



### **AGENDA and Notice of Urban Renewal Agency**

The City of Newport Urban Renewal Agency meeting will be held on Tuesday, January 20, 2015, at 5:45 P.M. The meeting will be held in City Council Chambers of the Newport City Hall, located at 169 S.W. Coast Highway, Newport, Oregon 97365. A copy of the agenda follows.

The meeting location is accessible to persons with disabilities. A request for an interpreter for the hearing impaired, or for other accommodations for persons with disabilities, should be made at least 48 hours in advance of the meeting to Peggy Hawker, City Recorder 541.574.0613.

The City Council reserves the right to add or delete items as needed, change the order of the agenda, and discuss any other business deemed necessary at the time of the work session and/or meeting.

### **URBAN RENEWAL AGENCY MEETING Tuesday, January 20, 2014 - 5:45 P.M. City Council Chambers**

#### **I. Call to Order and Roll Call**

#### **II. Public Comment**

*This is an opportunity for members of the audience to bring to the Council's attention any item not listed on the Agenda. Comments will be limited to three (3) minutes per person with a maximum of 15 minutes for all items. Speakers may not yield their time to others.*

#### **III. Consent Calendar**

*The consent calendar consists of items of a repeating or routine nature considered under a single action. Any Councilor may have an item on the consent agenda removed and considered separately on request.*

- A. Approval of the Urban Renewal Agency Minutes from the Organizational and Final Meetings of January 5, 2015 (Hawker)

**IV. Executive Director Report**

*All matters requiring approval of the Urban Renewal Agency originating from the city manager and departments will be included in this section. This section will also include any status reports for the Urban Renewal Agency information.*

A. Approval of Operating Rules for the Urban Renewal Agency

**V. Adjournment**

January 5, 2015  
7:00 P.M.  
Newport, Oregon

The Urban Renewal Agency of the City of Newport held an organizational meeting on the above date in the Council Chambers of the Newport City Hall. On roll call, Allen, Roumagoux, Swanson, Sawyer, Saelens, Engler, and Busby were present.

Staff present was City Manager Nebel, City Recorder Hawker, Community Development Director Tokos, Finance Director Murzynsky, Library Director Smith, Fire Chief Murphy, Public Works Director Gross, Parks and Recreation Director Protiva, and Police Chief Miranda.

### **ELECTION OF URBAN RENEWAL AGENCY CHAIRPERSON**

Hawker introduced the agenda item. Nebel reported that the Agency needs to elect a chair and vice-chair. Sawyer nominated Allen for the position of chair, and Allen accepted the nomination. There were no additional nominations for the position of chair. There was no vote.

### **ELECTION OF URBAN RENEWAL AGENCY VICE-CHAIRPERSON**

Allen nominated Sawyer for the position of vice-chair of the Agency, and Sawyer accepted the nomination. There were no additional nominations for the position of vice-chair. There was no vote.

### **ADJOURNMENT**

Having no further business, the meeting adjourned at 6:35 P.M. for a reception recognizing the outgoing and newly-elected Mayor and City Councilors.

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Margaret M. Hawker, City Recorder

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David N. Allen, Chair

January 5, 2015  
6:07 P.M.  
Newport, Oregon

The Urban Renewal Agency of the City of Newport met on the above date in the Council Chambers of the Newport City Hall. On roll call, Allen, Beemer, Roumagoux, Swanson, Sawyer, Saelens, and Busby were present.

Staff present was City Manager Nebel, City Recorder Hawker, Community Development Director Tokos, Finance Director Murzynsky, Public Works Director Gross, Parks and Recreation Director Protiva, and Police Chief Miranda.

**APPROVAL OF MINUTES FROM THE URBAN RENEWAL AGENCY MEETING  
OF NOVEMBER 17, 2014**

MOTION was made by Allen, seconded by Beemer, to approve the minutes of the Urban Renewal Agency meeting of November 17, 2014, as presented. The motion carried unanimously in a voice vote.

**ADJOURNMENT**

Having no further business, the meeting adjourned at 6:08 P.M.

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Margaret M. Hawker, City Recorder

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Richard Beemer, Chair

# EXECUTIVE DIRECTOR REPORT AND RECOMMENDATIONS



Agenda #: IV.A.

