

URBAN RENEWAL AGENCY
of the
CITY OF TALENT

Wednesday, June 24, 2015

6:30 p.m.

Town Hall

208 E. Main Street, Talent, Oregon

SPECIAL - MEETING AGENDA

6:30 p.m.

1.	Call to Order & Roll Call Executive Director (June 24 meeting only)	
2.	ELECTION OF OFFICERS: Executive Director (June 24 meeting only) Chair Vice Chair/Secretary	
3.	Citizens Heard on Non-Agenda Items Chair	
4.	New & Miscellaneous Business	
	4.1	Resolution 15-4, approving and adopting Agency bylaws; rescinding resolutions 02-1, 00-8, and 03-8. The purpose of this resolution is to update bylaws to reflect a change in board members.
	4.2	Resolution 15-5, authorizing bank depositories and signatories. The purpose of this resolution is to update the Agency's authorized check signers to reflect a change in board members.
	4.3	Discuss items for June 30 agenda (special meeting)
5.	Adjournment	

*For further information: Details on agenda items can be viewed at cityoftalent.org,
at the Talent Urban Renewal Agency office (102 Home Street) or at the
City Hall front counter (please ask to see the current Board Packet)*



URBAN RENEWAL AGENCY

of the City of Talent

P.O. Box 445, Talent, OR 97540
An Equal Opportunity Employer
Phone: (541) 535-6170
Fax: (541) 535-2334
execdir@talenturbanrenewal.com

EXECUTIVE DIRECTOR'S REPORT for June 24, 2015

Prepared: June 20, 2015

To the new Board of Directors:

On June 17, an ordinance passed making the City Council and Mayor the Agency's Board of Directors effective immediately. Congratulations! I'm looking forward to working with all of you for the few months I have left before retirement and working toward a smooth transition. Because the board change is effective now, rather than the anticipated July 1, there are some important organizational steps to accomplish between now and the end of the month:

- An initial "first meeting" on June 24 to tend to organizational requirements such as electing officers, authorizing check signers, and revising the bylaws to reflect a change in board members.
 - Without these steps, the Agency does not have the ability to write checks to meet payroll or pay contractors by June 30.
 - It is time sensitive because TURA's financial institutions take a few days to process a change in official signatures and because TURA's adopted financial policies require two signatures on all checks.
 - Another pressing issue is the need to bridge the gap between the intent of the ordinance that limits the mayor from voting as a member of the board except in the case of a tie, and TURA's current bylaws which expect all board members including the Chair to vote.
- A second meeting on June 30 to adopt the FY 15-16 budget and review a proposed plan for a gradual transition to city staff. If possible, I would like to follow this meeting with a study session orientation ("Urban Renewal 101") for the four board members new to urban renewal or, if not, arrange for 1-on-1 appointments.

Differences Between City Government and Agencies:

There are some subtle, and not so subtle, differences between how city government operates and how an agency functions, and these differences can sometimes be confusing.

- The makeup of a board can change. In 1991, City Ordinance 539 established the original 9-member Board of Directors of 3 councilors, 3 businesses owners and 3 citizens. In 2002, City Ordinance 02-721-02 reduced the number to a 7-member Board of 3 council representatives and 4 citizen/business representatives. On June 17, 2015, City Ordinance 15-879-O changed the 7-member Board from council/business/citizen to council-plus-mayor.

- All urban renewal agencies in the State of Oregon are separate legal and financial entities.
- Because they are an “agency” they are governed by a Board of Directors, in the same way as non-profit organizations or corporations, which require the election of officers, etc.
- Regardless of the title you have on City Council, when you are seated as the Board of Directors, you all become “members”.
- Ordinance 15-879-O prevents the mayor from voting except in the case of a tie when seated on the Board of Directors, which mirrors the City’s council-and-mayor system and presumably means the mayor will serve as Chair of the board. This is fine! But at the board level, however, all distinctions go away: TURA’s current bylaws do not restrict voting rights, because we are a collaborative-style board. So, the restriction on the mayor’s voting ability goes with the “mayor” title, but does not restrict the Chair from voting if that person is someone other than the mayor.
- The board elects whoever they wish to serve as Chair and Vice Chair. These officers can be elected to mirror the mayor and council president, or it can elect others, whatever the board prefers. For the election process, you nominate and elect the individual by name (e.g., “I nominate John Doe as Vice Chair”).
- Per the ordinance, the mayor will not vote regardless of which seat she/he holds as a member of the Board. If someone other than the mayor serves as Chair, that person does have the ability to vote as Chair.
- The remaining 6 members of the board do have the ability to vote, regardless of which seat or office they hold on the Board.
- The proposed revisions to the Bylaws as they relate to the office of Chair are written to accommodate both ways.
- The proposed revisions also include a clarification in Article II Section 10 clarifying that “contracts” refers to the contract limit of \$25,000 specified in Article Section 9. There is also a highlighted section related to the duties of the Vice Chair/Secretary; I do not propose modifying these duties right now, but it is something the board may wish to re-visit once the transition to city staff is complete.

