

EXHIBIT “A”

CHAPTER ONE

This chapter on Citizen Involvement is dedicated to the memory of John Witteveen (1909-1992) for his untiring efforts to reach out to people in many ways, but especially for his work in support of Oregon State Senate Bill 100. This landmark legislation put the people of Oregon into the land use planning process. We remember one of Jacksonville's most forward looking and active citizens.



The Goal (established in 1992)

To provide opportunity for the citizens of Jacksonville to be involved in the ongoing city planning process.

Jacksonville’s Volunteers

Jacksonville is blessed with an abundance of volunteers, willing to serve the City in one capacity or another. Besides the City Council with its elected representatives, Jacksonville has numerous standing commissions and committees, filled with appointed Jacksonville residents who have applied to participate or have agreed to serve when recruited. When necessary, other residents step up to fill positions on Citizen Advisory Committees or Ad Hoc Committees to address specific issues. Equally appreciated are the many residents who participate in service groups to maintain and enhance the quality of life we so enjoy in Jacksonville. Jacksonville’s outstanding volunteer citizenry is one of the City’s greatest assets.

Service Organizations

The City also acknowledges the contributions made by the many service organizations and individual volunteers who donate time, expertise, and resources to preserving and enhancing Jacksonville’s quality of life.

Values from the City's 2028 Vision

In 2008, Jacksonville citizens came together to create the City's 2028 Vision. This group of volunteers developed value statements for a wide range of City of Jacksonville topics from which the following values were derived.

- A) We value a governmental process that encourages citizens to work actively with city officials throughout the decision-making process.
- B) We value a government that reaches out to inform, involve, and motivate citizens to play an active role in the ongoing processes of governance.
- C) We value a rational and objective process that strives to validate and implement Jacksonville's evolving values, visions, and goals.

Policies

#1 - The City of Jacksonville shall support and maintain an effective Citizen Involvement Program in order to ensure that all citizens are afforded the opportunity to participate in the City's programs and decision-making processes.

#2 - Each chapter of the Comprehensive Plan shall begin with a relevant 'value' that represents citizen input from the Visioning 2028 process.

Implementation

A Citizen Involvement Program shall be established that includes the following elements:

- A) The various standing Committees and Commissions of citizen volunteers for addressing recurring or on-going City issues (these standing committees and Commissions, {with the exception of the State-mandated Budget Committee}, shall be established in the Council Rules or other relevant codified ordinances);
- B) The Committee for Citizen Involvement (CCI), which will coordinate and support standing committees, Citizen Advisory Committees (CACs), and Ad Hoc Committees, and provide for effective communication with City officials;
- C) Citizen Advisory Committees (CACs), which will be formed to address specific land use issues; and
- D) Ad Hoc Committees, which will be formed at the Mayor's request to address specific issues on a project basis.

General Rules Applying to Committees (Commissions are each governed by their own codified set of regulations)

- A) Whether serving on a CAC or Committee, the only voting members will be Jacksonville residents. Other members (non-resident property owners and those living within one mile of Jacksonville's city limits) are free to participate in the discussions but will not be voting members. Residency will be determined by presenting proof of occupancy of a residential or commercial unit within the City Limits of Jacksonville. The term of membership shall be at the pleasure of the Mayor unless otherwise specified by law.
- B) CACs and committees are advisory groups that make recommendations to the City Council and Planning Commission. Participants must understand this important reality from the beginning of the process so that assumptions of decision-making or executive authority are not made.
- C) The Council's process for considering recommendations from CACs and Committees will take, in order, the following steps:
 - 1) Following thorough research on a given topic, a CAC or committee will, during a study session, present a well-organized, well-documented written recommendation to the City Council. If experts have been involved, this is the time for their presentations. Discussion of the report will take place during the study session, with councilors and committee members sharing open dialogue.
 - 2) The report will, then, be reviewed and, perhaps, augmented by City staff for legal, financial, and obligatory ramifications.
 - 3) The full report, after being reviewed, will be presented by staff to the City Council for serious consideration, at which time a public hearing may be held so that input from citizens at large can be considered.
 - 4) Ultimately, when all information has been considered, a decision by the Council will be made.
 - 5) The Council's decision may or may not reflect the recommendation of the CAC or Committee, but their input will certainly have been given serious consideration.
 - 6) The Council will provide in writing the reasons for supporting, altering, or rejecting the recommendation from a CAC or committee.