Meeting Date: January 9, 2015

## Agenda Item:

### Approval of Operating Rules for the Urban Renewal Agency

#### Background:

Urban Renewal Agency Chair David Allen has suggested that the Urban Renewal Agency adopt rules defining how the Agency shall operate. In order to address this issue, a new section has been added to the City Council Rules regarding the Urban Renewal Agency. Ordinance No. 1910 provides that the City Council shall have the authority to exercise the powers of the Urban Renewal Agency. By practice at the organization meeting, a Chair has been selected for the Agency, but the term of the Chair and Vice-Chair are not defined in Ordinance No. 1910. There are several other key issues that are included in the draft policy that the Agency should discuss before approving these rules. First of all, the rules as drafted rely upon the General City Council Rules governing general operations. The proposed rules indicate that the Chair and Vice-Chair shall serve a two year term that will end in conjunction with the next election for Mayor and Councilors. In the draft policies the Mayor and Council President would not be consider for election as Chair or Vice-Chair. My rational for this provision is to allow the maximum number of members of Council to participate in leadership roles on Council or Urban Renewal Agency. The Urban Renewal Agency may wish to eliminate this restriction. The organizational meeting for the Agency would be called to order by the Mayor for the sole purpose of conducting the election of the Chair and Vice-Chair. Urban Renewal Agency meeting will be typically scheduled in conjunction with regular City Council meetings. When the Urban Renewal Agency is meeting in the Council Chambers the Chair may assume the Mayor's seat for presiding over the meeting with the Mayor taking the vacated seat. These are the significant issues that the Urban Renewal Agency can discuss to determine if any modification need to be made to the rules as proposed.

Incorporating these provisions in the Council Rules of Order will help better define the functions of the Urban Renewal Agency in the future.

#### Recommended Action:

I recommend the Urban Renewal Agency consider the following motion:

I move that Urban Renewal Agency approve the attached language outlining operation rules for the Agency with the intent that these rules be incorporated in the City of Newport Council Rules.

#### Fiscal Effects:

None.

#### Alternatives:

Establish the term of office for the Chair and Vice-Chair to one year, do not exclude the Council President and/or Mayor as serving as Chair or Vice-Chair, or other changes as suggested by the Urban Renewal Agency.

Respectfully Submitted,

Spencer R. Nebel

Executive Director of the Urban Renewal Agency



## CITY COUNCIL ACTING AS OTHER CITY ENTITIES

### *Urban Renewal Agency*

**Authority.** Ordinance No. 1910 provides that the City Council shall have the authority to exercise the powers of the Urban Renewal Agency.

**Organizational Meeting.** Immediately following the City Council organizational meeting, which is held at the first meeting of the year following the election of the Mayor and Councilors, the Urban Renewal Agency will meet to elect a chair and a vice chair utilizing the election process for selecting a Council President contained in the Council Rules. The chair and vice chair will continue in office for a two-year period until an organizational meeting is held following the next election of Mayor and Councilors. The Mayor or Council President will not be considered for election as chair or vice chair. The organizational meeting will be called to order by the Mayor to conduct the election of the chair and vice chair. Following the election, the organizational meeting will be adjourned.

**Meetings.** Meetings of the Urban Renewal Agency will be scheduled by the City Manager, acting as the Executive Director of the Urban Renewal Agency, the chair, or any two members of the Agency. Meetings will typically be scheduled in conjunction with regular City Council meetings when it is necessary for the Agency to meet. The chair may assume the Mayor's seat for presiding over the meeting. The Mayor will take the vacated seat.

**Meeting Procedure.** The meetings of the Agency will follow the "Rules Governing Council Meetings" outlined in the Council Rules.

**Order of Business.** The City Manager, as the Executive Director, shall arrange the order of business to achieve an orderly and efficient meeting. The order of business will be as follows:

### URBAN RENEWAL AGENCY

- I. Roll Call
- II. Public Comment (three minutes per person) on non-agenda items
- III. Consent Calendar (approval of minutes, renewal of leases, and routine issues, etc.)
- IV. Public Hearings or Special Orders of Business
- V. Communications (agenda items requested by Agency Members, City Attorney, commissions, boards, task forces, committees, community groups, or individuals with a ten minute limit for presentation)

- VI. Executive Director's Report (includes all items from the Executive Director, department heads, and other staff requiring Urban Renewal Agency action, and informational items.)
- VII. Agency Member Reports and Comments
- VIII. Adjournment