

City of Weston Ordinance Number 160-17

**An Ordinance Establishing the
Weston Community Development Commission
for the City of Weston**

The City of Weston ordains as follows:

Section 1. Commission Established. The Weston Community Development Commission is hereby established.

Section 2. Powers and Duties. This Ordinance shall not be construed as depriving any elected or appointed official of the City of powers they may have under state law or City Charter. The Commission shall be advisory only, and shall have powers, duties, and functions as follows:

- A. Advise the City Council of the Commission's recommendations for community and economic development, housing, parks, and recreation matters within the Weston City Urban Growth Boundary.
- B. Investigate and recommend to City Council models of financing for recommended improvements.
- C. Research and plan for anticipated growth needs in community and economic development, housing, parks, and recreation matters within the Weston City Urban Growth Boundary.

Section 3. Commission Membership; Qualifications.

- A. The Commission shall consist of nine members: Seven regular members and two alternate members. At least five of the nine members shall have a residential or business address within the City of Weston.
- B. Any resident, or any authorized representative of any business operating in or near the City of Weston, Oregon, who is 18 years of age or older (or under 18 with guardian consent) shall be eligible to serve as a Commissioner.
- C. Commissioners shall be appointed by the City Council. The members of the initial Commission shall be appointed to staggered terms as follows:
 1. Three regular members for a three-year term.
 2. Two regular members and one alternate for a two-year term.
 3. Two regular members and one alternate for a one-year term.

Each Commissioner appointed thereafter shall serve a three-year term. Retiring Commissioners shall be eligible for reappointment for an unlimited number of terms.

- D. In the event that a Commissioner resigns his/her office before serving the entire term, the City Council shall appoint one of the two alternates to fill the vacancy for the remainder of the term, and may appoint another person to the position of alternate member for the remainder of that term. The person so appointed shall serve only until the expiration of the term, at which time the Council will appoint a member to serve the regular three-year term.
- E. Commissioners who have or could reasonably be perceived to have a conflict of interest with respect to the affairs of the Commission are required to publicly declare the interest, and the conflict must be recorded in the written record of the Commission. A conflict of interest does not preclude a member from serving on the Commission, provided that he/she recuses him/herself from decision-making on matters directly pertaining to that interest, and that such recusal is likewise duly recorded in the minutes.
- F. Commissioners are not entitled to remuneration for service but may be reimbursed for reasonable expenses incurred in the conduct of their duties, provided such expenses are approved in advance of the expenditure by the City Council or Council Liaison. (E.g., the Commissioner must obtain approval for reimbursement for mileage or other expenses prior to making a trip related to the Commission's business, and shall submit a written request for reimbursement as soon as possible after the trip occurs).

Section 4. Officers.

- A. At its first regular meeting, the Commission shall elect officers from among its membership. Election of officers shall occur annually thereafter, at a regular meeting held on a date fixed by the Commission.
- B. The officers of the Commission shall consist of a Chair, a Vice-Chair, a Secretary, and a Treasurer. The office of Treasurer and Secretary may be combined. Officers shall be re- elected annually.
 - 1. The Chair shall be responsible for the effectiveness of the Commission, including setting and posting of the agenda, in accordance with Oregon law; chairing the meeting; and working with the Council Liaison. The Chair is a voting member of the Commission.
 - 2. The Vice-Chair shall perform the duties of the Chair during the absence, illness, or incapacity of the Chair, or during such period the Chair may request the Vice Chair to do so.
 - 3. The Secretary shall be responsible for the minutes of the meetings, and shall perform such other duties as may be assigned by the Commission.

4. The Treasurer shall be responsible for overseeing financial management practices and ensuring that the Commissioners understand the financial situation of the Commission, and may carry out other such duties as the Commission may assign. On an annual basis, prior to the annual election of officers, the Commission shall determine whether to combine or separate the positions of Secretary and Treasurer.

Section 5. Severability Clause. If any section, subsection, clause, phrase or other portion of this ordinance is found unconstitutional or for other reason held invalid by any legal entity, it shall not affect the validity of the remaining portions thereof.

Section 6. Effective Date. This Ordinance shall take effect thirty (30) days after the final reading date affixed below.

IT IS HEREBY ORDAINED.

FIRST READING HELD: July 12, 2017

2ND READING HELD: August 9, 2017

Aye Votes: 5

Nay Votes: 0

Passed and approved by City of Weston City Council this Wednesday day of 9, 2017.

SIGNED:

[Signature] 8-9-17
Mayor Date

ATTEST:

[Signature] 8-9-2017
City Recorder Date
Deb. Russell