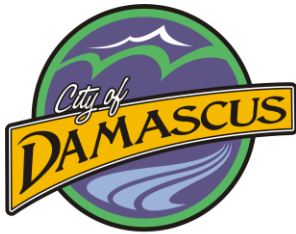


City of Damascus
COUNCIL WORKSESSION AGENDA
NOVEMBER 17, 2011
6:30 PM
City Hall
19920 SE Hwy. 212
Damascus, OR 97089

(Council work sessions are reserved for discussion between Council, Staff and Consultants, therefore Council will not receive public input during work sessions. Opportunities for public input are given during all Regular Council Meetings under Citizen Comments, as well as during public testimony on specific items.)

1. **Call to Order**
2. **Additions or Changes to the Agenda**
(At the beginning of each agenda the Mayor will call for any requested additions or changes to the agenda from Council.)
3. **Committee Liaison Reports** (Committee for Citizen Involvement Development Code TST, Planning Commission)
4. **Interview for Committee for Citizen Involvement Position**
5. **Discussion on Future Townhall Venue and Dates**
6. **Discussion on Damascus Food and Nutrition Issues**
7. **Report on Library Advisory Board Meeting**
8. **Review of Agenda and Packet for November 21st Council Meeting**
9. **Other Items**
10. **Adjourn**



City of Damascus

19920 SE Highway 212
Damascus, OR 97089

www.ci.damascus.or.us

Phone: 503-658-8545
Fax: 503-658-5786

STAFF REPORT

To: Damascus City Council

From: Tammie Milkes, Public Involvement Coordinator / CCI Staff Liaison

Subject: Council Appointment of an applicant to fill a vacant position on the Committee for Citizen Involvement (CCI).

Date: November 17, 2011

Action Requested: Request that the Mayor, with consent of the City Council, appoint an applicant to the newly created position on the CCI or provide direction for staff to re-advertise and re-open recruitment for the position.

Previous Council Action on Subject: See history below.

Background:

On July 5, 2011 the City Council considered an application from Tyler Church to fill what at that time was a vacant Youth Liaison position on the CCI. At that same meeting, the City Council opted to re-open and advertise the Youth Liaison position during fall, 2011, stipulating that it should be a high school student and that the position be reclassified as a non-voting member. Mr. Church was not appointed to the Youth Liaison position due to the fact that he is over the age of 18 and not a high school student. Since that time the CCI has met with the city council and will be attending a City Council meeting to present revisions to their Committee Protocol abolishing the Youth Liaison position.

Also, at the July 5, 2011 City Council meeting, the City Council made a decision to implement a new regular voting member on the CCI, with preference for applicants who would represent the more youthful population in Damascus. Although Mr. Church did fit this criterion, the City Council requested that the position be advertised in fall 2011, in order to allow time to publicize and attract additional applicants for the newly created position.

The new position was advertised September through early November, resulting in no more than the application already on file by Tyler Church as of November 10, 2011. Ms. Milkes contacted Mr. Church on November 7th to assess his continued interest for a regular position on the CCI to which he responded positively. Mr. Church lives in the city, is employed in Damascus and fits the demographic preferences stipulated for the newly created position on the CCI.

Policy Implications: None noted.

Financial: N/A

Legal: N/A

Recommendation:

1. Recommend that the Mayor, with Council's consent, consider and appoint a qualified applicant (application/s attached), or provide guidance for staff to re-open recruitment for the position for a designated period of time.

