CITY OF OREGON CITY
CITIZEN INVOLVEMENT COMMITTEE AGENDA

Commission Chambers, 625 Center St., Oregon City
Monday, October 7, 2024 at 7:00 PM

Ways to participate in this public meeting:

- *Attend in person, location listed above. Please see the public comment guidelines below.*
- *Register to provide electronic testimony (email hschmidt@orcity.org or call 503-496-1510 by 3:00 PM on the day of the meeting to register)*
- *Email hschmidt@orcity.org (deadline to submit written testimony via email is 3:00 PM on the day of the meeting)*

1. **CALL TO ORDER AND ROLL CALL**
2. **PRESENTATIONS**
   - 2.a. LoveOne Community Engagement Presentation - Brandi Johnson, LoveOne Executive Director
   - 2.b. McLoughlin Blvd Enhancement Project Update - Public Works Director, Dayna Webb and Senior Planner, Christina Robertson-Gardiner
   - 2.c. Updates to the Oregon City Erosion Control Code - Assistant City Engineer, Josh Wheeler
3. **PUBLIC COMMENTS**
   Please see the public comment guidelines below.
4. **APPROVAL OF MINUTES**
   - 4.a. Citizen Involvement Committee August 5, 2024 Meeting Minutes
5. **STAFF LIAISON UPDATES**
   - 5.a. 2024-10-07 Staff Report
   - 5.b. CIC Budget Update
6. **GENERAL BUSINESS**
   - 6.a. Amending Chapter 2.30.030 - CIC Membership
   - 6.b. Amending CIC Bylaws - CIC Membership
7. **ROUNDTABLE**
   For more information on upcoming neighborhood association meetings and contacts please visit: https://www.orcity.org/community/neighborhood-associations
8. **ADJOURNMENT**

PUBLIC COMMENT GUIDELINES

Complete a Comment Card prior to the meeting and submit it to the clerk. When the Chair calls your name, proceed to the speaker table, and state your name and city of residence. Each speaker is given 3 minutes to

speak. As a general practice, the committee does not engage in discussion with those making comments. Complaints shall be addressed at the department level prior to addressing the committee.

ADA NOTICE

The location is ADA accessible. Hearing devices may be requested from the City Recorder prior to the meeting. Individuals requiring other assistance must make their request known 48 hours preceding the meeting by contacting the City Recorder's Office at 503-657-0891.

Agenda Posted at City Hall, Pioneer Community Center, Library, City Website.

Video Streaming & Broadcasts: The meeting is streamed live on the Oregon City's website and available on demand following the meeting. The meeting can be viewed on Willamette Falls Television channel 28 for Oregon City area residents as a rebroadcast. Please contact WFMC at 503-650-0275 for a programming schedule.

Chapter 17.47 ~~EROSION AND SEDIMENT CONTROL~~CONSTRUCTION SITE RUNOFF CONTROLS[1]

17.47.010 Purpose.

A. The purpose of this chapter is to require erosion prevention measures ~~and~~ sediment control, and waste materials control practices for all development during construction to prevent and restrict the discharge of sediments and construction site wastes, and to require final permanent erosion prevention measures, which may include landscaping, after development is completed. Erosion prevention techniques shall be designed to protect soil particles from the force of water and wind and other mechanical means so that they will not be transported from the site. Sediment and waste materials control measures shall be designed to capture construction site wastes, and capture soil particles after they have become dislodged by erosion and attempt to retain the soil particles on-site.

B. The objective of these measures is to control, at the source, construction site wastes as well as waterborne and airborne erosion and the air and water pollution that results from such erosion mechanisms. This chapter recognizes that all non-point discharges eventually end up in surface water bodies. This chapter is intended to control water quality degradation from construction and development activities and it applies in addition to any other applicable provision of this Code, state or federal law. This chapter is not intended to serve as a guideline for stormwater management control measures for already constructed developments.

(Ord. No. 08-1014, §§ 1—3(Exhs. 1—3), 7-1-2009)

17.47.030 Applicability.

A. This chapter, which may also be referred to as "~~erosion~~construction site runoff controls" in this Code, applies to development that may cause discharge of construction site waste materials or the visible or measurable erosion on any property within the city limits of Oregon City.

B. All development that results in 1,000 square feet of new or replaced impervious surface or 1,000 square feet of earth disturbance shall be subject to the construction site runoff controls requirements and the standards found within the Stormwater and Grading Design Standards as referenced in OCMC 13.12.

C~~B~~. This chapter does not apply to work necessary to protect, repair, maintain or replace existing structures, utility facilities, roadways, driveways, accessory uses and exterior improvements in response to emergencies, provided that after the emergency has passed, adverse impacts are mitigated in accordance with applicable standards.

(Ord. No. 08-1014, §§ 1—3(Exhs. 1—3), 7-1-2009)

[1]Editor's note(s)—Ord. No. 08-1014, adopted July 1, 2009, repealed Chapter 17.47 in its entirety and enacted new provisions to read as herein set out. Prior to amendment, Chapter 17.47 similar subject matter. See Ordinance Disposition List for derivation.

17.47.040 Abrogation and greater restrictions.

Where the provisions of this chapter are less restrictive or conflict with comparable provisions of the zoning ordinance, regional, state or federal law, the provisions that are more restrictive shall govern. Where this document imposes restrictions that are more stringent than regional, state and federal law, the provisions of this document shall govern. However, nothing in this chapter shall relieve any party from the obligation to comply with any applicable federal, state or local regulations or permit requirements.

(Ord. No. 08-1014, §§ 1—3(Exhs. 1—3), 7-1-2009)

17.47.050 Severability.

The provisions of this chapter are severable. If any section, clause or phrase of this chapter is adjudged to be invalid by a court of competent jurisdiction, the decision of that court shall not affect the validity of the remaining portions of this chapter.

(Ord. No. 08-1014, §§ 1—3(Exhs. 1—3), 7-1-2009)

17.47.060 Permit required.

The applicant must obtain an erosion and sediment control permit prior to, or contemporaneous with, the approval of an application for any building, land use or other city-issued permit that may cause visible or measurable erosion.

(Ord. No. 08-1014, §§ 1—3(Exhs. 1—3), 7-1-2009)

17.47.070 Erosion and sediment control plans.

A. An application for an erosion and sediment control permit shall include an erosion and sediment control plan, which contains methods and interim measures to be used during and following construction to prevent or control construction site wastes and erosion prepared in compliance with City of Oregon City public works standards for erosion and sediment control. These standards are incorporated herein and made a part of this title and are on file in the office of the city recorder.

B. Approval Standards. An erosion and sediment control plan shall be approved only upon making the following findings:

   1. The erosion and sediment control plan meets the requirements of the City of Oregon City public works standards for construction site wastes and erosion and sediment control incorporated by reference as part of this chapter;

   2. The erosion and sediment control plan indicates that construction site wastes and erosion and sediment control measures will be managed and maintained during and following development. The erosion and sediment control plan indicates that construction site wastes and erosion and sediment control measures will remain in place until disturbed soil areas are permanently stabilized by landscaping, grass, approved mulch or other permanent soil stabilizing measures.

C. The erosion and sediment control plan shall be reviewed in conjunction with the requested development approval. If the development does not require additional review, the manager may approve or deny the permit with notice of the decision to the applicant.

D. The city may inspect the development site to determine compliance with the erosion and sediment control plan and permit.

