



# Committee for Citizen Involvement (CCI) Implementation Plan Proposal

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CCI Ad-hoc Working Group

**Acknowledgments**

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## DOCUMENT ACCEPTANCE and RELEASE NOTICE

This is release 1.0 of the **CCI Implementation Plan Proposal for the City of Damascus.**

The CCI Implementation Plan Proposal is a managed document. For identification of amendments, each page contains a release number and a page number. Changes will be issued only as a complete replacement document. Recipients should remove superseded versions from circulation. This document is authorized for release after all signatures have been obtained.

Please submit all requests for changes to the owner/author of this document.

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COUNCIL ADOPTION: \_\_\_\_\_ DATE: \_\_/\_\_/\_\_  
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## 1. Introduction

In a desire to ensure an effective Committee for Citizen Involvement (CCI), the Community Coordinating Committee (C3) agreed to the formation of an Ad-hoc Work Group to review and evaluate the existing Citizen Involvement Program, make recommendations for its improvement and develop a plan for implementation of a CCI. Upon approval by the C3 this Implementation Plan Proposal will be submitted to Damascus City Council for final review and adoption. This approval calls for the expedient formation of a CCI as recommended by the Oregon Land Conservation and Development Commission (LCDC) in July 2007 as a means for implementing the city's Citizen Involvement Program.

As envisioned in this proposal, the CCI will provide a communication conduit between the Damascus City Council and citizens of the city on all aspects of city business, including but not limited to, land use planning. While land use planning, in particular the development of the city's first comprehensive plan, will demand much of the attention of officials and citizens for a period of several years, communication on other aspects of city governance must not be overlooked. Effective communication between citizens and officials is essential as the city forms fiscal management mechanisms, law and code enforcement, conflict resolution and many other aspects of city governance and community life. These structures of city management must be crafted with care and citizen oversight to provide the necessary strong foundation for the 21<sup>st</sup> Century City Damascus citizens hope to create. It is anticipated that the Committee for Citizen Involvement will play a pivotal role in assuring that citizens have access to information and avenues for influencing all aspects of current management and the future direction of their city.

## 2. Purpose

The CCI shall assure citizen engagement by:

- Creating and evaluating a variety of opportunities for citizen participation in city governance, planning and policy development.
- Developing and continually improving two-way communication between citizens and city officials.
- Providing opportunities for citizens to shape government in ways that foster trust.
- Creating innovative opportunities for Damascus citizens to identify, understand, and address issues.
- Assuring that information provided by the city to citizens is understandable and readily accessible.
- Assuring that citizens receive timely responses from city officials.

## 3. Responsibilities

### 3.1 Broad Citizen Involvement Program

- The CCI shall work with staff to adapt the Citizen Involvement Program to provide overall direction for the City's communication with Damascus citizens; make proposed revisions to address suggestions and concerns noted by the Oregon Land Conservation and Development Commission's Citizen Involvement Advisory Committee and then submit it to the City Council for adoption.
- The CCI shall assist the city with implementation and evaluation of the revised and adopted Citizen Involvement Program.

- The CCI shall annually assess the effectiveness and overall implementation of the Citizen Involvement Program. Copies of the assessment will be available to all citizens.
- The CCI shall interface and coordinate with existing committees to gather citizen input and disseminate information.
- The CCI shall regularly evaluate composition of CCI membership.
- The CCI shall perform such other duties as directed by the City Council

### 3.2 Comprehensive Planning

- CCI shall work with city staff and consultants to develop a public involvement plan for the Comprehensive Planning Process that:
  - is tied to key decision points in the planning process;
  - establishes the role of the community in the decision-making process;
  - articulates measurable communication goals and objectives;
  - identifies methods for informing and engaging stakeholders; responding to concerns and resolving conflicting interests;
  - provides a timeline and budget; and
  - establishes methods for measuring effectiveness.
- The CCI shall work with city officials to develop and refine the goals, objectives and policies for Goal One of the City's Comprehensive Plan.

## 4. Membership

The CCI shall be a standing committee consisting of seven members plus a council-appointed liaison and a designated City employee. Members shall be selected by an open, well-publicized process and serve in accordance with State rules and City Charter. Three at large members shall represent broad community interests and demographics. The city of Damascus's current geographic sub areas will be represented by each of the remaining four members. Initial membership of 2008 shall include appointment of three members who shall each serve a three year term ending on June 30th of odd numbered years and three members who shall each serve two year terms ending on June 30th of even numbered years. New members shall fill the terms of the initial appointee's expiration of the appointment." The youth representative position shall serve a one year term which expires one year from the date of appointment. All members have the option to apply to serve for one consecutive **2 year term** – reappointed by the city council. Membership vacancies shall be filled by City Council, as described in the City Charter.

### 4.1 Council Appointed Liaison

- The Council Liaison serves as a conduit for communication between the CCI and the City Council.
- The Council Liaison shall be free to participate in all discussions and shall not vote.

## 4.2 Designated City Employee

- The city employee shall be designated by the City Manager and shall be responsible for providing resources as needed to support the CCI.
- The designated city employee shall be free to participate in all discussions and shall not vote.

## 4.3 Citizen Committee Members

- CCI members are charged with promoting citizen involvement within their own area of representation.
- Citizen feedback and concerns shall be brought back to the entire CCI.

## 5. Meetings

- The CCI shall meet at least monthly
- The CCI shall establish protocol for meetings that includes processes for deliberation and decision making.

## 6. Resources

- The City budget shall contain a Citizen Involvement Program line item as developed in consultation with the CCI.
- The City Manager shall designate staff to assist the CCI in implementing the Citizen Involvement Program and provide technical assistance.

## REVISION HISTORY

Revision	PCR #	Date	Initiator/Doc Control	Pages	Description
01	--	12/5/07	Tammie Milkes	1-6	Changes as discussed during our Ad-hoc Working Group
02		12/11/07	Tammie Milkes		Changes as discussed during our Ad-hoc Working Group
03		12/12/07	Tammie Milkes		Changes as discussed during our Ad-hoc Working Group
04		12/13/07	Marcia Sinclair		Changes as discussed during 12/12/07 C3 meeting
05		12/27/07	Tammie Milkes		Changes as recommended by C3
06		01/20/2010	Tammie Milkes		Membership section revised to clearly define membership terms