

URBAN RENEWAL AGENCY RESOLUTION NO. 2000-001

RESOLUTION OF THE SHERWOOD URBAN RENEWAL AGENCY

APPROVING AND ADOPTING AGENCY BY-LAWS

WHEREAS the Sherwood Urban Renewal Agency acting by and through the City of Sherwood, Oregon, pursuant to the provisions of Chapter 457 of the Oregon Revised Statutes is the duly appointed Urban Renewal Agency of the City of Sherwood, Oregon:

WHEREAS, the Agency wishes to adopt a set of by-laws to govern the conduct and business of the Agency;

NOW, THEREFORE, THE SHERWOOD URBAN RENEWAL AGENCY DOES RESOLVE AS FOLLOWS:

ARTICLE I - AUTHORITY

Section 1. Name: The name of the Agency shall be the Sherwood Urban Renewal Agency, hereinafter referred to as "Agency".

Section 2. Office: The office of the Agency shall be the City Hall of the City of Sherwood, Oregon, or as mutually agreed to by the Sherwood City Council and the Sherwood Urban Renewal Agency.

Section 3. Powers and Duties of the Agency: The powers and duties of the Agency shall be as provided by Chapter 457 of the Oregon Revised Statutes and Sherwood City Charter and as authorized by the Sherwood City Council in accordance with Ordinance 200-1092, adopted by the Sherwood City Council April 25, 2000.

ARTICLE II - BOARD MEMBERS

Section 1. Agency Membership: The Board of the Agency will be composed of the five members of the City Council of the City of Sherwood.

Section 2. Terms: The terms of the Agency members shall be the same as their term on the City Council.

ARTICLE III - OFFICERS AND PERSONNEL

Section 1. Officers: The officers of the Agency shall be chair and vice chair.

Section 2. Chair: The chair shall be the Mayor of the City of Sherwood who shall preside at all meetings of the Agency. Except as otherwise authorized by resolution of Board members, the chair shall sign all contracts, deeds, and other instruments made by the Agency. At each meeting, the chair shall submit such recommendations and information as the chair may consider proper concerning the business, affairs, and policies of the Agency.

Section 3. Vice Chair: The vice chair shall be the Council President of the City of Sherwood and shall perform the duties of the chair in the absence or incapacity of the chair; and in case of resignation or death of the chair, the vice chair shall perform such duties as are imposed on the chair until such time as the Board shall elect a new chair.

Section 4. Additional Duties: The officers of the Agency shall perform such other duties and functions as may from time to time be required by the Agency or by the by-laws or rules and regulations of the Agency.

Section 5. Personnel: The Board shall be staffed by an administrator, legal counsel, and recorder. The administrator shall be the Sherwood City Manager unless the City Manager recommends and the Board concurs with another person serving as administrator. The administrator, or his or her designees, shall perform all administrative duties to carry out the purposes of the Urban Renewal Agency and perform all duties incident to the office and other duties and functions as may from time to time be required by the Agency, by-laws or rules and regulations of the Agency.

The recorder shall be the Sherwood City Recorder unless the City Manager recommends and the Board concurs with another person serving as recorder. The recorder shall keep the records of the Agency, record all votes, keep a record of the proceedings of the Agency, and perform all duties incident to the office and other duties and functions as may from time to time be required by the Agency, by-laws or rules and regulations of the Agency.

The legal counsel shall be the Sherwood City Attorney unless the City Manager recommends and the Board concurs with another person serving as legal council.

The Board may create additional positions and appoint such personnel as it may from time to time find necessary or convenient to perform its duties and obligations at such compensation as may be established by the Agency, which appointments shall continue at the pleasure of the Agency or until resignation.

Section 6. Removal: The chair, vice chair, administrator, recorder, and legal counsel may be removed at any time by a vote of a majority of the entire Board.

ARTICLE IV - MEETINGS

Section 1. Regular Meetings: Regular meetings shall be in accordance with ORS Chapter 192. All meetings shall be held in the customary Council meeting place in the City of Sherwood, Oregon, or at such other place as the chair shall determine. A regular 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, and no notice of such adjourned meeting need be given.

Section 2. Special Meetings: The chair may, when the chair deems it expedient, and shall, upon the written request of two Board members of the Agency, call a special meeting of the Agency to be held at the regular meeting place unless otherwise specified in the call, for the purpose of transacting any business designated. Notice of such meeting shall be in accordance with ORS Chapter 192. Presence of any Board member at any meeting shall be deemed to be a waiver of notice of such meeting. Special meetings may also be held at any time by the unanimous consent of all Board members of the Agency.

Section 3. Quorum: Three Board Members of the Agency shall constitute a quorum for the purpose of conducting its ' business and exercising its powers and for all other purposes. 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 by-laws in a resolution of the Agency, or in Roberts Rules of Order, Newly Revised.

Section 4. Manner of Voting: The voting on all agency business shall be by roll call, and the ayes and nays and Board members present and not voting shall be entered upon the minutes of such meeting.

Section 5. Order of Business: At the regular meetings of the Agency, the following shall be substantially the order of business: (a) Additions to the Agenda (b) Approval of Minutes from previous meetings (c) Discussion and/or Action items (d) Public Comment (f) Agenda Additions (g) Adjourn

Section 6. Resolutions: All resolutions shall be in writing.

Section 7. Roberts Rules: All rules of order not herein provided for or provided for by resolution shall be determined in accordance with Roberts Rules of Order, Newly Revised.

Section 8. Open Meetings: All meetings 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 ORS Chapter 192.

ARTICLE V PROCEDURES

Section 1. Standing or Special Committees: The chair is authorized to refer items to standing or special committees for recommendation and report. The chair shall appoint all committees unless otherwise ordered by the Agency. The committee member first named shall act as chair thereof. Appointments to such committees need not be restricted to Board members of the Agency.

Section 2. Authorization of Expenditures: The process for authorization and approval of the expenditures of money shall be the same as the procedures of the City of Sherwood.

ARTICLE VI - FINANCIAL

Section 1. Separate Fund: A separate fund or funds of the City of Sherwood shall be established for the Agency. All disbursements from these funds shall follow the regular disbursement procedures of the City of Sherwood.

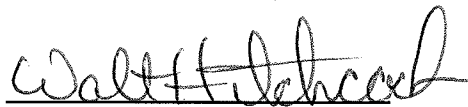
Section 2. Budget: Budget procedures shall be in compliance with state budget laws. The committee that reviews the budget of the Agency shall consist of the Board members of the Agency and the five lay members of the City of Sherwood Budget Committee.

Section 3. Audit: An annual audit of the fund or funds of the Agency shall be performed by the auditor of the City of Sherwood using the same procedures as are used for all other funds of the City and in accordance with state audit laws.

ARTICLE VII - AMENDMENTS

Amendments to By-Laws: The by-laws of the Agency shall be amended only with the approval of a majority of all members of the Agency at a regular or special meeting, but no such amendment shall be adopted unless at least ten days written notice thereof has been previously given to all of the Board members.

Adopted this 27th day of June 2000.


Walt Hitchcock, Chair

ATTEST:


Chris Wiley, Recorder