Bridging the Gap:

- Clearly, there are some differences between how city government works and how a Board of Directors operates, and it can get confusing at times. The proposed bylaw revisions have attempted to bridge both.
- If there are differences of legal opinion, the most efficient and effective way to provide clarity and achieve resolution is for the City attorney and the TURA attorney to confer and come to agreement on interpretation of the law. If this is desired by the board, I urge you to do this by June 25, as TURA’s attorney will not be available June 26-July 6. She has reviewed both the city ordinance and the board’s bylaws, and -- based on her 30 years of specializing in urban renewal

law and municipal law -- has proposed the areas in the bylaws that need changing in order to meet both the intent of the ordinance and the requirements of board organizational law.

- If attorneys are unable to confer quickly, then I advise you to approve the bylaws as proposed, so that TURA can continue to function financially and legally until mid-July, when both attorneys will have had an opportunity to confer together.

Due to the short timeframe to prepare this Report, I've attempted to explain as clearly as possible the purpose of the initial first meeting of the new board, and the reasons behind the agenda items. Please forgive the delay, and any repetition, typos or awkward flow.

If you have any specific questions you would like answered at the June 24 meeting, please email me, as well as Tom Corrigan, so that we may confer with each other and also consult independently with our respective legal advisors if necessary to provide an answer -- or options -- at the meeting.

Thank you for your patience over the next few weeks. It may be a little bumpy at first, but should smooth out fairly soon!

Respectfully,



Marla Cates, Executive Director

**URBAN RENEWAL AGENCY
OF THE CITY OF TALENT, OREGON**

RESOLUTION NO. 03-8

Bylaws currently in effect with areas needing changes (highlighted)

A RESOLUTION OF THE URBAN RENEWAL AGENCY OF THE CITY OF TALENT APPROVING AND ADOPTING AGENCY BYLAWS; RESCINDING RESOLUTIONS NO. 02-1 and 00-8.

BE IT RESOLVED that the Urban Renewal Agency of the City of Talent adopts the following bylaws:

ARTICLE I - AUTHORITY

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

Section 2. Office: The office of the Agency shall be located in the City Hall, City of Talent, Oregon, or at such other location as the Agency may from time to time designate by resolution.

Section 3. Powers and Duties: The powers and duties of the Agency shall be as provided by Chapter 457 of the Oregon Revised Statutes, the Talent City Charter, and as authorized by the City Council of Talent in accordance with Ordinance No. 539, adopted by the Talent City Council on March 20, 1991.

ARTICLE II - OFFICERS, PERSONNEL, COMMITTEES

Section 1. Officers: The officers of the Agency shall be a chair, a vice-chair/secretary, an executive director, and any other officers whom the Agency deems necessary. **None of the Agency officers shall be concurrent members of the Talent City Council.**

Section 2. Chair: The Chair shall be elected by the Agency members during the first meeting of each calendar year and shall preside at all meetings of the Agency. **The Chair shall have a vote on all questions before the Agency.** At each Agency meeting, the Chair shall submit information and recommendations as the Chair may consider proper concerning the business, affairs and policies of the Agency.

