



Staff Report

File #: 17-111

Version: 1

Date: 4/10/2017

Item #: 4.2a.

TO: Urban Renewal Agency Board

THROUGH: Steve Powers, Executive Director

FROM: Dan Atchison, City Attorney

SUBJECT:

Resolution 17-2 URA, Amending URA Rules for Scheduling Meetings.

Ward(s): All Wards

Board Member(s): All Members

Neighborhood(s): All Neighborhoods

ISSUE:

Shall the Agency Board adopt Resolution 17-2 URA to amend the URA Rules to allow more flexibility in scheduling regular meetings?

RECOMMENDATION:

Adopt Resolution 17-2 URA at the next Agency Board meeting to amend the URA Rules to allow more flexibility in scheduling regular meetings.

SUMMARY AND BACKGROUND:

The Urban Renewal Agency Board has adopted rules of procedure to govern the procedures for Board Meetings. Rule 5(b) requires the Agency Board to hold a regular meeting on the second Monday of each month to coincide with the first City Council regular meeting of the month. On occasion, there is a lack of agenda items for that meeting date. The Agency Board is still required to conduct the meeting, resulting in an inefficient use of time. If adopted, Resolution 17-2 URA would amend Rule 5(b) to continue to require at least one regular monthly meeting and allow that meeting to be scheduled on any non-holiday day of the month.

FACTS AND FINDINGS:

Resolution 17-2 URA amends URA Rule 5(b) as follows:

(b) The Board shall hold one regular meeting each month on any day that is not a holiday, on the second Monday, unless the Board or Executive Director designates a different day. Meetings may be called to order before or after meetings of the City of Salem or the Housing Authority of the City of Salem, but shall adjourn no later than 10:00 p.m. In the event a regularly scheduled meeting falls on an official holiday, the meeting shall be held at the same hour on the next following day which is not a holiday.

The proposed amendment will allow the Agency Board's regular meeting to be scheduled on any day of the month (except Saturdays, Sundays, and legal holidays). In most instances the regular meeting will continue to be held on the second or fourth Monday of the month, coinciding with the regular Council meetings. The recommendation allows the flexibility to schedule the regular meeting on another date. Business necessity or the preference of the Agency Board may be reasons for an alternate day. Notice of the meeting would be provided through publication of the meeting agenda, which is the City's current practice for providing notice of the Council, Agency, and SHA meetings.

URA Rule 22(b) requires that any amendment to the URA Rules may be approved by majority vote of all members of the Agency Board, provided that the proposed amendment has been introduced into the record at a prior Agency Board meeting. The Agency Board may adopt Resolution 17-2 URA at the next Board meeting; refer the proposal to the Council/Agency Board Rules Committee for consideration; refer the resolution to staff for revision; or reject the proposal.

Dan Atchison
City Attorney

Attachments:

1. Resolution 17-2 URA