Shepard offered that staff could provide information regarding the history of the City providing publicly accessible restrooms and associated challenges.

Councilor Glassmire clarified that he envisioned a porta-potty near the proposed downtown homeless shelter, as that could address one of the primary concerns expressed during a recent community meeting regarding the issue of homelessness in the community.

Mr. Shepard suggested scheduling the issue for the Committee's October 6 meeting.

Chair Hann noted the need for funding to install and maintain a porta-potty and whether it could be provided as a permanent solution.

Mr. Shepard responded that the Council would need to determine how it would spend the City's available funds. He recalled that the permanent restrooms at Riverfront Commemorative Park were initially left open during the night but were

then accessed by individuals who locked them for the night and used them as their shelters so they were not available for use by others; the buildings were also vandalized. A porta-potty would be less desirable as an overnight shelter but would still be subject to damage. Staff could provide cost estimates for installation, maintenance, and management, whether via City funds or partnerships with community groups.

Councilor Beilstein noted that the Council often discussed the issue of providing more publicly accessible restrooms in the Downtown area. Based upon a recent community meeting regarding homelessness, he offered to ask the Council to consider the issues of restrooms in the Downtown area and "car camping."

Mr. Shepard reported that the Director of Love INC (a service agency supported by community churches) expressed interest in asking the agency's Board to discuss possible solutions to the issue of "car camping." Mayor Traber would be involved in the Board's discussions. Chair Hann asked that the Committee and Council be updated on the status of those discussions.

TO: Human Services Committee for September 8, 2015
FROM: Mary Beth Altmann Hughes, Human Resources Director
DATE: August 3, 2015
THROUGH: Mark W. Shepard, P.E., City Manager
SUBJECT: King Legacy Advisory Board – Annual Report



Action Requested:

Staff recommends the City Council review and accepts the King Legacy Advisory Board's 2014/15 Annual Report.

Discussion:

As a result of the Public Participation Task Force recommendations adopted in 2014 by the City Council in 2014, each advisory board is required to submit an annual report to the Council. The King Legacy Advisory Board (KLAB) annual report, completed by the Advisory Board, is attached.

The City Manager's Office allocates \$10,000 annually to KLAB to pursue their mission as identified in the Corvallis Municipal Code. The funds are used for an annual celebration and other community activities to promote the principles and legacy of Dr. Martin Luther King, Jr. with the goal of helping Corvallis become a more inclusive and just community.

Recommendation:

Staff recommends acceptance of the King Legacy Advisory Board annual report.

Budget Impact:

None

ANNUAL REPORT OF THE: KING LEGACY ADVISORY BOARD

July 28, 2015

Members:

Jasper Smith, Chair

Megha Shyam, Vice-Chair

Chareane Wimbley-Gouveia

Alicia Ward-Satey

Joseph Orosco

Amber Moody

Gabriel Merrell

Frederick Edwards

Kerstin Colón

Staff: Human Resources

**Council Liaison: Barbara
Bull**

Purpose/Mission summary:

Section 1.16.260 - King Legacy Advisory Board.

- 1) A King Legacy Advisory Board, is hereby created.
- 2) The Advisory Board shall be composed of ten 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 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.

(Ord. 2014-20 § 1, 12/01/2014; Ord. 2014-16 § 9, 11/17/2014; 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)

Prior Year Report:

Activities and work completed:

- Annual MLK Day event with speaker Walidah Imarisha attended by about 250 people at the Majestic Theater on the topic of “Oregon’s Racial History and King’s Vision of Justice”.
- Celebrated the 25th anniversary of the passage of the Americans with Disabilities Act with a showing of Autism: The Musical and special guests, Diane and Wyatt Isaacs. Close to 200 people attended.
- Co-sponsored the first Juneteenth celebration in Corvallis to commemorate the 150th anniversary of the abolition of slavery. About 150 people attended.
- Co-sponsored the Sprout Film Festival (films by and featuring people with developmental disabilities) with community partners. Over 200 people attended.

- Co-sponsored the first Health Inequities Symposium.
- Selected and awarded high school essay contest winner.
- Submitted updated charge that was approved by City Council. We also adopted a new name, The King Legacy Advisory Board.
- Participated on the Community Involvement and Diversity Advisory Board Task Force.
- Made connections with the Human Relations Commission in Albany, Showing Up for Racial Justice, Community Action for Racial Equity, and Holding Hands Corvallis.
- Were represented at a number of community events, including a community policing forum, the Solidarity Fair, and the openings of three cultural centers at OSU.