Section 3. Vice-Chair/Secretary: The Vice-Chair/Secretary shall be elected by the Agency members during the first meeting of each calendar year and shall perform the duties of the Chair in the absence of the Chair. Whenever the Chair is unable to perform the functions of the office, the Vice-Chair/Secretary shall act as Chair. If both the Chair and the Vice-Chair/Secretary are absent from an Agency meeting, the members present shall select one of their number to perform the Chair's functions at the meeting. **In the absence of the Executive Director, the Vice-Chair/Secretary shall keep the official records of the Agency, attest signatures of the Agency, certify copies of Agency documents, and perform other record-keeping duties of the Executive Director.**

Section 4. Executive Director: The Executive Director shall be the chief executive officer and administrative head of the Agency and shall be responsible to the Agency for the proper administration of the affairs placed in the Executive Director's hands. The Executive Director shall administer the affairs of the Agency in accordance with Federal, State and local laws. The Executive Director shall see that all contracts of the Agency are carried out in the best interest of the Agency under appropriate law.

(a) The Executive Director shall cause to have prepared plans, reports, and other necessary matters concerning any given Urban Renewal area; and shall report from time to time to the Agency on the status of the Urban Renewal programs.

(b) The Executive Director shall appoint and remove appointive agency officers and employees except as the Bylaws otherwise provide and shall have general supervision and control over them and their work.

(c) The Executive Director shall serve as the budget officer of the Agency.

(d) The City Administrator of the City of Talent may act as the Executive Director of the Agency, or the board may select another individual to serve as Executive Director of the Agency.

(e) The Executive Director shall be responsible for the fiscal administration of all funds of the Agency and shall act as signer of the checks drawn upon the accounts of the Agency.

Section 5. 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.

Section 6. Additional Personnel, Committees: The Agency may, from time to time, employ such personnel and create committees, subcommittees or advisory groups as it deems necessary to exercise its powers, duties and functions as prescribed by the laws of the State of Oregon applicable thereto.

Section 7. Vacancies: Should the offices of the Chair or Vice-Chair /Secretary become vacant, the Agency shall elect a successor from its Agency members at the next regular meeting and such election shall be for the unexpired term of such office.

Section 8. Removal: The Chair or Vice-Chair/Secretary may be removed from office at any time by a vote of a majority of the entire Agency. Agency members, including the positions of Chair and Vice Chair/Secretary, may also be removed from office after three consecutive, unexcused absences.

Section 9. Local Contract Review Board: The Agency's Board of Directors shall act as the Local Contract Review Board when approving public contracts in excess of \$25,000.

Section 10. Contracts, Deeds, Instruments: The Agency's Board of Directors shall, by resolution or by motion, approve the execution of all contracts, deeds, and instruments of the Agency and authorize the appropriate officer or individual to sign each contract on behalf of the Agency.

ARTICLE III - MEETINGS

Section 1. Regular Meetings: The Urban Renewal Agency shall hold a regular meeting at least once each month at a time and at a place which it designates. A regular meeting may be continued, postponed, cancelled or adjourned to a later date by a majority of the Agency members present and voting, and notice of such adjourned meeting shall be given to all Agency members.

Section 2. Special Meetings: The Chair may, when the Chair deems it expedient, or upon the written request of two members of the Agency shall, 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 the special meeting shall be given to all members of the Agency at the time of the call and shall be given to the public in accordance with Oregon Public Meetings Law.

Section 3. Open Meetings: The deliberations and proceedings of the Agency shall be public except as state law allows otherwise.

Section 4. Quorum: A majority of the incumbent members of the Agency shall constitute a quorum for the purpose of conducting its business and exercising its powers and for all other purposes. Except as these bylaws provide otherwise, the express concurrence of a majority of the members of the Agency voting when a quorum of the Agency is present at the Agency meeting shall be necessary to decide any question before the Agency.

Section 5. Manner of Voting: Voting shall be by record vote.

Section 6. Order of Business: At the regular meetings of the Agency, the following shall be substantially the order of business:

- (a) Roll call.
- (b) Approval of minutes of previous meeting.
- (c) Citizen input.
- (d) Items from Chair or Agency Members.
- (e) Report of Executive Director.
- (f) Committee reports.
- (g) Unfinished business.
- (h) New and miscellaneous business.
- (i) Adjournment.

Section 7. Robert's Rules: All rules of order not herein provided for shall be determined in accordance with *Robert's Rules of Order Newly Revised*.

