

## **Oregon City-Metro Enhancement Committee**

### **Sections:**

- 1: Committee Purpose
- 2: Members and Term
- 3: Secretary; Meetings; Quorum; Staff
- 4: Rules
- 5: Powers; Functions; Duties

### **1: COMMITTEE PURPOSE:**

The Oregon City-Metro Enhancement Committee has been created through an intergovernmental agreement between Oregon City and METRO, copy of which is attached, to recommend to the Oregon City-Metro Enhancement Committee plans, programs and projects for the rehabilitation and enhancement within the boundaries of the City of Oregon City.

### **2: MEMBERS AND TERM:**

- A. The Committee shall consist of nine (9) members; the City Commission, one (1) METRO councilor and three (3) citizens at-large.
- B. The Mayor of Oregon City shall appoint three (3) of the non-Metro members. The Mayor will serve as committee chair. The METRO Council member shall be the representative of METRO District 2, which includes Oregon City. The Committee may elect from its membership any other officers it deems necessary.
- C. Effective January 1, 2007, each member shall serve a 4-year term with terms expiring as follow:
  - a. Mayor, Commission positions #1 and #4 expiring 12/31/2010
  - b. Commission positions #2 and #3 expiring 12/21/2008
  - c. Citizen at-large position #1 expiring 12/31/2007
  - d. Citizen at-large position #2 expiring 12/31/2008
  - e. Citizen at large position #3 expiring 12/31/2009
  - f. METRO Councilor position expiring 12/21/2010
- D. Prior to expiration, the Mayor shall appoint or reappoint members for the following term. Each subsequent term will be four (4) years.

### **3: SECRETARY; MEETINGS; QUORUM; STAFF:**

The committee shall have a secretary who is a City staff member and is not a member of the Committee. Such secretary shall keep an accurate record of the proceedings of the Committee. Copies of all meeting minutes, correspondence and recommendations shall be provided to the Oregon City-Metro Enhancement Committee through the City Manager. The Committee shall hold a formal grant review meeting once a year. This date will be determined by the chair and City staff. Special meetings can be called, as may be needed, by the Chairperson. A quorum of any meeting shall consist of not less than four (4) members. The City Manager shall serve as advisor and the Finance Director shall serve as financial advisor to the Committee.

4: RULES:

The Committee shall establish and adopt its own rules of procedure consistent with the laws of the State of Oregon and the Ordinances of the City of Oregon City.

5: POWERS; FUNCTIONS; DUTIES:

- A. The Committee shall recommend the boundary of the area eligible for rehabilitation and enhancement.
- B. The Committee shall recommend plans, projects and programs for rehabilitation and enhancement within the eligible boundary. Such recommendations can be made at anytime, but shall at least be submitted annually to coincide with the City's budget process. Eligible projects include Planning, Engineering, Architectural and Marketing Services; sign, lighting and landscape construction; equipment acquisition; Public Works improvements, property acquisition, building construction, reconstruction or demolition; and other activities that are consistent with the Committee's purpose.
- C. The Committee shall not have budget or authority to make any expenditure on behalf of the City, or to obligate the City for payment of any sums of money, unless the City Commission has previously authorized such expenditure.
- D. The Committee shall have the power and authority to seek advice or testimony from any appropriate agency or individual to their purpose.
- E. The City Commission shall have sole authority to approve, reject or modify any recommendation and to appropriate funding.