Respectfully requested,

Tammie Milkes
City of Damascus
Public Involvement Coordinator / Staff liaison to the CCI



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2011 MAY 31 PM 1 27
CITY OF DAMASCUS

APPLICATION FOR APPOINTMENT TO CITY ADVISORY COMMITTEE

COMMITTEE APPLIED FOR: CCI

Name: Tyler J. Church

Address: 21981 SE Bohm Park RD

Home Phone: 503-307-0618 Business Phone: _____

Fax: _____ E-mail: Tylerchurch007@yahoo.com

Are you qualified to vote in state elections? Yes No _____

City resident for 19 years, 0 months

Please share information regarding your:

1. Employment, professional, and volunteer background:

I am currently employed at Damascus Dollar Tree, and work landscaping part-time. I also have a part-time internship at the State Capital. I have done several volunteer projects including Johnson's Creek Watershed Council, Damascus Middle and Elementary School events, and

2. Community affiliations and activities:

ASK Damascus local ~~Group~~ political campaigns

3. Previous city appointments, offices, or activities:

I have attended meeting, but no appointments

4. Interest in the appointment and what you would offer to the city and the community, if appointed.

I would offer the voice of the youth, and a full-time commitment to their community involvement. I also will hopefully offer new ideas for the committee.

5. Beliefs of what the major concerns' of the city residents and businesses are and how your participation on the committee could address those concerns.

The major ^{concern} is the future planning process and comprehensive plan. The only way to address these issues is through citizen communication and involvement. I would do this by reaching out to people currently unaware of these issues, and explain to the youth the necessity of their involvement.

6. Ideas on what the City of Damascus could do or accomplish to improve the city and the city government.

I think we need to push more informal dialogue and conversation between the citizens and council. Things like coffee with a council and town hall meetings already help the situation, but we should continue supporting and adding programs like these. I also think some rule changes to public testimony might

7. Additional information or comments which will assist the Damascus City Council to help others consider your application.

I attend Lewis and Clark college as a Political Science or Economics major. I also have worked out my schedule, so I can't continue to participate on the committee even while in school.

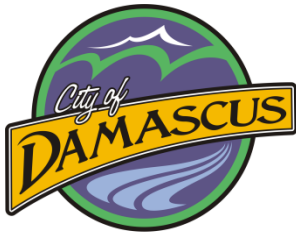
come out and speak

8. How did you hear about this committee opening?

Steve Spinnett and Kevin Reedy

Applicant's Signature: Jylan [Signature]

Date: 5-31-11



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STAFF REPORT

To: Damascus City Council
From: Dan O'Dell, City Manager
Subject: Damascus Food and Nutrition Issues
Date: November 17, 2011

Action Requested: The purpose of this agenda item is for Council to gain insight into the Kaiser and SARE grants, access to healthy food programs, and Meals-on-Wheels programs and how they relate to each other and provide general direction on the Meals-on-Wheels service. (See the two attachments for a summary of the two grants).

Previous Council Action on Subject: Previously, Council asked staff to evaluate the possibility for faith-based or other groups to get involved and/or provide a Meals-on-Wheels program. Two meetings were held with some progress, but as yet, no program has been established. Council has approved the SARE grant (Sustainable Agriculture Research and Education) and the Kaiser "Access to Healthy Food" grant. These grants involve research that ties into city goals and policies as it relates to urban agriculture, nutrition programs and other food-related issues within the city.

Background: The SARE grant has been underway for a year and the Kaiser grant is just starting. They both involve long-term food security policy and planning.

Currently, and in the near-term, qualifying Damascus residents are provided Meals-on-Wheels services by 2 or more different entities located outside the City. Funding for these programs come from grants, fundraising events, donations and federal general fund revenue. It is estimated that 10-20 individuals in Damascus receive Meals-on-Wheels services. The City has been approached to assist in funding programs that provide services to Damascus residents.

Policy Implications: The City has not established a policy for provision of Meals-on-Wheels services.

Financial: Funding from the two grants has enabled the city to hire a temporary planner to manage the grants. The current City budget provides funding options should the Council decide to assist with a Meals-on-Wheels program. This funding is a one-year option for support. In order for it to continue, it would require annual action during the budget development and adoption process. Clackamas County has a grant program that opens in September that may be available to the City to offset costs. Information is being collected from the two entities that provide Meals-on-Wheels.

Legal: The City is not mandated to provide nutrition and/or transportation services.

