



City of Oregon City

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Staff Report

File Number: 17-107

Agenda Date: 2/6/2017

Status: Agenda Ready

To: Citizen Involvement Committee

Agenda #: 4a.

From: Community Development Director Laura Terway

File Type: Report

SUBJECT:

Tracking System for Requests/Comments Entered at CIC Meetings

RECOMMENDED ACTION (Motion): Staff recommends the CIC review the tracking system and provide comments.

BACKGROUND: The Goal 4 of the 2015/2017 CIC adopted Goals is as follows:

Goal 4: Create an Avenue for Public Comments to be Conveyed to the Appropriate City Department

- Create a system to track public comments and verify they are conveyed to the appropriate City person or group.

The enclosed draft document would be utilized to track comments and requests to verify they have been distributed to the appropriate department.

BUDGET IMPACT:

Amount: \$0

FY(s): N/A

Funding Source: N/A