E. Erosion that occurs on a development site that does not have an erosion and sediment control permit, or that results from a failure to comply with the terms of such a permit, constitutes a violation of this chapter.

F. If the manager finds that the facilities and techniques approved in an erosion and sediment control plan and permit are not sufficient to prevent erosion and the discharge of construction site wastes, the manager shall notify the owner or his/her designated representative. Upon receiving notice, the owner or his/her designated representative shall immediately install interim construction site wastes and erosion and sediment control measures as specified in the City of Oregon City public works standards for erosion and sediment control. Within three days from the date of notice, the owner or his/her designated representative shall submit a revised erosion and sediment control plan to the city. Upon approval of the revised plan and issuance of an amended permit, the owner or his/her designated representative shall immediately implement the revised plan.

G. Approval of an erosion and sediment control plan does not constitute an approval of permanent road or drainage design (e.g., size and location of roads, pipes, restrictors, channels, retention facilities, utilities, etc.).

(Ord. No. 08-1014, §§ 1—3(Exhs. 1—3), 7-1-2009)

17.47.080 Plan implementation.

An approved erosion control and sediment control plan shall be implemented and maintained as follows:

A. Plan approval, where required, shall be obtained prior to clearing or grading. No grading, clearing or excavation of land requiring a plan shall be undertaken prior to approval of the plan.

B. The erosion and sediment control facilities shall be constructed prior to any clearing and grading activities, and maintained in such a manner as to ensure that sediment laden water does not enter the drainage system or violate applicable water standards.

C. The implementation of an erosion and sediment control plan and the construction, maintenance, replacement, and upgrading of erosion and sediment control facilities is the responsibility of the owner or his/her designated representative until all construction is completed and approved, and vegetation, landscaping or approved finished surfaces is established.

D. The erosion and sediment control facilities herein are the minimum requirements for anticipated site conditions. During the construction period, these construction site waste management controls and erosion and sediment control facilities shall be upgraded as needed for unexpected storm events and to ensure that sediment or pollutant-laden water does not leave the site.

E. Any observation of visible or measurable discharges of construction site wastes or erosion, or an observation of more than a ten-percent increase in downstream channel turbidities, will result in an enforcement action by the city.

F. The owner or his/her designated representative shall implement the measures and construct facilities as provided for and according to the implementation schedule in the approved plan. The manager shall be allowed reasonable access to the development site for inspection purposes.

(Ord. No. 08-1014, §§ 1—3(Exhs. 1—3), 7-1-2009)

17.47.090 Plan performance guarantee and security.

After the plan is approved by the manager and prior to construction or grading, the owner shall provide a financial guarantee. Management of construction site waste as well as e~~E~~rosion and sediment control shall be

included in the cost estimate for the primary project, such as land division or site plan, and included in that project's performance guarantee.

(Ord. No. 08-1014, §§ 1—3(Exhs. 1—3), 7-1-2009)

17.47.100 Correction of ineffective measures and enforcement.

A. If the owner or his/her designated representative fails to follow the plan as approved by the manager or fails to submit a plan when one is required, the manager may, after inspecting the property, issue a stop work order halting all work on the development site until the requirements of the plan are met or implemented as applicable.

   Accompanying the stop work order shall be a written statement or list from the manager specifying what is wrong and what steps the owner must take to bring the development into compliance. The stop work order shall not be lifted until mitigation measures are implemented that comply with Oregon City performance standards for erosion and sediment control and are approved by the manager.

B. If the facilities and techniques in the approved plans are not effective or sufficient to meet the purposes of this chapter, based on an on-site inspection, the Manager may require a revision to the plan. Such requirement shall be in writing and shall explain the problem and suggested measures to remedy the problem. The notice shall be presented to the owner and any other responsible parties.

   1. The revised plan shall be provided within three business days of when written notification by the manager is received. Receipt of such notice shall be deemed complete three days after simultaneous regular mail and certified mail is deposited in the mail.

   2. The owner or his/her designated representative shall implement fully the revised plan within three business days of receipt of the revised plan as provided in the previous subdivision, or within such other time frame as the manager may specify.

   3. In cases where significant erosion is occurring, the manager may require the owner or his/her designated representative to install immediately interim control measures before submittal of revised plan.

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CITY OF OREGON CITY
CITIZEN INVOLVEMENT COMMITTEE (CIC)
MINUTES

Commission Chambers, 625 Center Street, Oregon City
Monday, August 5, 2024 at 7:00 PM

This meeting was held online via Zoom as well as in person at City Hall Chambers in Oregon City.

1. CALL TO ORDER

PRESENT: 11 - Linda Baysinger, Dennis Anderson, Dan Berge, Karla Laws, Dorothy Dahlsrud, Shelly Alway, Betty Mumm, Sara Peterson, Denise Beasley, Tim Powell, Bob LaSalle

STAFFERS: 1 - Hannah Schmidt, Community Engagement Specialist; Jarrod Lyman, Community Communications Manager

2. PRESENTATIONS

2.a. Police Department K9s – Jackie Hammond-Williams

Ms. Hammond- Wilson presented as a private citizen and spokesperson to an informal group of citizens on Oregon City providing care funds for retired police K-9s.

Currently, the city has three operating and one retired K-9, and two of the currently operating K-9 officers will be retiring within 3-6 months. The city provides funds for care of these sworn officers during active duty; however, once they are retired, the adopting family must cover all costs of care which can be extensive given their line of work.

She and the citizens she is representing believe retired police K-9s should be offered retirement funds similarly to a retired police officer. She would like the CIC to create a letter of support for this issue to give to the City commission.

Bob LaSalle made a motion to recommend to the City Commission that they amend the budget to provide all care to retired K-9s. The motion was seconded by Denise Beasley. All ayes. The motion passed. Bob will draft a letter and offer it to the CIC for approval before being sent to the City Commission.

2.b. DEI Presentation – Lamont Browne, Triangle Advising Group, LLC

Lamont Browne shared an update on their current project and a recap of the previous project their group worked on on behalf of the city.

The previous project was to create a community DEI task force to meet monthly and share their experiences, perspectives, and ideas on how to strengthen the community. This task force and city staff worked together to create a DEI framework to help direct the city's work.

The current project will build on that work and has three components: A DEI work group, leadership and DEI training for city staff, and creating a second community DEI task force.

Mr. Brown is here today mainly to let the committee know about the task force. He shared the links on the city's website that discuss the city's commitment to support the individuals on this task force and how citizens can join it.

Anyone interested in joining a meeting can contact Mr. Browne for meeting location details.

2.c. Park Place Concept Plan Code Refinement – Oregon City Planning Department

Aquilla Hurd-Ravich, Community Development Director, presented to the CIC the Park Place Concept Plan code amendments.

This process started in May 2024, and the city Planning staff have presented draft code to the Planning Commission. The draft phase is almost complete with the next step being the legislative public hearings.

The Park Place Concept Plan was developed to help the city prepare for the anticipated growth from 500 acres of rural land being brought into the Urban Growth Boundary. The plan was adopted in 2008; however, Oregon land use has changed extensively which created the need for code change to design clear and objective language focusing on the original 11 key elements of the plan.

The next step of this process is Pete Walter, Planning Department, attending the Park Place neighborhood steering committee meeting on August 19th and then the Planning Department giving an update to the City Commission the next week. It is hopeful that the legislative hearing process will start in fall.

