

2016 AMENDED BYLAWS OF THE  
URBAN RENEWAL AUTHORITY  
OF THE CITY OF COMMERCE CITY

ARTICLE I  
THE AUTHORITY

Section 1. Name of Authority. The name of the Authority shall be "Urban Renewal Authority of the City of Commerce City, Colorado".

Section 2. Seal of Authority. The seal of the Authority shall be in the form of a circle and shall bear the words "Urban Renewal Authority, Commerce City" as sealed on the margin thereon.

Section 3. Office of Authority. The office of the Authority shall be at the Municipal Building of the City of Commerce City located at 7887 E. 60th Avenue, Commerce City, Colorado 80022.

ARTICLE II  
MEMBERSHIP OF AUTHORITY

Section 1. Membership & Terms. The Authority Board of Commissioners shall consist of:

- a. The elected members of the governing body of the City of Commerce City, the numbers and terms of which shall coincide with the terms of office for the governing body of the City of Commerce City;
- b. A person appointed by the Adams County Board of County Commissioners;
- c. A board member of a special district selected by agreement of the special districts levying a mill levy within the boundaries of the Authority area, whose term of office as a commissioner shall be as established by the agreement of the special districts;
- d. An elected member of a board of education of a school district levying a mill levy within the boundaries of the Authority area selected by agreement of the school districts levying a mill levy within the boundaries of the Authority area, whose term of office as a commissioner shall be as established by the agreement of the school districts; and
- e. If there is an even number of commissioners after the appointment of the foregoing, a person appointed by the Mayor of the City of Commerce City, on the recommendation of the City Council of the City of Commerce City, whose term of office as a commissioner shall be for five (5) years.

Section 2. Compensation. No commissioner shall receive compensation for his or her services, but shall be entitled to necessary expenses, including travel expenses, incurred in the

discharge of his or her duties as a commissioner pursuant to 31-25-104(2)(b) as may be amended from time to time.

Section 3. Conflict of Interest. The Authority shall conform to the conflict of interest provisions established by 31-25-104(3), C.R.S., as may be amended from time to time.

### ARTICLE III OFFICERS & PERSONNEL

Section 1. Officers. The officers of the Authority shall be a Chairperson, Vice-Chairperson, General Counsel, Executive Director, Treasurer and Secretary.

Section 2. Chairperson. The Chairperson shall be the Mayor of the City of Commerce City and shall preside at all meetings of the Authority. Except as otherwise authorized by resolution of the Authority, the Chairperson shall sign all agreements, contracts, deeds and other instruments made by the Authority. At each meeting, the Chairperson shall submit such recommendations and information as he or she may consider proper concerning the business affairs and policies of the Authority.

Section 3. Vice-Chairperson. The Mayor Pro-Tem of the City of Commerce City shall serve as Vice-Chairperson and shall perform the duties of the Chairperson in the absence or incapacity of the Chairperson and in case of the resignation or the death of the Chairperson, the Vice-Chairperson shall perform such duties as are imposed on the Chairperson until such time as the Chairperson is replaced.

Section 4. General Counsel. The General Counsel shall be the City Attorney for the City of Commerce City, unless the Authority determines to appoint separate counsel or the General Counsel determines that special counsel is necessary to advise the Authority on general or special legal matters of interest or in the event of a conflict of interest. The General Counsel shall provide routine legal counsel to the Board of Directors and officers of the Authority.

Section 5. Executive Director. The Executive Director shall be the City Manager or his or her designee and as such shall have general supervision over the administration of the Authority's business and affairs and shall be authorized to sign agreement, contracts, deeds, conveyances, checks for the payment of money and other documents made by the Authority on behalf of the Authority subject to the direction of the Authority. The Executive Director shall be charged with the management of the projects of the Authority, shall exercise supervision over the business of the Authority and of those members of the City Staff as may be assigned to Authority business, and shall perform all duties which may from time to time be assigned to the Executive Director by the Board of Commissioners of the Authority. The Executive Director shall ensure that the Treasurer and Secretary perform the duties of their respective offices. A temporary appointee, in the absence of the Executive Director or during a vacancy in the office of Executive Director, may serve as Executive Director Pro-Tem.