Recommendation: This is an informational session on grants, nutrition and transportation services. Director Brenda Durbin from Clackamas County Health, Housing and Human Services will be available to cover services, programs and funding sources. The recommendation is for Council to listen to the presentations, ask questions and discuss options. Options include:

- 1) No action on supporting nutrition and transportation services; or,
- 2) Identifying additional information needed in order to make a Council decision and direct staff to conduct research and bring information back to Council; or,
- 3) Direct staff to develop a recommendation on City support of Meals-on-Wheels programs for Council action.

Attachments:

- A. Summary of SARE Grant
- B. Summary of Kaiser Grant
- C. Overview of Collaborative Elements of Both Grants

Growing a Sustainable Portland Metropolitan Food Shed Study
Sustainable Agriculture Research Education (SARE) Grant Summary
November 1, 2011

Background: The Sustainable Agriculture Research Education (SARE) Grant was granted in July 2010 to Portland State University and subcontractors Cogan Owens Cogan, LLC, Oregon State University, and the City of Damascus. Former Community Development Director Anita Yap was the project manager for the City.

Purpose: The SARE grant is regional in context. Its purpose was to examine key agricultural trends, identify producer needs and define strategies to strengthen the local food production system. The goals of the study are to define the Portland metropolitan food shed, and characterize the scope, nature and trends of the regional food economy. It will lead to development of a food shed sustainability strategy.

Damascus' role: As part of the project, a needs assessment of farmers' barriers and opportunities was conducted. Damascus farmers participated in the assessment. The next phase includes development of a toolkit for best practices to overcome barriers and take advantage of opportunities such as strategies that address land use, stimulating local supply and demand (marketing), and operational tools to support farmers near the urban area. The toolkit and testing will be done by City staff and sub-consultants. The toolkit is a broad set of educational, outreach and regulatory strategies and market improvements to support successful integration of urban farms into the food shed. The tools will be using test cases on representative farm operations in the City of Damascus. Consumers will evaluate tools designed to stimulate the supply of, and demand for, local food.

Status:

- **Phase I** –July 2010 to September 2011
Completed
- **Phase 2** –September 2012 to December 2011
Development of toolkit
- **Phase 3**–January 2012 to July 2012
Testing and evaluation of toolkit, final report

Edible Community: The Healthy Damascus Food Plan
Summary of Kaiser Permanente Grant
November 1, 2011

Justification:

Our Mission as the City Government of Damascus

“Provide wise and effective stewardship of the citizens’ trust and resources in creating an extraordinary city.

Our City will:

- Provide a complete community where people can live, work, play, shop, and learn
- Be founded on principles of economic, social, and environmental sustainability
- Grow in a planned, efficient, balanced, and logical manner as defined by the community
- Be vibrant in its economic, cultural, and civic life
- Have an innovative and flexible local government
- Engage and encourage citizen participation, action, and leadership”

Previous Planning Work: Goals and aspirations are expressed in the City’s adopted Core Values and Vision drafted by community members who participated in the comprehensive planning process. Those goals and aspirations were reflected within the text of the repealed Comprehensive Plan. Though no longer adopted, the Plan contained goals and policies that reference public health, sustainability, equity, development of food programs, evaluation of city programs and projects, partnerships, healthy, active living; urban agriculture policy, farmer’s markets and more.

Municipal Code: One of local government’s roles is to protect the public health, peace, safety and welfare. In Damascus, the Municipal Code, in 8.04.070 (E) could be broadly construed to apply to this project:

“No person may permit or cause a nuisance affecting public health. The following are nuisances affecting the public health and may be abated as provided in this chapter: ... (E) Food. Decayed or *unwholesome food which is offered for human consumption.*” *(Emphasis added)*

Need: The future Comprehensive Plan will guide land use and resource management, employment, housing and services in Damascus. Local food production impacts land use, agriculture, the economy, environmental stewardship, emergency services and cultural aspects of the community. Health and food access is crucial to sustaining the community. Access to healthy food is especially a concern for families with children and seniors, many of whom are remote from stores that provide a variety of healthful food choices.