3. PUBLIC COMMENTS

None

4. MEETING MINUTES

A motion was made to approve the CIC Meeting and Work Session Minutes for June 3, 2024. The motion was seconded. The majority voted in favor with one abstention. Motion passed.

5. GENERAL BUSINESS

5.a. Reimbursement for Gaffney Lane Neighborhood Association A-Frame Signs

Gaffney Lane purchased A-frame signs and requested reimbursement from any surplus of the CIC budget. After discussion, Gaffney lane decided to use their budgeted funds to pay Dave Hunt back for the signs that were purchased for the neighborhood.

5.b. follow up 2024-2025 CIC Budget Allocation

Ms. Schmidt asked the committee for a motion to approve the budget based on the new postcard postage price change.

A motion was made to approve the current budget due to the postcard mailer change. The motion was seconded. The motion passed unanimously.

5.c. Chapter 2.30.030 – CIC Membership

Linda Baysinger presented that the Two Rivers neighborhood was having difficulty getting a CIC representative because the CIC bylaws state that the person who acts as the CIC representative must live in the neighborhood they are representing. Unfortunately, the way the that neighborhood is laid out, the members of the association cannot find someone to represent them on the CIC because all of their members do not live in the neighborhood. She asked if the CIC bylaws could be changed to show that the CIC representative for Two Rivers could be someone who lives, works, or has an interest in the neighborhood. Ms. Schmidt will update the bylaws with some new language to present to the CIC for a vote and will check to see if the bylaws need to be approved by the City Commission or not.

6. STAFF LIASION UPDATES

The Trail News and E-Trail News have been sent out. Clackamas County Fire District has also sent out their quarterly newsletter, *The Siren.* National Night Out is August 6th, and the CIC will have a booth there. In order to stop any issues with the postcard mailers not arriving on time, any requests for mailing must be received within the 7-day time frame. Any signs created for neighborhoods must be approved by Ms. Schmidt prior to printing. All neighborhood association bylaws have been published on the city's website.

ROUNDTABLE

For more information on upcoming neighborhood association meetings and contacts please visit: https://www.orcity.org/community/neighborhood-associations

McLoughlin –Tim Powell & Denise Beasley

They have been busy selling snow cones at Concerts in the Park. At their last meeting, they had an update from John Lewis from Public works. Tim asked if there was a Land Use CIC representative. None was known. He will pursue with the city how to organize a candidate forum for neighborhoods.

Hillendale – Sara Peterson

They had their quarterly meeting in early July that was very well attended with presentations from Fire and Police. Their second community cleanup was on the 13th. A steering committee meeting will be held on August 6th.

Caulfield – Dan Berge

Their neighborhood has had great success using signs to encourage attendance at the neighborhood association meetings.

Elyville – Karla Laws & Dorothy Dahlsrud

Their ice cream social is scheduled for August 24th at Barclay Hills Park from 1:00-3:00 p.m. Clackamas Fire will be there, and they are hoping to have the police K-9s as well. There will be a general meeting on September 10th.

Park Place –Bob LaSalle

While trying to have a new trail built in Park Place Park, a serious poison oak infestation was discovered. The trail is on hold until some funding can be found to remove the poison oak.

Canemah – Dennis Anderson & Linda Baysinger

A steering committee meeting is planned for September 19th, and they had their annual ice cream social in July with a good turnout.

Gaffney Lane – Shelly Always & Betty Mumm

They will have a steering committee meeting on September 19th on Zoom. There was a house in their neighborhood causing issues, and the Oregon City Police recently boarded it up to help stop them.

Commissioner Adam Marl

Commissioner Marl gave a land use update for Caulfield regarding an amicus brief that was filed concerning potential transportation congestion issues around the county densifying areas just outside the Oregon City city limits. He recently was a guest speaker at Gaffney Lane and let everyone know to reach out to him if they would like him to speak at any of their meetings. He feels their Independence Day event was successful and looks forward to enhancing it for the future.

ADJOURNMENT

The meeting was adjourned.

625 Center Street
Oregon City, OR 97045
503-657-0891

CITY OF OREGON CITY

Staff Report

To:	Citizen Involvement Committee	**Agenda Date:**	October 7, 2024
From:	Hannah Schmidt, Community Engagement Specialist		

SUBJECT: STAFF LIASON UPDATES

1. **Trail News**
   The winter issue of Trail News is expected to be mailed out on November 1, 2024. Please reference Exhibit A to ensure that your NA information is up to date. Reach out to Hannah Schmidt at hschmidt@orcity.org as soon as possible with any edits. E-Trail news is expected to be sent out on October 1 with an October/November NA meeting schedule.

2. **Social Media Postings for Neighborhood Association Meetings**
   The City has been consistently posting on Facebook and NextDoor to help promote NA meetings but are running out of images to post with your NA meeting announcements. If you have any pictures of your neighborhood/NA meetings that you would be willing to share, please send them to hschmidt@orcity.org. Using different pictures in your NA meeting announcements will help engage a wider audience and hopefully draw more residents to your NA meetings.

3. **Neighborhood Association Signs and Other Advertising Methods**
   Just like with postcards, all NA signs must be sent to staff, at hschmidt@orcity.org for approval before they are sent forward for processing and printing. Once approved by staff, files will be sent to Buels Impressions Printing for printing, and you will be contacted directly by staff once the materials are ready for pick up.

4. **Postcard Mailers**
   Postcard designs should be 5.5” x 4” and sent in two separate documents, one document as the front and the other as the back. If you need a template, I would be happy to supply you with one, just send an email to hschmidt@orcity.org to let me know. Please send your postcard designs to staff seven business days in advance of the date you would like the postcard to arrive in residents’ mailboxes. If a postcard design is sent after this time frame, it will not move forward with the printing and mailing process to help prevent unnecessary expenditure of funds.

5. **Email Subscribers**
   The QR code links that are on the NA flyers are linked to a City-owned Mailchimp account. I use the Mailchimp account to schedule emails out to your subscriber list. I schedule emails to be sent out 1 week in advance of the meeting date, and only send

out emails if you send a postcard graphic or inform me that you would like an email sent out on behalf of your NA. I can send emails out for Steering Committee Meetings, but you need to let me know if that is something your NA is interested in. I CANNOT share the Mailchimp email subscriber lists with anyone, this was information gathered from the City of Oregon City Utility Services and we would be breaking privacy policies if that information was shared. Below are metrics of subscriber sign-ups within the last month, separated by each NA.

	CNA	CFNA	ENA	GLNA	HG-WFNA	H/TVNA	MNA	PPNA	RNA	SENA	TRNA
Dec-23	10	108	18	26	29	63	82	87	30	35	5
Jan-24	16	117	25	31	32	68	89	105	35	43	12
Feb-24	18	120	27	31	32	68	93	110	35	44	13
Mar-24	20	127	28	32	34	71	97	114	38	47	14
Apr-24	23	129	29	27	34	74	99	115	40	51	17
May-24	23	131	29	29	35	76	99	117	40	51	17
Jul-24	24	135	31	34	35	78	107	121	41	56	19
Sep-24	29	140	33	40	35	86	113	126	42	57	20
New Contacts	5	5	2	6	0	8	6	5	1	1	1

CNA – Canemah
CFNA – Caufield
GLNA – Gaffney Lane
H/TV NA – Hillendale/Tower Vista
MNA – McLoughlin
PPNA – Parks Place
RNA – Rivercrest
SENA – South End
TRNA – Two Rivers

Along with emails to your subscribers I have been posting reminders on Facebook and Next Door for upcoming NA meetings. I will post on social media 2-3 days in advance of your scheduled NA meeting.