Activities and work in progress:

- Planning a community summit to discuss issues of justice and equity in Corvallis.
- Bringing Tim Wise to Corvallis in October, probably the foremost white anti-racist speaker in the country.
- Reviewing policies for possible recommendations.
- Planning annual MLK Day event and essay contest.

Next Year Proposed Work Plan:

Regular activities and work (ongoing or annual):

- Continue to make connections to individuals and groups in Corvallis and listen to their concerns.
- Sponsor annual MLK holiday events and essay contest.
- Continue to partner with community groups and bring opportunities to the community.

Special activities and work for the year:

- Community summit to bring together individuals and groups.
- Special event in addition to annual event. Probably Tim Wise.

Resources:

Prior Year:

\$10,000

Needed for the next year:

\$10,000. We could do more with more if requested by Council.

TO: Human Services Committee for September 8, 2015 meeting
FROM: Carolyn Rawles, Library Director CR
DATE: 8/24/2015
THROUGH: Mark W. Shepard, P.E., City Manager MWS
SUBJECT: Annual Report, Library Advisory Board



Action Requested:

Staff and the Library Advisory Board request approval of the Library Advisory Board's Annual Report.

Discussion:

This is the Library Advisory Board's first annual report under the new advisory board review process.

Recommendation:

Approve report.

Budget Impact:

No additional budget impact.

ANNUAL REPORT OF THE CORVALLIS- BENTON COUNTY PUBLIC LIBRARY ADVISORY BOARD

September 2, 2015

Members: Jacque Schreck, Chair; Jennifer Alexander, Vice-Chair; Katherine Bremser, Diane Cygan, Eric Dickey, Scott Elmshaeuser, Paula Krane, Cheryl Maze, Steve Stephenson, 1 vacancy; Norah Storniolo, Benton County Student Liaison.

**Staff: Carolyn Rawles, Library
Director**

**Council Liaison: Mike Beilstein
County Commission Liaison: Anne
Schuster**

Purpose/Mission summary:

From Corvallis Municipal Code:

Section 1.16.220 - Library Advisory Board. **Modified**

- 1) A Corvallis Benton County Library Advisory Board is hereby created.
- 2) The Advisory Board shall consist of ten voting members. Five shall be appointed by the Mayor. The Benton County Board of Commissioners shall appoint six members to the Advisory Board, one of which shall be a non-voting liaison high school student from Benton County.
- 3) The Advisory Board shall advise Council on all matters pertaining to the operation, expansion, and level of service provided by the Library. In addition, the Advisory Board shall have all of the powers and duties authorized by State and City laws.
- 4) This Chapter shall not be construed to prevent those members of the Advisory Board appointed by the Board of Commissioners of Benton County, Oregon, from acting simultaneously as the County Library Board under State law.

- 5) The Advisory Board shall advise the City Council on all matters related to allocating annual Library Improvement Reserve funds.

(Ord. 2015-11 § 2, 06/15/2015; Ord. 2014-16 § 6, 11/17/2014; Ord. 2011-08 § 1, 04/18/2011; Ord. 2009-12 § 2, 10/19/2009; Ord. 81-99 § 56, 1981)

Prior Year Report:

Activities and work completed:

Reviewed and updated the following policies:

- CP 4.11 “Public Library Policy for Selecting and Discarding Materials”
- AP 1.07 “Confidentiality of Library Records”
- AP 1.08 “Public Library Circulation Policy”
- CP 4.08 “Code of Conduct--Library”

Developed Library Board Talking Points

Reviewed Library Department budget and advised staff on budget priorities

Reviewed library usage statistics and discussed with and advised staff on changes in usage patterns

Revised Library Board orientation to incorporate more involvement from board members

Activities and work in progress:

Began Strategic Planning Process, including gathering information from patron survey; learning about patron usage and market penetration from consultant; hearing from the State Librarian and a Reference Librarian about the future of libraries; approving activities and timeline for completion of Plan; beginning development of new Mission and Vision Statements.

Next Year Proposed Work Plan:

Regular activities and work (ongoing or annual):

Policy reviews, including CP 4.06 “Library Displays, Exhibits, and Bulletin Boards”

Special activities and work for the year:

Complete development of Strategic Plan for approval of City Council and incorporation into Library 2016-2017 (and beyond) budget.

Undertake revised Library Board orientation process which involves greater board member involvement in onboarding of new members.

