

RESOLUTION NO. 086  
OF THE BOARD OF COMMISSIONERS OF THE  
FORT COLLINS URBAN RENEWAL AUTHORITY  
ADOPTING RESTATED AND AMENDED BYLAWS

WHEREAS, the Fort Collins Urban Renewal Authority was established in 1982 by the City Council of the City of Fort Collins in Resolution 82-10 (the "Authority") under and in accordance with the Colorado Urban Renewal Law, C.R.S. § 31-25-101, et seq. (the "Urban Renewal Law"); and

WHEREAS, the Authority is authorized in C.R.S. § 31-25-105(1)(a) of the Urban Renewal Law to make and adopt bylaws, orders, rules and regulations in furtherance of its powers and activities; and

WHEREAS, in the exercise of this authority, on August 15, 2006, the Board of Commissioners of the Fort Collins Urban Renewal Authority (the "Board") adopted Resolution No. 006, which adopted bylaws for the Board (the "2006 Bylaws"); and

WHEREAS, on October 23, 2012, the Board adopted Resolution No. 042 amending and replacing the 2006 Bylaws with a new set of bylaws (the "2012 Bylaws"); and

WHEREAS, because of the recent appointment of four new commissioners to the Board as required by the Urban Renewal Law, Authority staff is recommending several amendments to the 2012 Bylaws to take into account these new appointments and to make other clarifying changes to them; and

WHEREAS, attached as Exhibit "A" and incorporated by reference are the bylaws staff is recommending be adopted by the Board (the "2018 Bylaws") as a restatement and amendment of the 2012 Bylaws; and


WHEREAS, the Board finds and determines that restating and amending the 2012 Bylaws by the adoption of the 2018 Bylaws is in the best interest of the Authority and necessary for the Board's proper and efficient administration of the Authority's operations, urban renewal plans and proceedings.

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE FORT COLLINS URBAN RENEWAL AUTHORITY as follows:

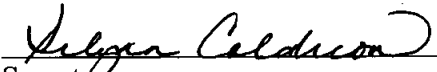
Section 1. The Board hereby makes and adopts the determinations and findings contained in the recitals set forth above.

Section 2. The Board hereby approves and adopts the 2018 Bylaws as a restatement and amendment of the 2012 Bylaws. The 2018 Bylaws, as here adopted, are intended to supersede and replace in all respects the 2006 and 2012 Bylaws.

Passed and adopted at a regular meeting of the Board of Commissioners of the City of Fort Collins Urban Renewal Authority this 9th day of July, A.D. 2018.

  
Chair

ATTEST:

  
Secretary



**BYLAWS  
OF THE BOARD OF COMMISSIONERS OF THE  
FORT COLLINS URBAN RENEWAL AUTHORITY**

**ARTICLE I – THE AUTHORITY**

**Section 1. Name of Authority.** The name of this urban renewal authority shall be the “Fort Collins Urban Renewal Authority” as established in 1982 by the City of Fort Collins City Council in Resolution 82-10. The Fort Collins Urban Renewal Authority shall be referred to in these Bylaws as the “Authority” or “URA.”

**Section 2. Office of the Authority.** The office of the Authority shall be located at 300 LaPorte Avenue, Fort Collins, Colorado, or at such other place in the City of Fort Collins, Colorado as the Board of Commissioners of the Authority may direct.

**Section 3. Authority to Enact Bylaws.** The Authority is authorized pursuant to C.R.S. § 31-25-105(1)(a) to make and adopt bylaws, orders, rules and regulations in furtherance of its powers and authority under the Colorado Urban Renewal Law, C.R.S. §§ 31-25-101, et seq. (the “Urban Renewal Law”).

**ARTICLE II – MEMBERSHIP AND OFFICERS**

**Section 1. Board of Commissioners.** In accordance with C.R.S. § 31-25- 115, C.R.S. § 31-25-104(2.5) and City Code Section 2-482, the Authority’s Board of Commissioners is comprised of eleven (11) commissioners who are the seven (7) members of the City Council and four (4) other commissioners appointed as required by the Urban Renewal Law, which appointees are a commissioner appointed by the Larimer County Board of Commissioners, a commissioner appointed by the Poudre School District, a commissioner appointed by agreement of the special districts imposing a mill levy within the Authority’s boundaries, and a commissioner appointed by the Mayor and confirmed by the City Council (the “Board”).

**Section 2. Officers.** The officers of the Authority shall be a Chair, Vice Chair, Executive Director, and Secretary.

**Section 3. Chair.** The Chair of the Authority shall be the Mayor of the City of Fort Collins. The Chair shall preside at all meetings of the Board. Except as otherwise authorized by resolution of the Board, the Chair shall sign all contracts, deeds, and other instruments made by the Board.

