

TO: City Council for October 3, 2016 Council Meeting
FROM: Patrick W. Rollens, Public Information Officer *PWR*
DATE: September 22, 2016
THROUGH: Mark W. Shepard, P.E., City Manager *MWS*
SUBJECT: Community Involvement and Diversity Advisory Board (CIDAB) Work Plan



Action Requested:

Staff recommends Council review and accept the attached Community Involvement and Diversity Advisory Board (CIDAB) work plan for 2016-2017.

Discussion:

The concept of an advisory board focused on public participation and diversity was one of many recommendations from the Public Participation Task Force (PPTF). As a result, CIDAB was created by Council ordinance in December 2014 and will officially begin work as an advisory board on October 26, 2016.

During discussions earlier this year, Councilor York indicated that a work plan would be coming to Council for acceptance. This initial work plan was developed in consultation with the CIDAB chair and Council liaison as a starting point for the advisory board, and to serve as the bridge between the PPTF and the new CIDAB. In the future, once CIDAB is fully in operation, it is anticipated that it will update the work plan and share it with Council via annual report presentations, similar to what occurs with other City boards and commissions.

Budget Impact:

None.

Attachments:

CIDAB Work Plan



Community Involvement and Diversity Advisory Board

2016-2017 Work Plan

Introduction

The Community Involvement and Diversity Advisory Board (CIDAB) is launching amid considerable optimism and expectations from both the community and the City of Corvallis. CIDAB traces its origins to the Public Participation Task Force (PPTF), which focused on the many ways that the City can remove barriers for participation and encourage more involvement from all aspects of the community. The PPTF developed a set of recommendations to City Council, and one of the most significant among those was the creation of this Advisory Board.

CIDAB's charge, per the Municipal Code:

The CIDAB increases involvement and representation of Corvallis' diverse community in all City opportunities by: promoting strong public participation with full inclusion of diverse people and communities in Corvallis; proposing methods for access to information for residents, members of appointed bodies, and neighborhood groups; facilitating involvement of residents in all phases of land use planning and decision making; and facilitating implementation of Registered Neighborhood Groups.

CIDAB will operate according to the [Guiding Principles for Public Engagement](#), which were proposed by the PPTF and adopted by the City Council in 2014.

- **Collaborative Decision Making** - Enhance and support community-driven democracy in city government. Ensure that all participants listen and attempt to understand different viewpoints.
- **Diversity** - Seek input from all viewpoints, backgrounds, and philosophies. Treat each person with dignity, fairness, and respect.
- **Openness and Respect** - Promote fair, open and respectful processes that allow all who are interested or affected to have an equal opportunity to participate.
- **Inclusiveness** - Create a variety of ways for community members to participate and influence decisions.
- **Accountability** - Use decision-making processes that are transparent and that create decisions that can be tracked with clearly defined responsibilities.

Work Plan

This work plan was developed out of a desire to start quickly on a few specific action items shortly after the Advisory Board's creation. Over time, the Board will revisit this work plan to

explore many other subjects of interest to the community, including those topics identified in the PPTF report as well as other, yet-to-be identified issues in the community.

Goal 1 – Evaluate and Formalize Support for Neighborhood Associations

Neighborhood engagement and support is one of the key tasks identified by the PPTF. Corvallis has a number of engaged neighborhood associations, as well as a number of less organized groups that are seeking opportunities to make a difference in their communities. As its first goal, CIDAB has an opportunity to help identify ways for the City to engage and support neighborhood associations throughout the community.

- Suggested Timeline: October – December 2016
- Anticipated Staff Support: Community Development Department & PIO

Goal 2 – Develop a Process for Distributing Neighborhood Empowerment Grants

The City of Corvallis 2016-2017 Budget includes \$5,000 for neighborhood empowerment grants. This funding is intended for neighborhood associations, but the exact nature of its distribution and use has not yet been determined. CIDAB will play an important role in helping to review and update the program's current policy and make recommendations for procedures governing how these neighborhood empowerment grants are solicited, evaluated and distributed.

- Suggested Timeline: January – March 2017
- Anticipated Staff Support: Community Development Department & Finance Department

Goal 3 – Disburse Neighborhood Empowerment Grants

Once the existing system has been reviewed and updated, CIDAB will undertake the first round of grant proposal solicitation. This will involve outreach to existing neighborhood associations to apprise them of the process and requirements to seek grants, as well as evaluation of applications, interviews with association leaders (if desired), public comment, and collaboration with the City's Community Development and Finance Departments on the actual disbursement of funds. The City's fiscal year ends on June 30, 2017, so all grant funds in the current budget cycle must be committed by that point.

- Suggested Timeline: April 2017 – June 2017
- Anticipated Staff Support: Community Development Department, PIO & Finance Department

Goal 4 – Education & Introductions with City Staff

CIDAB is inspired in large part by the State of Oregon's Goal 1, which calls on communities to develop a framework for citizen involvement in local planning efforts. Some basic education and training around Goal 1 could be a good opportunity to help new members understand the Advisory Board's potential scope of work. In addition, since CIDAB's work will touch many different City departments, it makes sense to carve out some time in the first year to focus on introducing city staff to CIDAB. The Board will have the opportunity to dig deeper into the specific responsibilities of City departments, particularly those that intersect with public participation, land use and diversity. This goal isn't particularly time sensitive and can be slotted into meetings as needed.

- Suggested Timeline: None (flexible as needed)
- Anticipated Staff Support: Staff liaison to coordinate rotating attendance from City departments

Goal 5 – Action Items from CIDAB and the Community

The Advisory Board may choose to dedicate time to other items identified and approved by the Board as they come along throughout the year.

- Suggested Timeline: None (flexible as needed)
- Anticipated Staff Support: Varies

Goal 6 – Develop 2017-2018 Work Plan

Now that the Advisory Board's members have a sense of the CIDAB's workflow, they may focus on identifying action items for the future. This will be an opportunity for the board's members to put their own stamp on CIDAB and help guide the board's work moving forward.

- Suggested Timeline: July – October 2017
- Anticipated Staff Support: Staff liaison