

URBAN RENEWAL AGENCY OF THE CITY OF FOREST GROVE

URA RESOLUTION NO. 2014-01

RESOLUTION APPROVING AND ADOPTING BYLAWS FOR THE URBAN RENEWAL AGENCY OF THE CITY OF FOREST GROVE

WHEREAS, On April 28, 2014, the Forest Grove City Council adopted Ordinance 2014-05 establishing the Urban Renewal Agency (“Agency”) of the City of Forest Grove; and

WHEREAS, Ordinance 2014-05 also amended Chapter 2 of the Forest Grove Municipal Code granting authority to the Agency to adopt bylaws necessary to govern the conduct and business of the Agency; and

WHEREAS, the Agency desires to adopt bylaws to govern the conduct and business of the Agency as authorized by Chapter 2 of the Forest Grove Municipal Code.

NOW, THEREFORE, BE IT RESOLVED BY THE URBAN RENEWAL AGENCY OF THE CITY OF FOREST GROVE AS FOLLOWS:

Section 1: Bylaws of the Urban Renewal Agency of the City of Forest Grove

Article 1: Authority

1.1: Name

The name of the Agency shall be the Urban Renewal Agency of the City of Forest Grove (hereinafter referred to as “Agency”).

1.2: Primary Office Location

The office of the Agency shall be the City Hall of the City of Forest Grove, Oregon or as mutually agreed to by the Forest Grove City Council and the Agency.

1.3: Powers and Duties of Agency

The powers and duties of the Agency shall be as provided by Oregon Revised Statutes Chapter 457 (Urban Renewal), the City of Forest Grove City Charter adopted in 2009 and as subsequently amended and authorized by the Forest Grove City Council.

Article 2: Agency Board Members

2.1: Agency Membership

As authorized by Oregon Revised Statutes Chapter 457 (Urban Renewal), and Forest Grove City Council Ordinance 2014-05, the governing body of the Agency shall be the

Board of Directors of the Agency (“Agency Board”). The Agency Board shall be comprised of the members of the Forest Grove City Council, as it lawfully exists from time to time, including who shall be the Mayor and City Councilors of the City of Forest Grove.

2.2: Term of Office

The term of office for each member of the Agency Board is coterminous with the Agency Board member’s service as Mayor or City Councilor of the City of Forest Grove.

2.3 Vacancies

Agency Board vacancies shall be filled in accordance with filling vacancies for City Council as described in the City Charter and Forest Grove Municipal Code Chapter 2.

Article 3: Officers and Personnel

3.1: Officers

The officers of the Agency Board shall be the Chair and Vice-Chair.

3.2: Chair

The Agency Board Chair position shall be filled by the Mayor of the City of Forest Grove unless another person is appointed by majority vote of the entire Agency Board. The Chair shall preside at meetings of the Agency Board when present and eligible to participate on Agency matters. Except as otherwise authorized by resolution of the Board, the Chair shall sign all resolutions approved by the Agency Board. At each meeting the Chair may submit such recommendations and information as the Chair may consider proper concerning the business, affairs, and policies of the Agency.

3.3: Vice-Chair

The Agency Board Vice-Chair position shall be filled by the President of the Forest Grove City Council, unless another person is appointed by majority vote of the entire Agency Board. The Vice-Chair shall perform the duties of the Chair in the absence or incapacity of the Chair; and in case of vacancy of the office of Chair, the Vice-Chair shall perform such duties as are imposed on the Chair.

3.4: Additional Duties

The Officers shall perform such duties and functions as from time to time may be required by the Agency Board or by the bylaws or rules and regulations of the Agency.

3.5: Process for selecting or appointing officers

Confirmation of Agency officers shall occur at the first regular Agency Board meeting of the calendar year. Confirmation of Agency officers shall be by resolution affirmed by a majority vote of the Agency Board members. Such confirmation may occur annually but confirmation is only required when either the position of Chair or Vice Chair are not filled by the Mayor or City Council President.

