

Job Description - Special District Representative on the City of Fort Collins Urban Renewal Authority Board

May 14, 2018

I. Description of the Special District Representative (Representative) on the Urban Renewal Authority (URA) Board.

The Special Districts within Larimer County (that have boundaries that overlap City of Fort Collins boundaries and that indicate interest in participating in the decision) will elect a representative from the elected members of the various special district boards to serve as both a voting member of the City of Fort Collins URA Board, and as a liaison between the special districts and the URA. If possible, the designee should have been a member of a special district board for two years prior to serving in this capacity. The term of the Representative will normally be for two years, but can be extended by election, for a total term not to exceed eight years.

II. General Role of the Representative

The general role of the Representative shall be to represent the interests of the special districts that overlap Fort Collins city boundaries; to monitor the actions of the URA; to report back to impacted special districts on any actions taken by the URA that would impact special districts; and to perform the normal duties of a URA Board member.

III. Representative Responsibilities

1. Monitor the actions of the URA Board pursuant to state law and its adopted plans.
2. Participate as the special district's representative in reviewing and approving plans, objectives, and other policy. The representative is expected to study information in advance of meetings and conscientiously participate in the functioning of the URA Board.
3. Review and understand the Tax Increment Financing Intergovernmental Agreement (including the Evaluation Criteria and Fiscal Impact Model), and help assure that it is implemented, including reminding the URA to send projects to the Project Review Committee when appropriate.
4. When needed or appropriate will report to the special district boards on any issues related to tax increment financing, creation of urban renewal districts, or approval of urban renewal projects.
5. Serve as the special district representative at all URA board functions.
6. Refrain from voting or attempting to influence any decision in which the Representative has a financial interest or conflict of interest. Board members sometimes receive confidential information from City staff. Such information should not be used for the private benefit of the board member or any other individual.

IV. Working Relationships

The Representative is appointed to analyze and make his or her own thoughtful decisions about URA matters. However, they do have the responsibility to ensure that decisions which might create an adverse impact on special district revenues are reported on so that individual special districts may comment or participate in the approval process as they see appropriate.