

**2018 Prioritized Work Plan
Citizen Involvement Committee
April 2, 2018 CIC Meeting
Draft**

Per chapter 2.30.010 of the Oregon City Municipal Code, the CIC was created to “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”.

Chapter 2.30.020 of the draft Oregon City Municipal Code identifies the general duties of the CIC as:

- A. Encourage public participation and knowledge of land use in Oregon City.
- B. Encourage public participation in other government activities and 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

The 2017-2019 goals were adopted on October 2, 2017 and the following were identified as a priority on March 5, 2018. The following action items have been created based on discussion from the March 5, 2018 CIC meeting.

Work Plan #1

Goal 3: Develop resources to help maintain active neighborhood associations and help reactivate inactive or underperforming neighborhood associations.

- *Share resources and tools that can help maintain active neighborhood associations.*

Action Items

1. **July/August Meetings-** Review Public Involvement Plan for ideas.
2. **July/August Meetings-** Review previous Boards and Committees Manual- share relevant information to the CIC and neighborhood associations.
3. **July/August Meetings-** Identify top options and create a work plan to implement them.

Work Plan #2

Goal 4: Review grievance process, code and submission requirements

- *Learn history of CIC Grievance Process and purpose of adopting it as part of city code.*
- *Review the process, code and submission requirements to help make the process clearer for all parties*
- *Recommend ways the grievance process could be improved.*
- *CIC reviews, provides recommendation for any code amendments, and implements process recommendations-as applicable.*

Goals 6: Amend the CIC code to be consistent with the election process of other City Boards and Commissions.

Action Items

1. **March Meeting-** Amy Willhite shared background of Grievance process, including reading of previous code.
2. **April Meeting-** group discussion on goals and purpose of the grievance process
 - a. *What do you think is the overall goal of the Grievance process and what should be CIC's role?*
 - b. *What do you think is the benefit of processing Grievances through the CIC? How does it help further the goals and purpose of CIC?*
 - c. *Do you still think the CIC should have a Grievance process in City Code? Has something changed your opinion?*
 - d. *Anything else you want to add that you feel is important to share?*
3. **April Meeting** –CIC to place a stay to a date certain on accepting new Grievances until CIC reviews existing Grievance code and processes.
4. **April Meeting** –Create a subcommittee to meet 2-3 times to go over existing code/process and recommend revisions.
5. **Future Meeting** -Subcommittee reports back to the CIC on progress and final recommendations.
6. **Future Meeting** -CIC reviews recommendations and request revisions or asks the subcommittee to reconvene to address comments.
7. **Future Meeting** -CIC approves recommend revision and shares with City Commission at a work session.
8. **Future Meeting** -City Commission adopts code changes through a noticed process.

Work Plan #3

Goal 5: Better understand the role of CIC members and neighborhood associations when receiving city information.

- *City staff will provide a presentation of how city currently communicates with the public.*
- *City Staff will provide a presentation on the role of CIC members and Neighborhood Associations and their relationship to the City of Oregon City.*

Action Items

1. **May Meeting-** Kristin Brown, Community Communications Coordinator presentation at May CIC meeting, discuss ways to facilitate better communication between the NAs/CIC – seek feedback from CIC.
2. **May Meeting-** Christina Robertson-Gardiner will work with city staff in understanding the relationship of the city with the CIC and Neighborhood Associations and provide as a memo to the CIC at the May CIC meeting.