



January 30, 2015

Dear Citizen Involvement Council Members,

The Citizen Involvement Committee (CIC) Council was established in December of 1977 to “provide an active and systematic process for citizen and public agency involvement in the land-use decision making for Oregon City” (Policy for the C.I.C Council, 1978). Since establishment, the CIC has proven to be a successful means of communication between the City and citizens, but has expanded in scope to include a variety of other roles, and the focus on ensuring the public involvement and education system is successful has diminished.

The City Commission has discussed a need to clarify and provide direction on the primary purpose of the CIC. As a starting point, there is a desire to move back to the original intent of the CIC, which is to increase knowledge of, and public participation in, land use. The framework of the CIC has been identified by the City Commission, though the details will be created through a team effort with the public, CIC and City staff. The framework of the CIC includes:

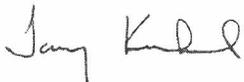
- The primary focus of the CIC is to increase public participation and knowledge of land use in Oregon City. The CIC may also incorporate opportunities for participation in other government activities, the neighborhood watch program and Community Emergency Response Team (CERT) program.
- Meetings could include an educational component on land use items. Examples include the development review process, how to provide effective public comments, the history of land use in Oregon, etc.
- The CIC should focus on creating a public engagement plan for the City. The CIC will create a strategy for how the City can increase public participation and effectively share information about land use and other government business. The plan would include a strategy for neighborhood associations, the CIC and the public to share and disseminate information.
- The CIC will be codified in Title 2 of the Oregon City Municipal Code with other City organizations such as the Planning Commission and Natural Resources Committee. The codified code language will reflect the importance of the CIC and specify the basic rules and duties. The CIC will participate in the creation of the code language and bylaws (if needed). The standards will be subject to public review before adoption by the City Commission.

- As an instrument of the City, the CIC will continue to be provided administrative support by City staff, a meeting venue and a budget allocation. The CIC will be provided with a variety of new tools which may include increased City support for CIC projects, occasional expertise from the legal or development community and/or consultant support.
- The Planning Division (with administrative support from the City Manager's Office) will provide support to the CIC. As a minimum, this includes assisting the CIC in creating the agenda, sending out the agenda, recording meetings, and providing support of CIC projects. The City Manager's Office will continue to provide support for budgeting and mailings.
- Each recognized neighborhood association will recommend one primary member and one alternate to the City Commission to appoint to the CIC. The CIC will continue to have a Chair (whom will conduct the meetings) as well as a Vice Chair and Secretary.
- The name of the Citizen Involvement Council will change to the Citizen Involvement Committee. The name will reflect the mission and duties of the CIC to foster public participation and land use education and its role as a resource to the City Commission.
- The CIC will convene at 7PM in the City Commission Chambers on the first Monday of February, April, June, August, October, and December.

The framework and next steps will be discussed in greater detail at the Monday, February 2<sup>nd</sup> meeting.

The City Commission and Community Development Department are enthusiastic to pursue this opportunity to increase meaningful and widespread public participation and knowledge of land use throughout Oregon City. The restructuring of the CIC highlights the importance of community engagement to the City Commission, offers an opportunity to provide improved communication and coordination between the City, CIC, Neighborhood Associations and the general public, and a desire to improve upon the existing system that is in place. I look forward to working with you on this project.

Sincerely,



Tony Konkol, Community Development Director  
City of Oregon City

## Chapter 2.30 - CITIZEN INVOLVEMENT COMMITTEE

### 2.30.010 - Created.

The citizen involvement committee (CIC) is hereby created for the city of Oregon City. The CIC shall foster public participation and education regarding land use for the citizens of Oregon City on behalf of the city commission and perform other duties as identified within this chapter.

(Ord. No. 15-1010, § 1(Exh. 1), 9-2-2015)

### 2.30.020 - Duties.

The duties of the CIC include, but are not limited to, the following:

- A. Encourage public participation and knowledge of land use in Oregon City.
- B. Encourage public participation in other government activities as they impact neighborhood programs.
- C. Provide information to the city commission and the public.
- D. Address grievances of the CIC and of neighborhood associations.
- E. Assist with requests from the city commission.

(Ord. No. 15-1010, § 1(Exh. 1), 9-2-2015)

### 2.30.030 - Membership.

- A. The CIC shall consist of one primary member and one alternate member from each city recognized neighborhood association.
- B. Each neighborhood association shall provide a primary and alternate member nomination for appointment by the mayor. Each primary and alternate member appointed shall have first been nominated by the neighborhood association of which they represent.
- C. Members shall be appointed for two years. Terms of the office shall commence on the first day of the calendar year.
- D.