Resources:

Prior Year:

Staff time

Consultant for patron survey and market segmentation tasks

Facilitator for planning meetings

Needed for the next year:

Facilitator for planning meetings, if needed

Staff time

TO: Human Services Committee, for September 8, 2015 meeting
FROM: Kent Weiss, Interim Community Development Director
DATE: August 27, 2015
THROUGH: Mark W. Shepard, P.E., City Manager
SUBJECT: Housing and Community Development Advisory Board Annual Report



Action Requested:

Staff request that the Human Services Committee review the attached annual report for the Housing and Community Development Advisory Board, and provide a recommendation for City Council acceptance of the report.

Discussion:

As a result of the Public Participation Task Force recommendations adopted in 2014 by the City Council, each advisory board is required to submit an annual report for Council acceptance. The HCDAB annual report is attached; its content was discussed and determined during the Board's regular monthly meeting on August 19. Ed Fortmiller was elected Chair August during the meeting on August 19, participated in the annual report content discussion, and has provided the attached report for Human Services Committee consideration. Chair Fortmiller will attend the HSC meeting on September 8 to present the report.

Budget Impact:

None. Each spring the HCDAB provides a recommendation to the City Council regarding allocations of federal funding to housing projects and social services. The amounts of these awards are determined by the U.S. Department of Housing and Urban Development, and the HCDAB has no control over or impact on the award amounts.

ANNUAL REPORT OF THE HOUSING AND COMMUNITY DEVELOPMENT ADVISORY BOARD

September 8, 2015

Members:

Ed Fortmiller, Chair
Kara Brausen, Vice Chair
Gary Hamilton
Dave Henderer
Kenny Lowe
David McCarthy
Gerry Perrone
Roger Lizut, Planning Commission Liaison

Staff: Kent Weiss

Council Liaison: Bill Glassmire

Purpose/Mission summary (Excerpted from CMC 1.16.205):

- 3) The Housing and Community Development Advisory Board shall:
- a) In cooperation with other City boards and commissions, formulate and recommend policy to the Planning Commission and City Council on housing affordability and community revitalization issues.
 - b) Recommend policies to the Planning Commission and City Council to provide for and conserve very low, low and moderate income housing in the City.
 - c) Review and make recommendations regarding City applications requesting Federal and State Housing and Community Development funds and other funds relating to community development which may become available.
 - d) Monitor and evaluate planning, programming, and implementation of housing and community development activities.
 - e) Act as a review and appeals board for the Housing loan program policies.
 - f) Represent the affordable housing interests of very low, low and moderate income citizens and citizens with special housing needs.

Prior Year Report:

Activities and work completed/in progress:

During FY 2014-15 the Housing and Community Development Advisory Board:

- Held a public hearing to review and approve a Consolidated Annual Performance Evaluation Report for the City's FY 14-15 CDBG and HOME programs;
- Reviewed and gave input to staff for the 2015 City Council housing goal;
- Reviewed three loan program administrative policy exceptions and provided approval recommendations to the City Manager;

- Reviewed two loan program administrative policies and recommended revisions to the City Manager;
- Reviewed and heard proposals from 13 agencies for funding from the City's FY 15-16 CDBG and HOME programs;
- Developed recommendations for CDBG and HOME funding allocations;
- Reviewed and recommended City Council approval of the City's FY 15-16 CDBG and HOME Action Plan;
- Monitored progress of FY 14-15 City-funded projects (Julian Hotel Apartments, Community Outreach, Jackson Street Youth Shelter).

Next Year Proposed Work Plan:

Regular activities and work (ongoing or annual):

- Hold a public hearing to review and approve a Consolidated Annual Performance Evaluation Report for the City's FY 15-16 CDBG and HOME programs;
- As needed consider loan program administrative policy exceptions and provide recommendations to the City Manager;
- As needed review loan program administrative policies and recommend revisions to the City Manager;
- Review and hear proposals from agencies for funding from the City's FY 16-17 CDBG and HOME programs;
- Develop recommendations for FY 16-17 CDBG and HOME funding allocations;
- Review and recommended City Council approval of the City's FY 16-17 CDBG and HOME Action Plan;
- Monitor progress of FY 15-16 City-funded projects.

Special activities and work for the year:

- Conduct site visits to agencies that received CDBG Human Services Funds for FY 15-16;
- Look for opportunities to review options and provide feedback to the Housing Development Task Force about developing more affordable home ownership housing opportunities.

Resources:

Prior Year:

- Recommended awards from \$700,000 in FY 15-16 CDBG and HOME funding;
- Two Housing and Neighborhood Services Division staff members attended meetings regularly (staff liaison and minutes recorder), and other staff came as needed for specific topic discussions.

Needed for the next year:

- Recommend CDBG and HOME funding awards – amounts not yet known;
- Additional funding to support affordable housing programs;
- Same staffing requirements as current year.