**Section 4. Vice Chair.** The Vice Chair shall be a commissioner on the Board elected by a majority of the Board. The Vice Chair shall serve a term contemporaneous with term of the office for the Mayor of the City of Fort Collins. Except for the first election of a Vice Chair

under these Bylaws, which shall occur no later than the Authority's first meeting after these Bylaws are approved by the Board, the Board shall elect a Vice Chair at its first meeting after a newly elected Mayor has taken his or her oath of office. The Vice Chair shall perform the duties of the Chair in the temporary absence or disability of the Chair. In the event of the Mayor's resignation, death or disqualification from office, the Vice Chair shall perform the Chair's duties until such time as a new Mayor is elected and sworn into office.

**Section 5. Temporary Chair.** In the absence of both the Chair and Vice Chair, the Board may appoint a temporary chair to preside at any meeting of the Board.

**Section 6. Executive Director.** The Fort Collins City Manager, or his or her designee, shall serve as the Executive Director of the Authority.

**Section 7. Secretary.** The Fort Collins City Clerk shall serve as the Secretary of the Authority. The Secretary shall keep the records of the Authority; record all votes at formal meetings of the Board; keep a record of the proceedings of the Authority in a journal of proceedings to be kept for such purpose; and keep the seal of the Authority and have power to affix such seal to all contracts and documents authorized to be executed by the Authority. In the City Clerk's temporary absence or disability, the Fort Collins Chief Deputy City Clerk shall perform all the duties of the Secretary.

**Section 8. Additional Duties.** The officers of the Authority shall perform such other duties and functions as may from time to time be required by the Board.

### ARTICLE III – CONDUCT OF BOARD BUSINESS

**Section 1. Formal Meetings and Work Sessions.** Formal meetings of the Board shall be those meetings where formal action may occur. No formal action shall be taken at work sessions of the Board. Meetings and work sessions may be held at such time and place as may from time to time be determined by the Chair, except as otherwise directed by a majority of the members of the Board. Full and timely notice of all formal Board meetings and work sessions, and of all committee meetings, shall be given in accordance with Colorado's Open Meetings Law, C.R.S. §§ 24-6-401, et seq. (the "Open Meetings Law").

**Section 2. Committees.** The Board may by resolution, from time to time, create either standing or ad hoc committees as deemed appropriate for special study or review and appoint all standing or ad hoc committee members. Each committee shall, at its first meeting, elect its own chair. Upon completion of the duties of any ad hoc committee, the committee shall be deemed to be automatically disbanded. The Board may by resolution also disband any standing or ad hoc committees.

**Section 3. Executive Sessions.** Executive sessions of the Board or its committees may be called during any formal meeting of the Board or of the committee as permitted by the Open Meetings Law.

**Section 4. Quorum.** A majority of the Board shall constitute a quorum for the purpose of conducting its business and exercising its powers and for all other purposes. When a quorum is in attendance, action can be taken by the Board upon the affirmative vote of a majority of the quorum present unless a different requirement for voting is specified by applicable law or these Bylaws.

**Section 5. Board Meetings.** Meetings of the Board shall be conducted in accordance with such meeting schedules, procedures and rules of order as the Board may adopt, in its discretion.

**Section 6. Manner of Voting.** The voting on all motions and resolutions before the Board shall be by roll call vote. The yes votes, no votes and abstentions shall be entered in the minutes of each meeting. Every member of the Board, when present, must vote unless excused from voting on matters involving the consideration of his or her own official conduct or when his or her personal financial interest is involved.

**Section 7. Keeping of Minutes.** Minutes shall be kept of all formal meetings of the Board and all meetings of committees of the Board at which the adoption of any proposed policy, position, resolution, rule, regulation or formal action occurs or could occur. Minutes need not be kept of work sessions of the Board.

**Section 8. Removal.** The presiding officer shall have the power to cause persons to be removed from a Board meeting or a committee meeting, in order to maintain order and public safety during the meeting.

#### **ARTICLE IV – CONFLICTS OF INTEREST**

The Board and its commissioners shall be governed by the rules of ethical conduct in the Urban Renewal Law, other applicable state law and the City Charter and Code as provided in City Code Section 2-484, except Section 2-484 exempts the county, school district and special district appointed commissioners from the rules of ethical conduct in the City Charter and Code.

#### **ARTICLE V – AMENDMENTS**

These Bylaws may be amended from time to time by an affirmative vote of a majority of the membership of the Board at any formal meeting of the Board.

**APPROVED AND ADOPTED BY THE BOARD AT ITS JULY 9, 2018 MEETING:**

\_\_\_\_\_  
Wade Troxell, Chair

ATTEST

APPROVED AS TO FORM:

By: \_\_\_\_\_  
Secretary

By: \_\_\_\_\_  
URA Attorney