The members shall reside, work in, own property, or own a business within the neighborhood association boundaries which they represent or the land outside of the city limits but inside the urban growth boundary designated to be within the neighborhood association which they represent.

- E. All members shall serve without compensation.
- F. If a member is unable to attend a meeting, it is the member's responsibility to inform the city liaison prior to the meeting being missed.
- G. Upon failure of any member to attend three consecutive meetings, misconduct or nonperformance of duty, the CIC may recommend termination of that appointment to the city commission. A CIC member may be removed by the city commission, after hearing, for misconduct or nonperformance of duty. The alternate member may become the primary member for the remainder of the term and the neighborhood association shall nominate a new member.

(Ord. No. 15-1010, § 1(Exh. 1), 9-2-2015)

#### 2.30.040 - Officers and staffing.

- A. Officers shall include chairperson, vice-chairperson and secretary.
  - 1. The officers shall be appointed for two years starting in January of each even year. In the event that an officer is unable to complete the specified term, a special election shall be held for the completion of the term. Members may not serve more than two consecutive terms as a chair, vice-chair or combination thereof. An officer appointment expires if a member is no longer appointed to the CIC.
  - 2. Chairperson. The chairperson shall preside at all CIC meetings and serve as an ex-officio member on all committees. The chairperson shall be the official spokesperson for the CIC, representing the majority position of the CIC, unless otherwise delegated in writing with the majority consent of the CIC.
  - 3. Vice-Chairperson. The vice-chairperson, in absence of the chairperson, shall have general supervisory and directional powers over the CIC. The vice-chairperson shall conduct all business delegated to the chairperson, in his or her absence.
  - 4. Secretary. The secretary prepares the minutes and attendance records (as needed) of all meetings and submits the information to the city liaison.

- B. Staffing of the CIC may include a city commissioner liaison and a city liaison.
  - 1. City Commissioner Liaison. One liaison from the city commission may be appointed to act as a resource to CIC and attend CIC meetings. The city commissioner liaison will be a non-voting member of the CIC.
  - 2. City Liaison. The planning division and the city manager's office or their designee shall be responsible for keeping an accurate and legally sufficient record of all proceedings. In addition, the city liaison shall create and post agendas, maintain a database of CIC members and track the CIC budget. The city liaison(s) will be a non-voting member of the CIC. Consistent with the City Charter, the city manager shall retain his/her discretion to suspend staffing when reasonable circumstances warrant.

(Ord. No. 15-1010, § 1(Exh. 1), 9-2-2015)

#### 2.30.050 - Organizational procedures.

- A. The CIC shall hold an official meeting every month. The CIC shall meet at such times and places as may be fixed by the committee. Special meetings may be called in accordance with the public open meetings law by the city manager or the city manager's designee.
- B. A majority of the members constitutes a quorum for meetings. Provided a quorum is present, voting matters shall be approved by a simple majority of the voting members present. All primary members who are present and all alternate members who are acting as primary members in the absence of the primary members are allotted one vote each on all motions.
- C. The CIC shall establish goals every two years that are consistent with the adopted goals and objectives of the city commission.
- D. The CIC chairperson or designee shall report to the city commission once a year to provide CIC accomplishments.
- E. All meetings shall comply with ORS 192.640 and all CIC business shall comply with all applicable federal, state, and local laws and regulations.

(Ord. No. 15-1010, § 1(Exh. 1), 9-2-2015)

#### 2.30.060 - Reserved.

**Editor's note—** Ord. No. 18-1012, § 1(Exh. A), adopted September 5, 2018, repealed § 2.30.060,

which pertained to grievances and derived from Ord. No. 15-1010, adopted September 2, 2015.

2.30.070 - Conflict of interest.

A member of the CIC shall not participate in any committee proceeding or action in which any of the following has or will receive a direct or substantial financial interest: the member or his/her spouse, brother, sister, child, parent, father-in-law, mother-in-law, any business in which he/she is then serving or has served within the previous two years, or any business with which he/she is negotiating for or has an arrangement or understanding concerning prospective partnership or employment. Any actual or potential interest shall be disclosed at the meeting where the action is being taken. The committee shall operate in the general public interest serving the community as a whole.

(Ord. No. 15-1010, § 1(Exh. 1), 9-2-2015)

2.30.080 - Expenditures.

The CIC shall have no authority to make any expenditures on behalf of the city or to obligate the city for payment of sums of money.

(Ord. No. 15-1010, § 1(Exh. 1), 9-2-2015)