

CITY OF OREGON CITY

Chapter III: Coordination with City Staff, Commission, and Others

A. COORDINATION WITH THE CITY COMMISSION

1. Relationship to City Commission

Most boards and commissions serve as an advisory to the City Commission. As an authorized legislative body of the City, the City Commission is responsible for accepting, rejecting or modifying board and commission recommendations. The City Commission relies on the view points and talents of each board and commission member for valuable insight on various City issues. By concentrating on specific areas, board members expand their expertise and conduct detailed analyses that the City Commission may not have the time to pursue. It is expected that boards and commissions will adopt positions of advocacy within their specific spheres of interest. However, the City Commission's role is to take into consideration the many varied and sometimes conflicting public needs and render its judgment of what will best serve the public good. The City Commission must weigh the effect of any given recommendation, not only on the particular area of interest, but on all other City goals and programs.

Aside from the Planning Commission and Urban Renewal Commission, boards and commissions do not create policy or operate various city programs, however, they do make recommendations that could be approved and made by the City Commission.

It is the responsibility of the City Manager and City staff to operate programs authorized by the City Commission. In a few cases a specific program will be designated by the City Commission to be sponsored by a specific board, and even in such instances the administration is the responsibility of City staff.

2. Communications from Board or Commission

Each board and commission will be given an opportunity to review and make recommendations on items relevant to its charge. Oregon City staff liaison will notify that board or commission of relevant items requiring City Commission action while the item is still in the development stage so as to provide adequate response time.

Each item presented to the City Commission on its agenda, whether generated by the City Manager, City Commission, or boards, commissions, and committees, shall indicate to whom the item has been referred, the date of referral, and any responses. Each board may elect to respond by means of a separate communication.

The City Recorder posts City Commission agendas, agenda packets, and e-Packets, which includes all reports and finalized copies of resolutions and ordinances on the City's Web site (www.orcity.org), as well as providing a hard copy for review at City Hall, 625 Center Street, Oregon City, Oregon 97045.

The City also provides live Web streaming for the following meeting bodies:

- City Commission
- Historic Review Board
- Citizen Involvement Committee
- Library Board
- Enhancement Grant Program Committee
- Natural Resources Committee
- Parks and Recreation Advisory Committee
- Planning Commission
- Transportation Advisory Committee
- Urban Renewal Commission

Video archives of meetings may be found at:

<https://oregon-city.legistar.com/Calendar.aspx>

Board, committee, and commission members will receive all agenda related material via email from the staff contact for that particular board.

3. Presenting Agenda Items to Commission

A board transmits its findings, responses to referrals and other communications to the City Commission through the Commission agenda. Upon direction of the City Commission, City staff prepares and submits a completed staff report for the Commission agenda directly to the City Recorder in a reasonable time frame. The City Recorder will place the report on an upcoming Commission agenda based on City Manager timelines for scheduling matters on the agenda. The City Manager may ask the commission for additional information and/or clarification before placing the report on the agenda.

4. Commission Meetings and Agendas and Annual Reports

Regular City Commission meetings are held the first and third Wednesday of each month. The schedule is established annually taking into consideration holidays and election dates. The City Commission asks each board and committee to give an annual report summarizing the year's activities. The report is given at a regular meeting of the City Commission.