ARTICLE IV - FINANCIAL

Section 1. Agency Funds; Investment and Disbursement: Agency funds shall be kept separate from the funds of the City. Investment and disbursement of Agency funds shall follow the regular investment and disbursement procedures of the City of Talent.

Section 2. Budget: Budget procedures followed for all other funds of the City of Talent shall also be substantially followed for the fund or funds of the Agency.

Section 3. Audit: An annual audit of the fund or funds of the Agency shall be performed.

ARTICLE V – PROFESSIONAL SERVICES

Section 1. Professional Services: The Agency shall use the same legal advisor, auditor, insurance agent, and consulting engineer as the City of Talent, unless not in the best interests of the Agency to do so.

ARTICLE VI - AMENDMENTS

Section 1. Amendment of Bylaws: These bylaws may be amended by resolution at any regular or special meeting of the Agency by a 2/3 vote of the voting quorum present, provided that the proposed amendment has been submitted in writing to all members at least five (5) days prior to the meeting where the amendment is to be considered.

BE IT FURTHER RESOLVED that Resolution No. 02-1, adopted the 16th day of April, 2002 is hereby rescinded.

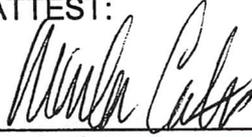
Adopted this 21st day of October, 2003 by the following vote:

AYES - 5 NAYS - 0 ABSTAIN - 1 ABSENT - 0

Signed by me in authentication of its adoption and passage by the Urban Renewal Agency of the City of Talent this 23rd day of October, 2003.


Ron Ridgway
Chair

ATTEST:



Marla Cates
Executive Director

URBAN RENEWAL AGENCY
OF THE CITY OF TALENT, OREGON

RESOLUTION NO. **03-8 15-4**

*Proposed
revisions to
next new
Board of Directors
members.*

A RESOLUTION OF THE URBAN RENEWAL AGENCY OF THE CITY OF TALENT APPROVING AND ADOPTING AGENCY BYLAWS; RESCINDING RESOLUTIONS NO. **02-1, and 00-8 and 03-8.**

BE IT RESOLVED that the Urban Renewal Agency of the City of Talent adopts the following bylaws:

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Section 1. Officers: The officers of the Agency shall be a chair, a vice-chair/secretary, an executive director, and any other officers whom the Agency deems necessary. **None of the Agency officers shall be concurrent members of the Talent City Council.**

Section 2. Chair: The Chair shall be elected by the Agency members during the first meeting of each calendar year and shall preside at all meetings of the Agency. **The Chair shall have a vote on all questions before the Agency, unless the Chair is also the Mayor as, pursuant to City Ordinance No. 15-879-O, the Mayor may not vote on any matter of the Urban Renewal Agency business unless there is a tie vote. In the case of a tie vote, the Mayor must vote to resolve the tie, and may not abstain.** —At each Agency meeting, the Chair shall submit information and recommendations as the Chair may consider proper concerning the business, affairs and policies of the Agency.

Section 3. Vice-Chair/Secretary: The Vice-Chair/Secretary shall be elected by the Agency members during the first meeting of each calendar year and shall perform the duties of the Chair in the absence of the Chair. Whenever the Chair is unable to perform the functions of the office, the Vice-Chair/Secretary shall act as Chair. If both the Chair and the Vice-Chair/Secretary are absent from an Agency meeting, the members present shall select one of their number to perform the Chair's functions at the meeting. **In the absence of**

the Executive Director, the Vice-Chair/Secretary shall keep the official records of the Agency, attest signatures of the Agency, certify copies of Agency documents, and perform other record-keeping duties of the Executive Director.

Section 4. Executive Director: The Executive Director shall be the chief executive officer and administrative head of the Agency and shall be responsible to the Agency for the proper administration of the affairs placed in the Executive Director's hands. The Executive Director shall administer the affairs of the Agency in accordance with Federal, State and local laws. The Executive Director shall see that all contracts of the Agency are carried out in the best interest of the Agency under appropriate law.

(a) The Executive Director shall cause to have prepared plans, reports, and other necessary matters concerning any given Urban Renewal area; and shall report from time to time to the Agency on the status of the Urban Renewal programs.

(b) The Executive Director shall appoint and remove appointive agency officers and employees except as the Bylaws otherwise provide and shall have general supervision and control over them and their work.