3.6: Executive Director

The position of Executive Director of the Agency shall be filled by the City Manager, unless by majority vote of the entire Agency Board another person is appointed. The Executive Director, or designee, shall sign all contracts, deeds and other instruments authorized by the Agency board. The Executive Director will assist the Agency Board in development of Agency policies and carry out policies established in adopted urban renewal plans or resolutions. The Executive Director may take part in all Agency Board discussions.

3.7: Support Personnel

The Agency may create such support positions and appoint such personnel as it may from time to time find necessary or convenient to perform Agency duties and obligations. The Agency may contract with the City of Forest Grove for the services of City personnel and to perform Agency duties and obligations at such terms and conditions as the Agency and City may mutually agree. Such agreement shall be memorialized in an adopted intergovernmental agreement executed between the Agency and City of Forest Grove. The Agency may contract for personal services and establish the compensation that shall be paid for such personal services in an adopted Agency resolution or other legal instrument approved by the Agency Board.

3.8: Legal Counsel

The Agency Board shall appoint legal counsel to advise the Agency on legal matters as necessary. Legal counsel shall be appointed for an indefinite term by vote of a majority of the Agency Board members. No Agency Board member shall be eligible to become legal counsel to the Agency until at least one year after leaving office as an Agency Board member.

3.9: Bond Counsel

The Agency Board may appoint bond counsel to advise the Agency on legal matters related to financing urban renewal projects. Bond counsel shall be appointed for an indefinite term by vote of a majority of the Agency Board members. No Agency Board member shall be eligible to become bond counsel to the Agency until at least one year after leaving office as an Agency Board member.

3.10: Vacancies

Should the office of the Mayor become vacant, the Agency Board Vice-Chair shall assume the office of Agency Board Chair until such time the office of Mayor is filled pursuant to the City Charter or City ordinance. Should the office of the Vice-Chair become vacant the Agency Board may elect to appoint a successor from its members at the next regular meeting and such appointment shall be in effect until the position of City Council President is filled pursuant to City Council rules. Should the position of Executive Director become vacant, the Agency Board shall appoint a successor, by majority vote of the entire Agency Board, at the next regular Agency Board meeting or as soon as practicable.

Article 4: Meetings

4.1: Regular Meetings

Regular meetings shall be in accordance with Oregon Revised Statutes Chapter 192 (Records; Public Reports and Meetings). All meetings shall be held at the Forest Grove Community Auditorium in the City of Forest Grove, or other such place determined by the Chair. Regular Agency Board meetings shall precede regular City Council meetings as necessary. A regular Agency Board meeting may be adjourned to a time and date certain decided by a vote of the majority of the Agency Board members present and voting.

4.2: Special Meetings

The Agency Board members may call a special meeting of the Agency to be held at the regular meeting place, unless otherwise specified for the purpose of transacting any business designated. The call for a special meeting must be made in writing unless voted upon during a regular Agency Board meeting. The call for a special meeting must be provided to all Agency Board members and the Executive Director. Notice of such meetings shall be in accordance with Oregon Revised Statutes Chapter 192 (Records; Public Reports and Meetings). The presence of any Board member at any meeting is deemed to be a waiver of notice of such meeting. Special meetings may be held at any time by the unanimous consent of all Agency Board members.

4.3: Quorum

A majority of the board members of the Agency present and voting shall be necessary to determine any question before the Agency, unless otherwise specified in these bylaws, in a resolution of the Agency or in Roberts Rules of Order, Newly Revised. Action on Agency matters requiring a vote shall not be taken if fewer than three (3) Agency Board members are present and eligible to vote.

4.4: Manner of Voting

Voting on resolutions, fiscal matters, or other items shall be by roll call vote of the Agency Board members, and the ayes and nays, and board members present and not voting, shall be entered upon the minutes of such meeting.

4.5: Order of Business

At a regular meeting of the Agency Board, the following shall be substantially the order of business:

- A. Roll Call
- B. Citizen Communication
- C. Consent Agenda
- D. Additions or Deletions to Agenda
- E. General Presentations
- F. Action Items
- G. Executive Director Report
- H. Agency Member Communications
- I. Adjournment

The order of business may be altered by majority vote of the Agency Board members participating in the Agency meeting.

