



NEWBERG URBAN RENEWAL AGENCY BYLAWS

Final 2024

ARTICLE I. NAME

The name of the Urban Renewal Agency (Agency) of the City of Newberg is the Newberg Urban Renewal Agency.

ARTICLE II. AGENCY LOCATION

The office of the Agency shall be located in the City Hall, City of Newberg, Oregon, or at such other location as the Agency may from time to time designate by resolution.

ARTICLE III. PURPOSE AND AUTHORITY

- A. Purpose. The purpose of the Newberg Urban Renewal Agency is to encourage redevelopment and economic improvements in specific areas of the City of Newberg where conditions have resulted in poor quality development, underdevelopment, or underperformance. The intent of the program is to utilize tax increment financing to fund urban renewal projects that incentivize redevelopment that is consistent with the City's Comprehensive Plan.
- B. Purpose of the Newberg Urban Renewal Agency. The purpose of the Agency shall be to serve as the governing body of the Urban Renewal Agency for the City and to carry out the goals and objectives of urban renewal plans adopted by the City.
- C. Authority. The Agency is authorized by Oregon Revised Statute (ORS) 457 and Newberg Municipal Code (NMC) Chapter 2.40.

ARTICLE IV. MEMBERSHIP

- A. Membership. The Newberg Urban Renewal Agency shall be comprised of members of the Newberg City Council as it lawfully exists from time to time and their positions be referred to as Commissioners.
- B. Term of Office and Vacancies. Terms of office shall be concurrent with the terms of office for individual City Council members. An Agency vacancy shall be automatically filled by a City Councilor filling a vacant City Council seat.

ARTICLE V. OFFICERS AND STAFFING

- A. Officers. The officers shall consist of a Chair and a Vice Chair.
- B. Chair. At its first meeting of each calendar year, the Agency shall elect a Chairperson to serve a one-year term. The Chair shall preside at all deliberations and meetings of the Agency. The Chair shall have a vote on any matter or question before the Agency. Except as otherwise delegated to the Administrator, the Chair shall sign all contracts, deeds, and other instruments as required to carry out the purpose of the Agency.
- C. Vice Chair. At its first meeting of each calendar year, the Agency shall elect a Vice Chairperson to serve a one-year term. During the absence, disability, or disqualification of the Chair, the Vice Chair shall exercise or perform all duties and be subject to all the responsibilities of the Chair. In the absence of the Chair and Vice Chair, the remaining members present shall elect an acting Chair.
- D. Administrator. The City Manager of the City of Newberg or the Manager's designee shall be the Administrator for the Newberg Urban Renewal Agency. The Administrator shall administer the affairs of the urban renewal agency in accordance with Federal, State, and local laws. Consistent with labor laws, the Administrator shall have the authority to assign staff to carry out the programs necessary to implement an urban renewal plan adopted by the City. The Administrator or the designee of the Administrator or other staff member designated by the Administrator shall keep accurate records of all Agency proceedings, record all votes, keep a record of the proceedings of the Agency, and perform all duties incident to the office.
- E. Statement of Economic Interest. As City Councilors, Agency Board Members are required to file annual statements of economic interest as required by ORS 244.050 with the Oregon Government Standards and Practices Commission.

ARTICLE VI. MEETINGS

- A. Regular Meetings. The Agency shall meet at least once a month unless the Chair and Administrator jointly agree that there is no business to be conducted. The Administrator shall notify each member as well as arrange for official public notice of the meeting.
- B. Special Meetings. The Chair may, or upon written request of two or more members, call a special meeting of the Agency.
- C. Quorum. A majority of the members of the Agency shall constitute a quorum. The concurrence of a majority of the whole Agency is required to determine any matter.
- D. Open Meetings. All meetings of the Agency are open to the public. The Agency has the authority to conduct an executive session under ORS 192.660.

- E. Order of Business. The Chair shall have the authority to arrange the order of business as is deemed necessary to achieve an orderly and efficient meeting. In general, the order of business will be as follows:
1. Call to Order
 2. Approval of Minutes
 3. Presentations
 4. Administrators Report
 5. Public Comment
 6. Consent Calendar
 7. Public Hearings
 8. New Business
 9. Agency Business
 10. Executive Sessions
 11. Adjournment
- F. Meeting Procedures and Decorum. All rules and rules of order not herein provided for shall follow the same rules as set forth in NMC 2.05.150 through NMC 2.05.170 for the Newberg. Agency members shall adhere to rules set forth for Councilors.
- G. Government Ethics. Agency members shall follow the ethics rules set out for City Councilors.

ARTICLE VII. IMPLEMENTATION POLICIES

- A. Policies and Procedures. The Agency has the authority to adopt policies and procedures consistent with its purpose of carrying out the goals and objectives of the urban renewal plans of the City. Agency policies and procedures shall be adopted by resolution.
- B. Real Property Transfer. To be developed.
- C. Real Property Acquisition. To be developed.
- D. Real Property Disposition. To be developed.

ARTICLE VIII. FINANCIAL

- A. Separate Fund. A separate fund or funds of the City of Newberg shall be established for the Agency. All disbursements from these funds shall follow the regular disbursements procedures of the City of Newberg.
- B. Budget. Budget procedures shall be in compliance with state budget laws and shall follow the budget procedures established for other funds of the City of Newberg.

The Agency will be budgeted as a fund or funds within the City's annual budget. In addition, a separate budget process (meetings, approval, adoption) and a stand-alone budget document will be required for the Agency.

- C. Audit. An annual audit of the City of Newberg will incorporate the fund or funds of the Newberg Urban Renewal Agency using the same procedures as are used for all other funds of the City and in accordance with state audit laws. In addition, the Agency will prepare and provide stand-alone financial statements that will be separately audited, in conjunction with the City's audit.

ARTICLE IX. PROFESSIONAL SERVICES

- A. Professional Services. The Agency may hire other professional services, including but not limited to legal counsel, bond counsel, urban renewal consultant, and financial analyst as may be required to fulfill the goals and objectives of the Agency.

ARTICLE X. ADVISORY COMMITTEES

- A. Ad Hoc Advisory Groups. To be developed.
- B. Citizens' Advisory Committee. The Agency has the authority to appoint a Citizens Advisory Committee to assist and advise the Agency on decisions regarding plan implementation. Should the Citizens Advisory Committee be developed, it shall adopt its own bylaws which shall be approved by the Agency. The Citizens' Advisory Committee shall consist of no more than seven voting members and three non-voting ex-officio members. Terms shall not exceed three years and no member shall serve more than two consecutive terms except that the initial members of the Committee may serve three consecutive terms to allow for the establishment of staggered terms. The Agency shall strive to appoint voting members who represents each of following categories:
- Property owners or business owners from within the urban renewal district.
 - Residents from within the urban renewal district.
 - Persons with extensive knowledge of finance, accounting, or economics.
 - Persons with extensive knowledge of real estate, development, or land planning.
 - Persons with extensive knowledge of affordable housing development or programs.
 - Persons with extensive knowledge of public services, utilities, or infrastructure.
 - A member of the Newberg Urban Renewal Agency.

- A student member.

In addition, the Citizen Advisory Committee shall include three non-voting ex-officio members representing special service districts (e.g. Tualatin Valley Fire & Rescue, Yamhill County, or Chehalem Park and Recreation District). The Citizens' Advisory Committee shall be chaired by the member appointed from the Agency.

ARTICLE XI. AMENDMENTS

- A. Amendments to Bylaws. The bylaws of the Newberg Urban Renewal Agency shall be amended only with the approval of a majority of all members of the Agency at a regular meeting.