(c) The Executive Director shall serve as the budget officer of the Agency.

(d) The City Administrator of the City of Talent may act as the Executive Director of the Agency, or the board may select another individual to serve as Executive Director of the Agency.

(e) The Executive Director shall be responsible for the fiscal administration of all funds of the Agency and shall act as signer of the checks drawn upon the accounts of the Agency.

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Section 6. Additional Personnel, Committees: The Agency may, from time to time, employ such personnel and create committees, subcommittees or advisory groups as it deems necessary to exercise its powers, duties and functions as prescribed by the laws of the State of Oregon applicable thereto.

Section 7. Vacancies: Should the offices of the Chair or Vice-Chair /Secretary become vacant, the Agency shall elect a successor from its Agency members at the next regular meeting and such election shall be for the unexpired term of such office.

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Section 10. Contracts, Deeds, Instruments: The Agency's Board of Directors shall, by resolution or by motion, approve the execution of all **contracts over \$25,000**, deeds, and instruments of the Agency and authorize the appropriate officer or individual to sign each contract on behalf of the Agency.

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Section 1. Regular Meetings: The Urban Renewal Agency shall hold a regular meeting at least once each month at a time and at a place which it designates. A regular meeting may be continued, postponed, cancelled or adjourned to a later date by a majority of the Agency members present and voting, and notice of such adjourned meeting shall be given to all Agency members.

Section 2. Special Meetings: The Chair may, when the Chair deems it expedient, or upon the written request of two members of the Agency shall, 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 the special meeting shall be given to all members of the Agency at the time of the call and shall be given to the public in accordance with Oregon Public Meetings Law.

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- (e) Report of Executive Director.
- (f) Committee reports.
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Section 7. Robert's Rules: All rules of order not herein provided for shall be determined in accordance with *Robert's Rules of Order Newly Revised*.

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Section 1. Agency Funds; Investment and Disbursement: Agency funds shall be kept separate from the funds of the City. Investment and disbursement of Agency funds shall follow the regular investment and disbursement procedures of the City of Talent.

Section 2. Budget: Budget procedures followed for all other funds of the City of Talent shall also be substantially followed for the fund or funds of the Agency.

Section 3. Audit: An annual audit of the fund or funds of the Agency shall be performed.

ARTICLE V – PROFESSIONAL SERVICES

Section 1. Professional Services: The Agency shall use the same legal advisor, auditor, insurance agent, and consulting engineer as the City of Talent, unless not in the best interests of the Agency to do so.

ARTICLE VI - AMENDMENTS

Section 1. Amendment of Bylaws: These bylaws may be amended by resolution at any regular or special meeting of the Agency by a 2/3 vote of the voting quorum present, provided that the proposed amendment has been submitted in writing to all members at least five (5) days prior to the meeting where the amendment is to be considered.

BE IT FURTHER RESOLVED that Resolution No. ~~03-802-1~~, adopted the ~~21st~~^{16th} day of ~~October, 2003~~^{April, 2002} is hereby rescinded.

Adopted this ~~21st~~^{24th} day of ~~October~~^{June}, ~~2003~~²⁰¹⁵ by the following vote:

AYES - ___ NAYS - ___ ABSTAIN - ___ ABSENT - ___

Signed by me in authentication of its adoption and passage by the Urban Renewal Agency of the City of Talent this ~~23rd~~^{24th} day of ~~October~~^{June}, ~~2003~~²⁰¹⁵.

Ren Ridgway
Chair

ATTEST:

Marla Cates
Executive Director

Urban Renewal Agency of the City of Talent, Oregon

**A RESOLUTION OF THE URBAN RENEWAL AGENCY OF THE CITY OF TALENT
AUTHORIZING BANK DEPOSITORIES and SIGNATORIES**

RESOLUTION NO. 15-5

BE IT RESOLVED that the Board of Directors of the Urban Renewal Agency of the City of Talent hereby authorizes the following bank depositories and signatories, effective June 24, 2015:

Bank of America

Authorized Signers: Marla Cates, Executive Director

_____, Chair

_____, Vice Chair/Secretary

Local Government Investment Pool, Office of State Treasurer Banking System

Authorized Signers: Marla Cates, Executive Director

_____, Chair

The above resolution statement was approved and declared adopted on this 24th day of June, 2015 by the following vote:

AYES: ___ NAYS: ___ ABSENT: ___ ABSTAIN: ___

Signed by me in authentication of its adoption and passage by the Urban Renewal Agency of the City of Talent this 24th day of June, 2015.