6. **NA Public Records**

I have been uploading NA's Minutes onto each NA's webpage as well as publishing the documents as public records under the Oregon Records Management Solution (ORMS). I am posting the past 5 years of public records onto the NA webpages directly. All public records, including those past the 5-year mark, are accessible on each NA webpage through a link labeled "Webdrawer" which directs users to the NA specific records on ORMS. If your NA has Minutes available that are not posted on ORMS already, please send them to me at your earliest convenience. I have also posted all NA Bylaws onto their appropriate webpages. If you notice that the version of Bylaws posted on your NA webpage is not the most updated version, please reach out to me at hschmidt@orcity.org.

7. **Phishing**
   Many of you have emails published on the City's website, which makes you vulnerable to phishing scams. Please forward any suspicious emails that you receive from City staff or City Commissioners to me so I can report the email to our IT Helpdesk and have it further evaluated. If you would like to remove your email from the City's website to avoid receiving phishing emails, please let me know. I recommend using a generic email like mcloughlinnaoc@gmail.com to post on the website and avoid posting your personal emails online to have the public contact you.

8. **Zoom Recordings**
   The CIC Zoom account has been running out of storage for video recordings. As such, all CIC meeting recordings have been stored within Oregon City files. Recordings of CIC Meetings can always be accessed through the City's YouTube account: City of Oregon City YouTube CIC Playlist. To ensure that open storage remains available on the CIC Zoom account, I will begin to transfer NA recordings to a shared OneDrive file. I will send out emails to the appropriate NA contacts once the files have been uploaded with a link to access the recordings.

9. **Zoom Trainings**
   I have held Zoom Trainings for Chairs of NA's. If you, or anyone from your NA is interested in learning more about utilizing the City's Zoom account, please reach out to me and I would be happy to schedule a training.

Neighborhood Associations – General Meetings

The neighborhood associations meeting dates, times, and locations published below are subject to change. Please check https://www.orcity.org/899/Neighborhood-Associations for updated information on neighborhood associations. Please sign up for emails from your specific neighborhood association or contact your neighborhood association directly to inquire about meeting information, including the option to join meetings virtually!

CITIZEN INVOLVEMENT COMMITTEE [CIC]
https://www.orcity.org/765/Citizen-Involvement-Committee-CIC
7:00 pm | 1st Monday of each month
City Hall-Commission Chambers, 625 Center Street

CANEMAH [CNA]
www.orcity.org/canemah
7:00 pm | 3rd Thursday | Feb, Apr, Jun, Sep, Nov
Community Room at Oregon City Library, 606 John Adams Street
Ron Blistline, Chair | ronbistline@hotmail.com

CAUFIELD [CFNA]
www.orcity.org/caufield
6:30 pm | 4th Tuesday | Jan, Mar, May, Sep, Nov
Oregon City's School District's Facilities and Maintenance Center (Bus Barn), 14551 Meyers Road
Rachel Guirsch, Chair | rbg1980@yahoo.com

ELYVILLE [ENA]
www.orcity.org/elyville
7:00 pm | 2nd Tuesday | Jan, Mar, May, Sep, Nov
St John the Apostle Cemetery, 451 Warner Street
Karla Laws, Chair | karla.laws+ENA@gmail.com
Ice Cream Social | Aug 24 | 1 p.m. – 3 p.m. | Barclay Hills Park

GAFFNEY LAND [GLNA]
www.orcity.org/gaffney-lane
6:30 pm | 3rd Tuesday | Jan, Mar, May, Jul, Sep, Nov
Community Development Community Room, 695 Warner Parrott Rd
Dave Hunt | dave@namicc.org

HAZEL GROVE_WESTLING FARM [HG-WFNA] ***Currently inactive***
www.orcity.org/hazel-grove-westling-farm
To get involved – contact Hannah Schmidt | hschmidt@orcity.org

HILLENDALE [HNA] *Meetings combined with Tower Vista NA*
www.orcity.org/hillendale
6:30 pm | 1st Tuesday | Jan, Apr, Jul, Oct

Community Development Community Room, 695 Warner Parrott Rd
Josh Kayser, Chiefs Liaison | ncecowboy1@gmail.com

MCLOUGHLIN [MNA]
www.orcity.org/mcloughlin
7:00 pm | 1st Thursday | Jan, Mar, May, Jul, Sep, Nov
Community Room at Oregon City Library, 606 John Adams Street
Tim Powell, Chair | timpowell1954@gmail.com

PARK PLACE [PPNA]
www.orcity.org/park-place
7:00 pm | 3rd Monday | Feb 26, May 20, Oct 21
Park Place Church, 13933 Gain Street
Stephen VanHaverbeke, Chair | steve@vanhaverbeke.org

RIVERCREST [RNA] ***Currently on hiatus***
www.orcity.org/rivercrest
To get involved – contact Emily Lisborg | rivercrestna@gmail.com

SOUTH END [SENA] ***In the process of reactivating***
www.orcity.org/south-end
To get involved – contact Mark Grear | administrator@ocsena.com

TOWER VISTA [TVNA] *Meetings are combined with Hillendale NA*
www.orcity.org/tower-vista
6:30 pm | 1st Tuesday | Jan, Apr, Jul, Oct
Community Development Community Room, 695 Warner Parrott Rd
Josh Kayser, Chiefs Liaison | ncecowboy1@gmail.com

TWO RIVER [TRNA]
www.orcity.org/two-rivers
7:00 pm | 4th Wednesday | Apr, Jul, Oct
Abernethy Chapel, 1326 John Adams Street
Margie Huges, Secretary | margiehughes1@aol.com

Sign up for Neighborhood Emails

Subscribe to emails from your neighborhood associations. Oregon City is a tight-knit community. That's plainly evident with its network of neighborhood associations throughout. These groups of residents regularly come together to share information and questions; and hear from City, County, and State leaders on issues that affect the community. If you would like to receive emails notifying you when your neighborhood association meets, sign up at the appropriate link to the right. This email list will be used only for information coming from the association you signed up for.

City of Oregon City - Citizen Involvement Committee
Financial Summary for Biennial Years 2023-25
as of September 30, 2024