4.6: Roberts Rules of Order

All rules of order not herein provided for or provided for by resolution of the Agency shall be determined in accordance with Roberts Rules of Order, Newly Revised.

4.7: Minutes

The Agency shall keep minutes of all Agency proceedings and committee meetings.

4.8: Open Meetings

All meetings of the Agency board shall be open to the public, except that any portion of a meeting may be held in executive session if such session is in conformity with Oregon Revised Statutes Chapter 192 (Records; Public Reports and Meetings).

Article 5: Fiscal Matters

5.1: Separate Fund

A separate fund or funds of the City of Forest Grove shall be established for the Urban Renewal Agency of the City of Forest Grove. All disbursement from these funds shall follow the regular disbursement procedures of the City of Forest Grove.

5.2: Budget

Budget procedures shall be in compliance with state budget laws. The committee that reviews the Agency budget shall consist of the members of the City of Forest Grove Budget Committee.

5.3: Books and Records

The Agency shall keep current and complete books and records of account and shall keep minutes of the proceedings of Agency and Agency committee meetings.

5.4: Audit

The Forest Grove auditor will audit the Agency's fund(s) annually in accordance with state audit laws and the City's authorized audit procedures.

5.5: Authorization of Expenditures

The Agency Board may authorize money expenditures only at a regular meeting or at a special meeting called for that purpose. The Agency Board cannot authorize money expenditures at a special meeting unless the Executive Director, or Director's designee, give at least 10 calendar days' written notice to all Board members that authorization action may be considered at the special meeting.

Article 6: Procedures

6.1: Standing and Special Committees

The Agency Board is authorized to establish standing or special committee comprised of no more than three (3) Agency board members. The Chair, Agency Board by majority vote, or Executive Director are authorized to refer items to a standing or special committee. The Chair shall appoint the members of a standing or special committee unless otherwise ordered by a majority vote of the Agency board. Vacancies on standing or special committees shall be filled as soon as practicable.

6.2: Advisory Committees

The Agency Board is authorized to establish advisory committees to inform the Board on Agency matters. The Chair, the Agency Board by majority vote, and Executive Director are authorized to refer items to an advisory committee for recommendation and report. Creation of an advisory committee shall be by majority vote of the Agency Board. All committee members shall be appointed by the Chair unless otherwise ordered by a majority vote of the Agency Board. Up to three (3) members Agency Board members may serve on an advisory committee. Vacancies on advisory committees should be filled as soon as practicable.

Article 7: Administrative Authority

7.1: Resolutions

The Agency Board will normally exercise its administrative authority by adopting resolutions. The adopting clause for all resolutions must state "The Urban Renewal Agency of the City of Forest Grove resolves as follows:" All resolutions shall be in writing and signed by the Chair and Executive Director, or Director's designee. Resolutions shall be effective when approved by a majority vote of the Agency board members present and eligible to vote unless another date is specified in the resolution. The Executive Director, or Director's designee, shall keep a record of all approved resolutions including title, vote taken and date of adoption.

Article 8: Amendments

8.1: Amendments to Bylaws

The bylaws of the Agency Board shall be amended only with the approval of a majority of all members of the Agency Board at a regular or special meeting, but no such amendment shall be adopted unless at least ten (10) calendar days' written notice thereof has been previously given to all Agency Board members.

Section 2: This resolution is effective immediately upon its enactment by the Urban Renewal Agency of the City of Forest Grove.

PRESENTED AND PASSED this 27th day of May, 2014



Michael J. Sykes, City Manager
Urban Renewal Agency Executive Director

APPROVED by the Urban Renewal Agency of the City of Forest Grove at a regular meeting thereof this 27th day of May, 2014, and filed with the Forest Grove City Recorder this date.



Peter B. Truax, Mayor
Urban Renewal Agency Chair