_____, Chair

ATTEST:

Marla Cates
Executive Director

Supplemental Information

City Ordinance #539:

Establishing the original 9-member Board of Directors consisting of 3 city council members, 3 business community members and 3 general public.

City Ordinance 02-721-02:

Reducing the number to a 7-member Board of Directors consisting of 3 city council members and 4 citizen/business representatives.

City Ordinance 015-879-O:

Transferring authority to members of the Talent City Council and Mayor, resulting in a 7-member Board of Directors

TURA Resolution 11-3:

Adopting internal financial controls and procedures for the Talent Urban Renewal Agency, rescinding Res. 10-8.

ORDINANCE #539

AN ORDINANCE DECLARING THAT BLIGHTED AREAS EXIST WITHIN THE CITY OF TALENT, RECOGNIZING THE NEED FOR AN URBAN RENEWAL AGENCY TO FUNCTION IN THE CITY OF TALENT AND PROVIDING FOR THE EXERCISE OF THE AGENCY'S POWERS BY THE URBAN RENEWAL AGENCY OF THE CITY OF TALENT.

Whereas, there exists within the City of Talent, Oregon blighted areas as defined in ORS 457.010; and

Whereas, such blighted areas impair economic values and ad valorem tax revenues; and

Whereas, there is a need for an Urban Renewal Agency to function in the city; and

Whereas, ORS 457.035 authorizes the creation of a public body corporate and politic to be known as the "Urban Renewal Agency" of the city, now, therefore,

The city of Talent ordains as follows:

Section 1. [Blighted Areas] Based upon the findings attached hereto as Exhibit "A" and by this reference made a part hereof, the city council of the city of Talent hereby finds and declares that blighted areas, as defined in ORS 457.010, exist within the City of Talent, Oregon.

Section 2. [Urban Renewal Agency] The city council declares and recognizes that there is a need for an Urban Renewal Agency to function within the City of Talent, Oregon.

Section 3. [Powers, Duties, and Membership of Agency] The city council further declares, pursuant to ORS 457.045(2), that all of the rights, powers, duties, privileges and immunities granted to and vested in an urban renewal agency by the laws of the State of Oregon shall be exercised by and vested in the Urban Renewal Agency of the City of Talent, Oregon, to be composed of three (3) members of the Talent city council, three (3) members from the business community located in the City of Talent, and three (3) members from the general public appointed by the mayor and confirmed by the city council.

Section 4. [Name of Agency] The corporate name of the agency provided by the ordinance shall be, and the said agency shall be known as, "The Urban Renewal Agency of the City of Talent, Oregon".

Section 5. [Terms of Office] The term of office of each member of the Urban Renewal Agency that is a councilor or mayor shall be concurrent with that member's individual term of office as council member or mayor. The term of office of each of the members appointed from the business community and the general public shall be for a period of four (4) years commencing on July 1st of the year of appointment or until a successor is appointed and qualified. Provided, however, of the first six (6) business community or general citizen appointees, the mayor shall designate three (3) appointees to serve through June 30, 1995 and three (3) to serve through June 30, 1993.

Section 6. [Effective Date] Under the provisions of the Talent City Charter of 1958, Chapter VIII Section 35, this ordinance shall take effect on the thirtieth (30th) day after its enactment.

[Passed by the council March 20, 1991, and approved by the mayor March 22, 1991]

FILE COPY

ORDINANCE NO. 02-721-02

AN ORDINANCE AMENDING SECTION 3 OF ORDINANCE NUMBER 539 DECLARING THAT BLIGHTED AREAS EXIST WITHIN THE CITY OF TALENT, RECOGNIZING THE NEED FOR AN URBAN RENEWAL AGENCY TO FUNCTION IN THE CITY OF TALENT AND PROVIDING FOR THE EXERCISE OF THE AGENCY'S POWERS BY THE URBAN RENEWAL AGENCY OF THE CITY OF TALENT.