Fiscal Year 2023-24

										Inactive - Pooled for use by other NAs			
Neighborhood	**Canemah**	**Caufield**	**Elyville**	**Gaffney Lane**	**Hillendale**	**McLoughlin**	**Park Place**	**TowerVista**	**Two Rivers**	**South End**	**Hazel Grove**	**Rivercrest**	**Total**
Addresses	195	2216	1746	1664	1877	2003	1386	1199	603	1456	1060	792	16,197
Prorated Budget	$361.00	$4,104.00	$3,235.00	$3,082.00	$3,477.00	$3,711.00	$2,567.00	$2,221.00	$1,115.00	$2,697.00	$1,963.00	$1,467.00	$ 30,000.00
July													$ -
August	$ (120.00)	$ (144.00)	$ (1,047.60)										$ (1,311.60)
September	$ (120.00)	$ (1,158.04)				$ (1,202.40)							$ (2,480.44)
October					$ (1,127.66)			$ (720.34)					$ (1,848.00)
November	$ (198.91)	$ (350.92)	$ (1,216.34)	$ (161.39)	$ (182.04)	$ (1,394.27)	$ (134.42)	$ (116.29)	$ (420.89)	$ (141.21)	$ (102.81)	$ (76.81)	$ (4,496.30)
December													$ -
January					$ (689.41)	$ (1,200.60)		$ (440.39)	$ (361.80)				$ (2,692.20)
February	$ (120.00)					$ (1,202.40)							$ (1,322.40)
March			$ (1,084.80)		$ (349.42)			$ (223.20)					$ (1,657.42)
*One-Time Adjustment	$ 197.91		$ 113.74			$ 1,288.67				$ (704.37)	$ (512.80)	$ (383.15)	$ -
April	$ (102.21)		$ (921.54)		$ (610.89)	$ (1,022.28)		$ (389.28)	$ (309.01)				$ (3,355.21)
*One-Time Adjustment	$ 102.21		$ 921.54			$ 1,022.28				$ (900.55)	$ (655.62)	$ (489.86)	$ -
May		$ (1,456.32)		$ (848.13)			$ (707.37)						$ (3,011.82)
June					$ (958.20)			$ (612.09)	$ (308.04)				$ (1,878.33)
*One-Time Adjustment					$ 440.62			$ 280.59	$ 284.74	$ (442.76)	$ (322.34)	$ (240.84)	$ -
Total Spent	$ (361.00)	$ (3,109.28)	$ (3,235.00)	$ (1,009.52)	$ (3,477.00)	$ (3,711.00)	$ (841.79)	$ (2,221.00)	$ (1,115.00)	$ (2,188.90)	$ (1,593.57)	$ (1,190.66)	$ (24,053.72)
Remaining Budget	$0.00	$994.72	$0.00	$2,072.48	$0.00	$0.00	$1,725.21	$0.00	$0.00	$508.10	$369.43	$276.34	$ 5,946.28
											$1,153.87		

*Overspending from Neighborhood Associations (NA) covered by inactive NAs prorated by addresses of inactive NAs.

Fiscal Year 2024-25

											Inactive NAs		
Neighborhood	**Canemah**	**Caufield**	**Elyville**	**Gaffney Lane**	**Hillendale**	**McLoughlin**	**Park Place**	**TowerVista**	**Two Rivers**	**South End**	**Hazel Grove**	**Rivercrest**	**Total**
Addresses (as of 6/4/24)	196	2433	1809	1664	1884	2006	1388	1202	605	1457	1061	795	16,500
No. of postcard mailings	5	4	6	6	4	6	3	4	4	4	0	0	46
Cost per mailer	0.52	0.52	0.52	0.52	0.52	0.52	0.52	0.52	0.52	0.52	0.52	0.52	
Prorated Budget	$510.00	$5,061.00	$5,644.00	$5,192.00	$3,919.00	$6,259.00	$2,165.00	$2,500.00	$1,258.00	$3,031.00	$0.00	$0.00	$ 35,539.00
July				$ (848.13)		$ (650.11)							$ (1,498.24)
August			$ (613.03)	$ (560.87)		$ (1,049.32)							$ (2,223.22)
September	$ (102.00)	$ (1,239.81)	$ (314.15)	$ (287.26)	$ (958.66)	$ (346.69)		$ (611.63)					$ (3,860.20)
October													$ -
November													$ -
December													$ -
January													$ -
February													$ -
March													$ -
April													$ -
May													$ -
June													$ -
Total Spent	$ (102.00)	$ (1,239.81)	$ (927.18)	$ (1,696.26)	$ (958.66)	$ (2,046.12)	$ -	$ (611.63)	$ -	$ -	$ -	$ -	$ (7,581.66)
Remaining	$408.00	$3,821.19	$4,716.82	$3,495.74	$2,960.34	$4,212.88	$2,165.00	$1,888.37	$1,258.00	$3,031.00	$0.00	$0.00	$ 27,957.34

Biennial Years 2023-25

Biennial Budget (as adopted)	$ 60,000.00
Fiscal Year 2023-24 Total Spent	$ (24,053.72)
Biennial Remaining (as of 6/30/24)	$ 35,946.28
Fiscal Year 2024-25 Prorated Budget	$ (35,539.00)
Unallocated surplus/(deficit)	$ 407.28

Biennial Budget (as adopted)	$ 60,000.00
Fiscal Year 2023-24 Total Spent	$ (24,053.72)
Fiscal Year 2024-25 Total Spent	$ (7,581.66)
Biennial Years 2023-25 Remaining	$ 28,364.62