The need to plan for sustaining existing food supplies and improving food access to the market and community is what this grant supports. City goals, policies and programs play a part in ensuring that food access is considered in actions that impact the community as it grows and changes.

Purpose: The grant is to prepare a Healthy Damascus Food Plan to ensure that the regional food system is protected and enhanced; identify challenges and opportunities to improving the community-based food system and provide a venue for community building, collaboration, coordination and support around healthy food and a healthy community through:

- Data and existing resource analysis
- Identifying food policy and active living goals
- Food and farm planning
- Developing a plan to close identified gaps in access to healthy foods to the community

Phase One: Sept. 2011 – Aug 2012

1. Objective 1 -

- a. Assessment of existing community conditions around healthy food access

Assess the health of the community and food access priorities. This includes an environmental and demographic inventory.

i. Activities /Tasks:

1. Recruit stakeholders for Technical Advisory Group (TAG)
2. Review/refine work program
3. Review existing data, identify gaps
4. Select assessment tools
5. Create/train residents to conduct surveys/assessments
6. Develop Memorandum of Understanding (MOU) among TAG re: scope of work

ii. Deliverables

1. Assessment reports
2. 1-2 community workshops
3. 2-3 TAG meetings

2. Objective 2 –

- a. Determine feasibility and readiness to address healthy food access issues.

i. Activities /Tasks:

1. Conduct *Healthy Eating Active Living* (HEAL) Policy Scan of existing policies and practices in the City of Damascus. (Potentially outsource to OPHI)
2. Conduct key informant interviews with City staff/agencies on existing policies and programmatic opportunities.

ii. Deliverables:

1. HEAL best practices policy resource guide
2. Policy scan
3. Interview report

Phase Two: (Sept. 2012 – August 2013)

1. Objective:

- a. Develop community engagement framework and outreach
 - i. Activities/Tasks
 - 1. Organize a community advisory committee (CAC) to develop outreach strategy to share assessment findings.
 - 2. Host 2-3 community outreach events using community food discussion models (i.e. Oregon Food Bank's FEAST) to share materials, results of assessments and gather public input on potential policy solutions to address access to healthy foods. No TAG meetings needed during this phase
 - ii. Deliverables:
 - 1. 2-3 community outreach events

Phase Three: (Sept. 2013 – August 2014)

- 1. Objective:
 - a. Develop and adopt the "Healthy Damascus Food Plan".
 - i. Activities/Tasks
 - 1. Reconvene the TAG for guidance on developing the Healthy Damascus Food Plan (HDFP) elements. The Plan is to align with implementation strategies (i.e. Comprehensive Plan)
 - 2. Develop the implementation strategies for the HDFP
 - 3. Develop dissemination and communication plan with CAC and TAG
 - 4. Present HDFP and recommendations to community & public agencies
 - ii. Deliverables
 - 1. (2-3) CAC and TAG meetings
 - 2. (1-2) Community forums to disseminate HDFP recommendations and gather public input
 - 3. Formal adoption of HDFP by City Council

SARE and Kaiser Grants
Collaborative Aspects of Grants
November 1, 2011

Coordination of SARE and Kaiser Grants:

Both the Sustainable Agriculture Research and Education (SARE) and Kaiser Permanente (KPNW) grants address the local food system. The SARE grant work has identified trends, gaps and opportunities for regional and local food producers and farmers. The toolkit to be developed will help growers/farmers benefit from strategies to increase their productivity, processing, marketing and distribution. It will be tested in the Damascus community.

The Kaiser grant will go to the next step which is to help assess where local gaps and opportunities are in the provision of healthy food to people in the Damascus and Boring areas, and how best to encourage local production and distribution to get the food to the community through a variety of outlets. It is also to educate them about healthful eating and active living. The end result will hopefully be a healthier, more active community with good health outcomes for Damascus/Boring residents.