THE CITY OF TALENT ORDAINS AS FOLLOWS:

Section 3. The City Council declares, pursuant to ORS 457.045 (2), that all of the rights, powers, duties, privileges and immunities granted to and vested in an Urban Renewal Agency by the laws of the State of Oregon shall be exercised by and vested in the Urban Renewal Agency of the City of Talent, Oregon, to be composed of three members of the Talent City Council and four citizen/business representatives appointed by the Mayor and confirmed by the City Council.

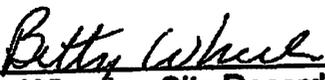
Duly enacted by the City Council in open session on July 3, 2002 by the following vote:

AYES: 5

NAYS: 0

ABSTAIN: 0

ABSENT: 0



Betty Wheeler, City Recorder and Custodian of City records

ORDINANCE NO. 15-879-O

**AN ORDINANCE AMENDING ORDINANCE NO. 539
AND ESTABLISHING THE TALENT CITY COUNCIL AS THE BOARD OF
THE TALENT URBAN RENEWAL AGENCY AND DECLARING AN EMERGENCY**

WHEREAS, in 1991 the Talent City Council adopted Ordinance No. 539, creating the Urban Renewal Agency of the City of Talent (Agency) and vesting the authority to exercise the powers of the Agency in a board composed of three members of the Talent City Council, three members of the business community of the City of Talent and three members of the general public; and

WHEREAS, four members of the current Agency board as well as the Agency director have resigned; and

WHEREAS, ORS 457.055 allows the Talent City Council to adopt an ordinance transferring the authority to exercise the powers of the Agency to itself; and

WHEREAS, the Council desires to transfer to itself the authority to exercise the powers of the Agency;

NOW THEREFORE, THE CITY OF TALENT ORDAINS AS FOLLOWS:

Section 1. Section 3 of Ordinance No. 539 is hereby amended to read as follows:

The City Council further declares, pursuant to ORS 457.045(2), that all of the rights, powers, duties, privileges and immunities granted to and vested in an Urban Renewal Agency by the laws of the State of Oregon shall be exercised by and vested in the Urban Renewal Agency of the City of Talent, Oregon, to be composed of the members of the Talent City Council and the Mayor of the City of Talent. The Mayor may not vote on any matter of Urban Renewal Agency business unless there is a tie vote. In the case of a tie vote, the Mayor must vote to resolve the tie, and may not abstain.

Section 2. Section 5 of Ordinance No. 539 is hereby amended to read as follows:

The term of office of each member of the Urban Renewal Agency shall be concurrent with that member's individual term of office as a city councilor or mayor.

Section 3. In order to protect the public health, safety, and welfare, an emergency is hereby declared and this ordinance shall take effect upon adoption.

Duly enacted by the City Council in open session on June 17, 2015 by the following vote:

AYES: 5 NAYS: 0 ABSTAIN: 0 ABSENT: 0



Melissa Huhtala, City Recorder and Custodian of City records

Urban Renewal Agency of the City of Talent, Oregon

ORIGINAL

**A RESOLUTION OF THE URBAN RENEWAL AGENCY OF THE CITY OF TALENT
ADOPTING INTERNAL FINANCIAL CONTROLS AND PROCEDURES and
RESCINDING RESOLUTION 10-8.**

RESOLUTION NO. 11-3

WHEREAS, the Board of Directors of the Urban Renewal Agency of the City of Talent ("Agency") wishes to ensure that suitable internal financial controls and procedures are practiced by the Agency to protect against fraud, and

WHEREAS, such internal financial controls and procedures have been in place for some time, but have not been previously stated in one resolution, and

WHEREAS, the Agency now wishes to provide its auditors, and other interested persons, with a comprehensive list of the Agency's internal financial controls and procedures for use and reference

NOW, THEREFORE, THE URBAN RENEWAL AGENCY OF THE CITY OF TALENT RESCINDS RESOLUTION 10-8 AND RESOLVES AS FOLLOWS:

Section 1. Banking Accounts

- a. The Agency shall maintain one (1) checking account through which all expenses will be paid, unless otherwise specified herein.
 1. All checks shall require two signatures by the Executive Director and/or elected officers or such other individual as designated by recorded vote of the Board of Directors.
 2. Checks received by the Agency as refunds, reimbursements, or grant proceeds shall be deposited into the Agency's checking account and credited to the Capital Projects Fund.
- b. The Agency shall maintain one (1) Local Government Investment Pool (LGIP) account managed by the Oregon State Treasury into which all urban renewal taxes are deposited by the Jackson County Treasurer and the funds shall be credited to the Agency's Debt Service Fund.
- c. All banking accounts shall list both the Executive Director and Chair of the Board of Directors ("Chair") as authorized persons, and the Vice Chair/Secretary as an additional authorized person if required by the banking facility.
- d. No checking or LGIP account shall be closed or opened except by Resolution of the Board.
- e. The Agency shall keep the bulk of its financial resources in the LGIP account.

Section 2. Credit Cards All credit card accounts shall be approved by the Board of Directors and shall be limited to \$1,000 maximum per account.

Section 3. Monthly Financial Documentation

- a. The Agency's monthly bank statements shall be reconciled by the Executive Director, and the City of Talent's financial officer shall provide review and written confirmation of the accuracy of the reconciliation.

- b. The Executive Director shall prepare a monthly expense report and a balance sheet for approval by the Board of Directors.
- c. A monthly list of checks, showing starting and ending check numbers, shall be presented to the Board of Directors and signed by board members in attendance.

Section 4. Bond Proceeds

- a. All payments on long term bonds shall be made by check, unless in an emergency where a wire transfer is required in order to avoid default or penalty.
- b. All bond proceeds shall be deposited by the lender directly into the Agency's LGIP, unless 1) the lending institution's standard practice is to make deposits to a client's checking account or 2) the lending institution intends to charge a higher interest rate for depositing to the LGIP account.
- c. Long term bond proceeds deposited to the Agency's checking account shall be transferred to LGIP account unless funds are to be used within two (2) weeks of receipt.
- d. Short term bond proceeds (du jour borrowing) may be repaid via wire transfer from the account to which proceeds were deposited.

Section 5. Other

- a. Blank checks and banking account information shall be stored in the Agency's safe, the combination of which is known only to the Executive Director and to the City Manager.
- b. The Agency authorizes wire transfers between the LGIP account and 1) the Agency's checking account and 2) the accounts of any Agency bond or other debt holder.
- c. The Agency may, by separate Resolution or Intergovernmental Agreement, permit wire transfers between the LGIP account and accounts of other governmental agencies for the payment or reimbursement of urban renewal project costs, if it is in the Agency's best interest to do so.
- d. A Line of Credit with the banking institution used by the Agency for its checking account may be established.
- e. The Agency authorizes electronic payments from the Agency's checking account to federal and state governments for the purposes of payroll withholding deposits, social security, workers compensation and other payroll related payments, and to title companies for the purpose of real estate and right of way acquisitions.

Section 6. Accounting Methods

- a. The Agency shall use the cash basis method of accounting. As part of the audit process, government wide statements may show fixed assets as assets and debt as a liability in order for the Agency's financial information to be readily included with the City's financials as a component unit.

Section 7. GASB Requirements

- a. For the purposes of meeting the requirements of GASB 54, and retroactive to June 30, 2010, the revenues and ending balance for the Capital Projects Fund is classified as "Assigned" meaning the use is established by the governing body, its official, or officers. The ending balance for the Debt Service Fund is classified as "Restricted" meaning use of revenue and

ending fund amounts are restricted to paying off debt offerings and are subject to externally enforceable legal restrictions imposed by governmental regulations and bond covenants.

- b. No minimum fund balances shall be adopted for Capital Projects or Debt Service funds. Under the terms of bond covenants, the Agency maintains an annual debt reserve amount as part of the Debt Service Fund.

The above resolution statements were approved and declared adopted on this 21st day of June 27, 2011, by the following vote:

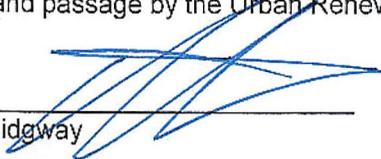
AYES: 6 NAYS: 0 ABSENT: 0 ABSTAIN: 0

Signed by me in authentication of its adoption and passage by the Urban Renewal Agency of the City of Talent this 27th day of June, 2011.

ATTEST:



Marla Cates
Executive Director



Ron Ridgway
Chair