Detail Transations

Fiscal Year 2023-24

Post Date	Period	Vendor Name	Description	Amount	Neighborhood Asso
08/22/2023	August	BUEL'S IMPRESSIONS PRINTING	ELLYVILLE NEIGHBORHOOD MAILER	$ 1,047.60	Elyville
08/22/2023	August	BUEL'S IMPRESSIONS PRINTING	CANEMAH ICECREAM SOCIAL MAILER	$ 120.00	Canemah
08/30/2023	August	BUEL'S IMPRESSIONS PRINTING	SIGN INSERTS FOR CAUFIELD NA	$ 144.00	Caufield
09/06/2023	September	BUEL'S IMPRESSIONS PRINTING	CAUFIELD-POSTCARD MAILING	$ 1,158.04	Caufield
09/11/2023	September	BUEL'S IMPRESSIONS PRINTING	CANEMAH	$ 120.00	Canemah
09/20/2023	September	BUEL'S IMPRESSIONS PRINTING	MCLOUGHLIN NA MAILING	$ 1,202.40	McLoughlin
10/04/2023	October	BUEL'S IMPRESSIONS PRINTING	HILLENDALE/TOWER VISTA MAILING	$ 1,848.00	Hillendale/Tower Vista*
11/01/2023	November	BUEL'S IMPRESSIONS PRINTING	ELYVILLE NA MAILING	$ 1,047.00	Elyville
11/01/2023	November	BUEL'S IMPRESSIONS PRINTING	MCLOUGHLIN NA MAILING	$ 1,200.00	McLoughlin
11/08/2023	November	BMS TECHNOLOGIES	UTILITY BILLING SERVICES- OCT 2023	$ 1,421.00	All-prorated by address ratio
11/15/2023	November	BUEL'S IMPRESSIONS PRINTING	CANEMAH NEIGHBORHOOD MAILER	$ 120.00	Canemah
11/20/2023	November	BUEL'S IMPRESSIONS PRINTING	CAUFIELD A-FRAME SIGNS	$ 136.00	Caufield
11/16/2023	November	US BANCORP	ZOOM.US 888-799-9666	$ 149.90	All-prorated by address ratio
11/28/2023	November	BUEL'S IMPRESSIONS PRINTING	CAUFIELD A-FRAME SIGNS	$ 60.00	Caufield
11/28/2023	November	BUEL'S IMPRESSIONS PRINTING	TWO RIVER POSTCARDS	$ 362.40	Two Rivers
01/03/2024	January	BUEL'S IMPRESSIONS PRINTING	MCLOUGHLIN POSTCARDS	$ 1,200.60	McLoughlin
01/03/2024	January	BUEL'S IMPRESSIONS PRINTING	HILLENDALE POSTCARDS	$ 1,129.80	Hillendale/Tower Vista*
01/22/2024	January	BUEL'S IMPRESSIONS PRINTING	TWO RIVERS MAILER	$ 361.80	Two Rivers
02/14/2024	February	BUEL'S IMPRESSIONS PRINTING	CANEMAH POSTCARDS	$ 120.00	Canemah
02/20/2024	February	BUEL'S IMPRESSIONS PRINTING	MCLOUGHLIN POSTCARDS	$ 1,202.40	McLoughlin
03/05/2024	March	BUEL'S IMPRESSIONS PRINTING	ELYVILLE NA POSTCARDS	$ 1,084.80	Elyville
03/26/2024	March	EAGLE WEB PRESS INC	HILLENDALE/TOWER VISTA NA POSTCARDS	$ 572.62	Hillendale/Tower Vista*
04/18/2024	April	US POSTAL SERVICE	CANEMAH NA POSTCARD NEIGHBORHOOD MAILERS	$ 72.40	Canemah
04/18/2024	April	US POSTAL SERVICE	TWO RIVERS NA POSTCARD NEIGHBORHOOD MAILERS	$ 174.99	Two Rivers
04/23/2024	April	EAGLE WEB PRESS INC	CANEMAH NA POSTCARDS	$ 29.81	Canemah
04/23/2024	April	EAGLE WEB PRESS INC	ELYVILLE NA POSTCARDS	$ 335.67	Elyville
04/23/2024	April	EAGLE WEB PRESS INC	TWO RIVERS NA POSTCARDS	$ 134.02	Two Rivers
04/23/2024	April	EAGLE WEB PRESS INC	MCLOUGHLIN NA POSTCARD	$ 372.17	McLoughlin
04/24/2024	April	US POSTAL SERVICE	McLOUGHLIN NA POSTCARD POSTAGE	$ 650.11	McLoughlin
04/24/2024	April	US POSTAL SERVICE	ELYVILLE NA POSTCARD POSTAGE	$ 585.87	Elyville
04/30/2024	April	US POSTAL SERVICE	HILLENDALE POSTCARDS	$ 610.89	Hillendale
04/30/2024	April	US POSTAL SERVICE	TOWER VISTA POSTCARDS	$ 389.28	Tower Vista
05/16/2024	May	US POSTAL SERVICE	PARK PLACE N/A POSTCARD POSTAGE	$ 449.62	Park Place
05/16/2024	May	US POSTAL SERVICE	GAFFNEY LANE N/A POSTCARD POSTAGE	$ 539.23	Gaffney Lane
05/23/2024	May	US POSTAL SERVICE	CAUFIELD NA POSTCARD POSTAGE	$ 788.16	Caufield
05/23/2024	May	EAGLE WEB PRESS INC	CAUFIELD NA POSTCARDS	$ 452.16	Caufield
05/28/2024	May	BUEL'S IMPRESSIONS PRINTING	CAUFIELD NA MEETING SIGNS	$ 216.00	Caufield
05/28/2024	May	EAGLE WEB PRESS INC	PARK PLACE NA POSTCARD	$ 257.75	Park Place
05/28/2024	May	EAGLE WEB PRESS INC	GAFFNEY LANE NA POSTCARD	$ 308.90	Gaffney Lane
06/27/2024	June	EAGLE WEB PRESS INC	NA POSTCARDS-TWO RIVERS	$ 112.12	Two Rivers
06/27/2024	June	EAGLE WEB PRESS INC	NA POSTCARDS- HILLENDALE/TOWER VISTA	$ 571.74	Hillendale/Tower Vista*
06/27/2024	June	US POSTAL SERVICE	HILLENDALE & TOWER VISTA NA POSTCARD POSTAGE	$ 998.55	Hillendale/Tower Vista*
06/30/2024	June	US POSTAL SERVICE	TWO RIVERS NA- POSTCARD POSTAGE	$ 195.92	Two Rivers
				$ 24,053.72	

*Prorated based on addresses

Detail Transations

Fiscal Year 2024-25

Post Date	Period	Vendor Name	Description	Amount	Neighborhood Asso
07/10/2024	July	US POSTAL SERVICE	McLOUGHLIN NA POSTCARD POSTAGE	$ 650.11	McLoughlin
07/15/2024	July	US POSTAL SERVICE	GAFFNEY LANE N/A POSTCARD POSTAGE	$ 560.87	Gaffney Lane
07/24/2024	July	EAGLE WEB PRESS INC	GAFFNEY LANE NA POSTCARD	$ 287.26	Gaffney Lane
08/07/2024	August	EAGLE WEB PRESS INC	McLOUGHLIN NA POSTCARD	$ 372.44	McLoughlin
08/15/2024	August	US POSTAL SERVICE	ELYVILLE NA POSTCARD PORTAGE	$ 613.03	Elyville
08/27/2024	August	US POSTAL SERVICE	McLOUGHLIN NA POSTCARD POSTAGE	$ 676.88	McLoughlin
08/28/2024	August	US POSTAL SERVICE	GAFFNEY LANE NA POSTCARD POSTAGE	$ 560.87	Gaffney Lane
09/04/2024	September	EAGLE WEB PRESS INC	ELYVILLE NA POSTCARD	$ 314.15	Elyville
09/11/2024	September	EAGLE WEB PRESS INC	GAFFNEY LANE NA POSTCARD	$ 287.26	Gaffney Lane
09/11/2024	September	EAGLE WEB PRESS INC	McLOUGHLIN NA POSTCARD	$ 346.69	McLoughlin
09/18/2024	September	EAGLE WEB PRESS INC	CANEMAH NA POSTCARD	$ 26.60	Canemah
09/19/2024	September	US POSTAL SERVICE	CANEMAH NA POSTCARD POSTAGE	$ 75.40	Canemah
09/19/2024	September	US POSTAL SERVICE	CAUFIELD NA POSTACARD POSTAGE	$ 819.45	Caufield
09/24/2024	September	EAGLE WEB PRESS INC	CAUFIELD NA POSTCARD	$ 420.36	Caufield
09/24/2024	September	EAGLE WEB PRESS INC	HILLENDALE/TOWER VISTA NA POSTCARD	$ 531.67	Hillendale/Tower Vista*
09/26/2024	September	US POSTAL SERVICE	HILLENDALE/TOWER VISTA NA POSTCARD POSTAGE	$ 1,038.62	Hillendale/Tower Vista*
				$ 7,581.66	

625 Center Street
Oregon City, OR 97045
503-657-0891

CITY OF OREGON CITY

Staff Report

To:	Citizen Involvement Committee	**Agenda Date:**	October 7, 2024
From:	Hannah Schmidt, Community Engagement Specialist		

SUBJECT:
Item 6.a. – Amending Chapter 2.30.030 - CIC Membership

EXECUTIVE SUMMARY:
Under the current City Code, CIC "members shall reside within the neighborhood association boundaries which they represent," (Chapter 2.30.030 - Membership (D)). At the last CIC meeting, members agreed to amend the CIC Chapter to allow CIC members to reside, work in, own property, or own a business within the neighborhood association boundaries which the represent. Please reference the attached Ordinance and revisions to the City Code underlined in red and stricken in black within Exhibit A and fully incorporated in Exhibit B. If approved, Ordinance No. 24-1009 will go before the City Commission on October 16, 2024.