Section 6. Treasurer. The Treasurer shall be the Director of Finance for the City of Commerce City. The Treasurer shall have the care and custody of all funds of the Authority and shall deposit the same in the name of the Authority in such bank or banks as the Authority may select. The Treasurer shall sign all orders and or checks for the payment of money and shall pay out and disburse such moneys under the direction of the Authority. Except as otherwise authorized by resolution of the Authority, all such orders and checks shall be countersigned by the Executive Director. The Treasurer shall keep regular books of accounts showing receipts and expenditures and shall render to the Authority, at each regular meeting (or more often when requested), an account of the transactions and also of the financial condition of the Authority. The Treasurer shall give such bond for the faithful performance of her/his duties as the Authority may designate. A temporary appointee, in the absence of the Treasurer or during a vacancy in the office of Treasurer, may serve as Treasurer Pro-Tem.

Section 7. Secretary. The Secretary shall be the City Clerk for the City of Commerce City. The Secretary shall keep the records of the Authority, shall act as secretary of the meetings of the Authority and record all votes, and shall keep a record of the proceedings of the Authority in a journal of proceedings to be kept for such purpose, and shall perform all duties incident of her/his office. The Secretary shall keep in safe custody the seal of the Authority and shall have power to affix such seal to all contracts and instruments authorized to be executed by the Authority. A temporary appointee, in the absence of the Secretary or during a vacancy in the office of Secretary, may serve as Secretary Pro-Tem.

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 Authority or the Bylaws or rules and regulations of the Authority.

Section 9. Additional Personnel. The Authority (or its Executive Director) may from time to time employ such personnel as necessary to exercise its powers, duties and functions as prescribed by "The Urban Renewal Law" of Colorado and all other laws of the State of Colorado applicable thereto. The Chairperson or her/his designated representative may sit in the interviewing committee for selection of such personnel. The selection and compensation of such personnel (including the Executive Director) shall be determined by the Authority subject to the laws of the State of Colorado and the personnel rules and regulations of the City of Commerce City.

#### ARTICLE IV MEETINGS

Section 1. Regular Meetings. Regular meetings may be held at such times and places as may from time to time be determined by the Authority.

Section 2. Special Meetings. Special meetings may be held at such times and places as may be called in the same manner as provided by Section 4.22 of the City

Charter of the City of Commerce City for the calling of special meetings for the City Council and subject to requirements of law regarding meetings open to the public.

Section 3. Quorum. The powers of the Authority shall be vested in the Authority members in office from time to time. A majority of the Authority members shall constitute a quorum for the purpose of conducting its business and exercising its powers and for all other purposes, but a smaller number may adjourn from time to time until a quorum is obtained. When a quorum is in attendance, action may be taken by the Authority upon a vote of a majority of the commissioners voting on the issue presented.

Section 4. Order of Business. The order of business for meetings of the Authority shall be determined by the Authority. All actions taken by the Authority shall be recorded in the official minutes of proceedings of the Authority.

Section 5. Manner of Voting. The voting on all questions coming before the Authority may be by voice vote unless any commissioner requests a roll call vote and in that event a roll call vote shall be taken and ayes and nays shall be entered upon the minutes of such meeting.

Section 6. Applicability of Rules and Procedures of the City of Commerce City. The rules and procedures contained in the City of Commerce City Charter, ordinances and policies shall apply where relevant to the Authority.

#### ARTICLE V AMENDMENTS

The Bylaws of the Authority shall be amended only with the approval of a majority of the commissioners in office at a regular or a special meeting, but no such amendment shall be adopted unless at least seven (7) days' advance written notice thereof has been previously given to all the commissioners.

URBAN RENEWAL AUTHORITY OF THE  
CITY OF COMMERCE CITY, COLORADO



BY: \_\_\_\_\_

Sean Ford, Chairperson