Committee for Citizen Involvement (CCI)

The role of the CCI will be as follows:

- A) to serve as the City Council's planning and supervisory arm for carrying out the functions and requirements of the Citizen's Involvement Program,
- B) to advocate for public participation in the City's processes, programs, and issues,
- C) to recruit candidates with the appropriate background or technical knowledge to assist in addressing the City's specific concerns,

- D) to maintain a list of citizens who are willing, when needed, to participate when needed on various CACs or other committees,
- E) to guide CACs or other committees in their approaches to particular problems or assignments,
- F) to provide a facilitator to assist in the CAC process,
- G) to facilitate providing technical & expert assistance to CACs,
- H) to provide the same services to Ad Hoc groups that are formed to address one-time city concerns,
- I) to assist the CACs and Ad Hoc groups as to the process to take for approaching the Council,
- J) to prepare and request adequate funding for the Citizen's Involvement Program for inclusion in the City budget, and
- K) to monitor and provide recommendations to improve or enhance citizen involvement.

The structure of the Committee for Citizen Involvement shall be as follows:

1. Number of voting members: seven Jacksonville residents (see definition above).
2. Participating non-voting members shall include a liaison from the City Council and Planning Commission.
3. Selection process: after analyzing submitted applications to serve on the CCI, the City Council shall interview candidates and appoint seven members, along with the Council liaison. The Planning Commission liaison shall be selected by the Planning Commission.
4. The term of membership of the seven at large citizens shall be for four years, on an overlapping basis.
5. The Members of the CCI shall elect a Chairperson and Vice Chairperson who shall each serve a one-year term. The City Planner (or his/her designee) shall serve as Secretary when deemed necessary by the Chair.
6. Vacancies shall be filled by City Council appointment.

Citizen Advisory Committees (CAC)

Citizen Advisory Committees (CACs) will be formed by the City Council or CCI to address specific land use issues. A CAC may be formed to address legislative land-use issues that affect policy on a community-wide level in regard to Transportation, Economic, Environmental, Energy, Social, or other such concerns.

A CAC shall generally be formed at the inception (or as early as practically possible) of any appropriate project. The CCI shall ensure that each CAC is provided with clear guidelines as to its purpose, timelines, objectives and reporting requirements. In the course of carrying out its research, CACs may need to work in conjunction with City staff, City officials, and/or with one or more existing standing Committees. The CAC must deliver a written majority report, although minority reports are welcomed.

Once their report is delivered to the Planning Commission and/or City Council, the reviewing body shall consider their findings and recommendations, and adopt a written finding regarding acceptance, modification or rejection of the CAC recommendation.

The structure of Citizen Advisory Committees shall be as follows:

- A) Voting membership shall be approved by the CCI, but limited to Jacksonville residents (see definition above).
- B) Additional non-voting members may be added with CCI approval.
- C) Once established, the Members of the CAC shall elect a Chairperson, Vice Chairperson, and Secretary.

Ad Hoc Committees

Ad Hoc Committees shall be established as issue-based committees to assist the City in developing programs, supporting and augmenting City Staff efforts in problem-solving. For example, an Ad Hoc Committee may be formed to do a thorough study of options related to a new community center, a proposed bike path, a gateway beautification project, or the economic revitalization of downtown. In other words, the Ad Hoc committee acts as an arm of the Council to provide research the Council may be unable to carry out because of limitations of time or expertise.

The Mayor shall ensure that each Ad Hoc committee is provided with clear guidelines as to its structure, purpose, timelines, objectives and reporting requirements. In the course of carrying out its research, Ad Hoc committees may need to work in conjunction with City staff, City officials, and/or with one or more existing standing Committees.

Citizen Communications

In order to encourage citizens to work actively with city officials throughout decision-making processes, the City shall implement the following practices:

- A) Communicate via non-technical, understandable information:**
 - 1. information necessary to reach policy decisions shall be made available to the public in a simplified, understandable form
 - 2. information shall be made available in time to allow for meaningful public input regarding potential issues of concern
 - 3. visuals to explain proposals and issues of concern shall be used at meetings
 - 4. a screen, on which materials (ie. maps and resolutions) being discussed by the council members are visible to the public, shall be installed
 - 5. information posted on agendas shall be explicit enough to allow citizens to recognize what will be discussed at particular meetings, and
 - 6. the City shall provide the means for making this information readily available to the citizens.

B) Open up opportunities for direct communication:

1. hold monthly town hall meetings
2. hold round-table discussions
3. hold charettes, when applicable
4. establish an email process by which citizens can submit questions and/or comments via emails and receive responses from City staff
5. require staff or a city official to respond to written letters from the public.

C) Educate citizens about city processes:

1. hold Land Use 101 mini-classes
2. the City's website shall contain the following:
 - (a) the City Code of Ordinances
 - (b) the Comprehensive Plan
 - (c) meeting agendas, minutes, and reports
 - (d) information on general approaches for effectively addressing issues of concern at public meetings
 - (e) general information on City Government

D) Inform citizens about current issues

1. potential topics of concern are to be posted on the website early in the process.
2. residents should be allowed time to do research and to prepare documentation to respond to an issue of concern.