BACKGROUND:
Ordinance No. 20-1008, Amending Chapter 2.30 of the Citizen Involvement Committee was adopted by the City Commission on July 15, 2020. One of the many revisions of Chapter 2.30 included changing the membership requirements to only accept CIC members who reside within their neighborhood association boundaries of which they represent. Before the adoption of Ordinance No. 20-1008, Chapter 2.30.030 - Membership (D) stated "The members shall reside, work in, own property, or own a business within the neighborhood association boundaries which they represent or the land outside the city limits but inside the urban growth boundary designated to be within the neighborhood association which they represent." Two Rivers NA currently does not have any CIC Representatives because of this specific stipulation.

OPTIONS:
1. Approve the revisions to Chapter 2.30.030 so that the First Reading of Ordinance No. 24-1009 can be brought before the City Commission on October 16, 2024.
2. Approve the revisions to Chapter 2.30.030 with amendments so that the First Reading of Ordinance No. 24-1009 can be brought before the City Commission on October 16, 2024.
3. Deny the revisions to Chapter 2.30.030 and provide staff with further direction.

BUDGET IMPACT:
N/A

ORDINANCE NO. 24-1009

AN ORDINANCE OF THE CITY OF OREGON CITY AMENDING OCMC 2.30.030 TO ADJUST MEMBERSHIP REQUIREMENTS FOR THE CITIZEN INVOLVEMNET COMMITTEE

WHEREAS, the City created a policy establishing a Citizen Involvement Council (CIC) 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; and

WHEREAS, since establishment, the Citizen Involvement Committee (name change from Council to Committee) (CIC) has proven to be a successful means of communication between the City and citizens; and

WHEREAS, the City Commission adopted Chapter 2.30 of the Oregon City Municipal Code by Ordinance No. 20-1008; and

WHEREAS, the CIC requests to amend Chapter 2.30.030 (D) to adjust membership requirements and allow CIC members to reside, work in, own property, or own a business within the neighborhood association boundaries which they represent.

NOW, THEREFORE, OREGON CITY ORDAINS AS FOLLOWS:

Section 1. The City Commission adopts the added language underlined in red and strikes the language stricken in black under Chapter 2.30.030 (D) within Exhibit A and fully incorporated in Exhibit B.

Read for the first time at the regular meeting of the City Commission on the 16th day of October 2024 and the City Commission finally enacted the foregoing ordinance this 6th day of November 2024.

DENYSE C. MCGRIFF
Mayor

Attested to this 6th day of November 2024,

Jacob S. Wiley, City Recorder

Approved as to legal sufficiency:

City Attorney

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 and the CIC bylaws.

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 the Planning Commission, the Historic Review Board, other committees as appropriate, and the public.
D. Assist with requests from the city commission.

2.30.030 - Membership.

A. The CIC shall consist two members from each city recognized neighborhood association.
B. Each neighborhood association shall select two members for nomination for appointment by the mayor. If a member selected by a neighborhood association is not appointed to the CIC it will be informed of the reason for the non-appointment.
C. Members shall be appointed for two years. Terms of the office shall commence on the first day of the calendar year. If an appointed CIC member resigns, a replacement may be selected by the neighborhood association and appointed by the Mayor for the remainder of the term.
~~D. The members shall reside within the neighborhood association boundaries which they represent.~~ The member shall reside, work in, own property, or own a business within the neighborhood association boundaries 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 CIC chairperson 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 the above reasons. The neighborhood association shall select a new member for appointment by the Mayor.

2.30.040 - Officers and staffing.

A. Officers shall include chairperson, vice-chairperson and secretary.
   1. The officers shall be elected 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. The chairperson shall create the agenda for all general and special meetings 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 calls the roll for attendance at all meetings, calls the roll for all votes, 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 or his/her designee. 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 and shall record the minutes and submit them to the CIC for approval. In addition, the city liaison shall post agendas, maintain attendance records, 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. The city manager shall inform the City Commission and CIC of the suspension of the City liaison should it occur and the reason therefor.

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 as provided by the CIC bylaws.

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 members present. All members who are present 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.

2.30.060 - Reserved.

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.

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.

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 and the CIC bylaws.

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 the Planning Commission, the Historic Review Board, other committees as appropriate, and the public.
D. Assist with requests from the city commission.

2.30.030 - Membership.

A. The CIC shall consist two members from each city recognized neighborhood association.
B. Each neighborhood association shall select two members for nomination for appointment by the mayor. If a member selected by a neighborhood association is not appointed to the CIC it will be informed of the reason for the non-appointment.
C. Members shall be appointed for two years. Terms of the office shall commence on the first day of the calendar year. If an appointed CIC member resigns, a replacement may be selected by the neighborhood association and appointed by the Mayor for the remainder of the term.
D. The member shall reside, work in, own property, or own a business within the neighborhood association boundaries 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 CIC chairperson 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 the above reasons. The neighborhood association shall select a new member for appointment by the Mayor.

2.30.040 - Officers and staffing.

A. Officers shall include chairperson, vice-chairperson and secretary.
   1. The officers shall be elected 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. The chairperson shall create the agenda for all general and special meetings of the CIC.

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D. The CIC chairperson or designee shall report to the city commission once a year to provide CIC accomplishments.

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2.30.060 - Reserved.

2.30.070 - Conflict of interest.

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625 Center Street
Oregon City, OR 97045
503-657-0891

CITY OF OREGON CITY

Staff Report

To:	Citizen Involvement Committee	**Agenda Date:**	October 7, 2024
From:	Hannah Schmidt, Community Engagement Specialist		

SUBJECT:
Item 6.b. – Amending CIC Bylaws - CIC Membership

EXECUTIVE SUMMARY:
Under the current CIC Bylaws, "members shall reside within the neighborhood association boundaries which they represent," (Article III, Section 2(d)). At the last CIC meeting, members agreed to amend the CIC Chapter and Bylaws to allow CIC members to reside, work in, own property, or own a business within the neighborhood association boundaries which the represent. Please reference the attached revisions to the CIC Bylaws underlined in red and stricken in black within Exhibit A and fully incorporated in Exhibit B.

BACKGROUND:
Resolution No. 20-16, Adopting Bylaws for the CIC, was adopted by the City Commission on July 15, 2020. The CIC Bylaws have not been revised since their initial adoption.

OPTIONS:
1. Approve the revisions to the CIC Bylaws.
2. Approve the revisions to the CIC Bylaws with amendments.
3. Deny the revisions to the CIC Bylaws and provide staff with further direction.

BUDGET IMPACT:
N/A

Citizen Involvement Committee By-Laws

Article I. Name, purpose, mission, vision and values

Section 1. The name of this association will be the Citizens Involvement Committee (CIC).

Section 2. Purpose: The purpose is identified in Chapter 2.30 of the Oregon City Municipal Code.

Section 3. Mission: The CIC will consider a broad range of issues affecting the livability and quality of the City's neighborhoods.

Section 4. Vision: Working together with communities and key community stakeholders to create forums for communication that result in fair and open processes to ensure quality of life for future generations.

Section 5. Values: We value open, honest communication, diversity, mutual trust, respect and accountability.

Article II City Liaison

Section 1. The position of City Liaison is a City staff position designated by the City Manager to assist the CIC.

a. The City Recorder maintains the CIC minutes for City records.

b. The City Liaison makes public notice of all General and Special meetings.

c. The City Liaison emails agendas and copies of minutes to CIC members.

d. The City Liaison maintains a database of CIC members as provided by the neighborhood associations.

Article III. Boundaries

Section 1. The area served by the CIC will include the current legal City limits: boundaries will also include all areas of impact within the current Urban Growth Boundary. Areas of impact will include, but are not limited to, the following:

a. County islands within any of the neighborhood association boundaries.

b. Areas of the County adjacent to recognized neighborhood associations and within the Urban Growth Boundaries.

c. Areas of the County adjacent to recognized neighborhood associations and within the Urban Growth Boundaries which are not represented by a Community Planning Organization (CPO).

EXHIBIT A

d. Neighborhood associations directly adjacent to these areas should attempt to communicate their availability to represent those neighbors not within the City limits but within the Urban Growth Boundary.

Section 2. Membership

a. The CIC shall consist of two members from each recognized neighborhood association.

b. Each neighborhood association shall select two members for nomination for appointment by the Mayor. If a member selected by a neighborhood association is not appointed to the CIC it will be informed of the reason for the non-appointment.

c. Members shall be appointed for two years. Terms of office shall commence on the first day of the calendar year.

d. ~~The member shall reside within the neighborhood association boundaries which they represent.~~ The member shall reside, work in, own property, or own a business within the neighborhood association boundaries 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 CIC Chairperson prior to the meeting being missed.

g. Upon failure of any member to attend three consecutive meetings, misconduct, or non-performance 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 the above reasons. The neighborhood association shall select a new member for appointment by the Mayor.

h. It shall be the responsibility of the CIC Secretary to notify the neighborhood association of those members in danger of losing their membership.

i. The CIC Secretary will inform the CIC that notification has been given.

k. The neighborhood associations will notify the City Liaison within thirty (30) days of any changes to the neighborhood association CIC membership.

Section 3. There will be no dues or other requirements imposed which would in any way prevent any person who meets the description in Article III, Section 2 from becoming or remaining a member of the CIC.

Section 4. The privileges, roles and responsibilities of the members of the CIC are:

a. To participate in a civil and ethical manner related to all business conducted by the CIC.

b. To attend meetings and to speak from the floor on any issue being considered by the CIC.

c. To vote on motions placed before the membership at regular or special meetings.

d. To serve on sub-committees of the CIC.

e. To advocate community involvement and provide training and education to help develop community leaders.

f. To continually align with our mission, vision, and values.

Article IV. Accountability

Section 1. The names, addresses, telephone numbers and email addresses of the officers and members will be maintained by the City Liaison.

Section 2. The CIC representatives will be responsible to provide notification of CIC actions taken on issues and other pertinent events to the neighborhood associations.

Section 3. The CIC and its elected officers will be responsible, through a regular and orderly process, for seeking the views of neighborhood associations and community and key stakeholders affected by proposed policies or actions before making any recommendations.

Section 4. Minority views on any issue considered by the CIC will, upon request by any member, be included along with any recommendations submitted for government review.

Article V. Elections

Section 1. Nominating Committee - *Suspended for future consideration*

Section 2. Regular election of officers will be held at the General Meeting in January of an election year

Section 3. All certified neighborhood representatives in attendance will be able to vote in any and all elections of officers.

Section 4. Any member may run for any vacant office by declaring his or her intention to do so. A member may be nominated for any vacant office by another member of the CIC.

Section 5. Elections shall be held by a raise of hands and the results will be announced to the membership at the same general meeting as the election. Newly elected officers will take their positions the first day of the month following the elections.

Section 6. The following procedures will not be allowed: any vote by proxy, any absentee vote, any vote by mail, any secret ballot, any electronic vote, or any telephonic vote of the members. If a meeting is held online, electronic and telephone voting is allowed.

Section 7. A partial term to fill a vacancy does not constitute a full term. The officers shall be elected for two years. In the event 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 Chairperson or Vice-Chairperson or combination thereof. An officer appointment expires if a member is no longer appointed to the CIC.

Article VI. Officers

Section 1. All officers will be members of the CIC.

Section 2. Officers will be elected as specified in Article V and will perform the following duties:

a. Chairperson - Prepares the agenda and presides at all meetings. Serves as an ex-officio member on all sub-committees. Appoints members to serve on sub-committee. The Chairperson shall be the official spokesperson for the CIC, representing the majority position of the CIC, unless otherwise designated in writing with the majority consent of the CIC.

b. Vice-Chairperson - Performs the duties of the Chairperson in his or her absence. Performs any other duties as assigned by the Chairperson.

c. Secretary - The Secretary calls the roll for attendance at all meetings and calls the roll for all votes.

Section 3. In the event that an officer vacates his or her position, an election to fill that position will be held pursuant to the provisions in Article V.

Article VII Sub-Committees

Section 1. Sub-committee members will be made up of CIC member volunteers, or appointed as necessary, by the Chairperson. Sub-committees will have the responsibilities such as their titles indicate and as may be assigned to them.

Section 2. Each sub-committee will develop its own agenda and will select its own sub-committee Chairperson.

Section 3. The majority of the sub-committee members will constitute a quorum. sub-committee action will be determined by a majority vote of those present at each sub-committee meeting.

Section 4. Sub-committees will make recommendations to the CIC for action.

Section 5. Each sub-committee Chairperson may submit written reports to the CIC Chairperson to be added to and distributed with the CIC agenda for the next CIC meeting.

Article VIII. Meetings

Section 1. General meetings will be held on the first Monday of each month at a place and time determined by the CIC and published to the membership and the community.

Section 2. A quorum for any General or Special meeting of the CIC requires a majority of appointed members of the CIC to be in attendance at that meeting.

Section 3. The Chairperson will prepare the agenda for General and Special meetings.

a. Any person may request to add an item to the agenda by submitting the item to the CIC Chairperson in writing at least seven (7) days in advance of the meeting.

b. Any member of the CIC may request to add an item to the agenda.

c. Updates from Public Works, Oregon City Chamber of Commerce, and the Downtown Oregon City Association may be rotating items on the agenda.

Section 4. Special meetings may be called by the Chairperson or by any seven (7) members provided the membership is notified of the Special meeting in writing at least seven (7) days in advance of the meeting.

Section 5. Public comments: the following guidelines are given for citizens commenting on items on the agenda.

a. The citizen is to complete a comment card, including the agenda item, prior to the meeting and submit it to the City Liaison, who forwards the cards to the Chairperson.

b. When the Chairperson calls the name of the citizen he or she shall proceed to the speakers table and state his or her name and city of residence into the microphone.

c. Each speaker will be given three (3) minutes to speak, or at the discretion of the Chairperson.

Section 6. All guests are encouraged to sign the attendance register at the back of the room as a record of their attendance for the minutes.

Section 7. The CIC Budget Year is from July 1 to June 30. The budget will be reviewed at least quarterly during the regular meetings of July, October, January and April.

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Section 1. The CIC will abide by all Oregon statutes relative to public meetings and public records.

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Article XII. Parliamentary Authority and By-Laws

Section 1. The most current edition of the Roberts Rules of Order, Revised published by Da Capo Press will govern the procedures of the CIC when the procedure is

not otherwise covered by these by-laws.

Section 2. Proposed amendments to the by-laws must be presented to the membership at least thirty (30) days in advance of the vote to amend. Two-thirds (2/3) of membership must be present to vote. Of those present, two-thirds (2/3) must vote in support of the amendment(s) to change the by-laws.

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EXHIBIT B

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Section 3. Any changes to the by-laws must be submitted to the City Commission for final approval.

EXHIBIT B