

Conflicts of Interest for Board Members of the Urban Renewal Agency

COA Integrity Office

Thanks for Your Service to the City

**Public service includes
responsibilities to ensure the
transparency and impartiality
of your government.**

**It is the personal responsibility
of each board member
to be aware of the relevant
rules and to comply with them**

**All public servants are subject to
the general laws on bribery,
abuse of official capacity and the like.**

The Urban Renewal Agency
is subject to the
personal financial disclosure
requirements of the City Code

An official of an urban renewal agency may not voluntarily acquire any direct or indirect interest in:

- an urban renewal project
- any property included or planned to be included in an urban renewal project
- a contract or proposed contract in connection with an urban renewal project

An Urban Renewal Project includes any and all of the following:

- municipal activities to prevent blight in an urban renewal area
- redevelopment in an urban renewal area
- rehabilitation or conservation in an urban renewal area
- development of open land necessary for sound community growth that is to be developed, by replatting and planning, for predominantly residential uses

- If you own or control property in an urban renewal project that you had before becoming a member of the Urban Renewal Board
 - or if you owned or controlled any such interest at any time during the two-year period preceding the inclusion of the property in an urban renewal project
- You must immediately disclose this in writing to the City Council and the City Council must enter the disclosure in its minutes
 - And you may not participate in any action by the municipality or by the urban renewal agency that affects the property

**The City Code and state law require a board member
to recuse when the member has a
“substantial interest” in a person, entity,
or property that would be “affected” by a
vote of the board of which
he or she is a member**

A substantial interest may arise from

- **Ownership**
- **Doing business**
 - **Income**
 - **Control**
 - **Debt**
- **Family ties**

» **Substantial interests of second degree relatives are imputed to you**

**Under the City Code “affected” means
“reasonably likely to be
subject to a direct economic effect
or consequence, either positive or
negative, as a result of the vote
or decision in question”**

A board member who serves as a corporate officer or member of the board of directors of a nonprofit may not participate in a vote or decision regarding funding by or through the City for the nonprofit

**A person may not be involved in the
development, evaluation, or
decision-making process
of any City solicitation
and have a financial interest,
direct or indirect, in the contract
resulting from that solicitation**

Federally Funded Projects

- **If the board reviews a federally-funded project or activity, the members are *a/so* subject to the federal conflict rules for the federal program that is the source of the funding.**
- **Each federal program has specific conflict of interest rules.**

Federally Funded Projects

- **Typically, an official or an official's relative or business associate may not have a financial interest in the federal activity.**
- **The prohibition applies during the official's tenure and for a year thereafter.**

To Recuse

**File the recusal affidavit
with the City Clerk in
advance of the meeting**

**When the item comes up state
that you are recusing and why**

- This must appear in the meeting's official minutes

**Take no part in any discussion or vote,
whether on or off the dais**

**You may not appear before the Urban Renewal Board
as an advocate for yourself or any other person**

Anti-Lobbying Ordinance

Applies to all competitive procurement processes

Restricts contact with staff, council, and board members
while competitive process is underway

Exception for communications in a meeting
held under Open Meetings Act

Doesn't matter who initiates contact

Staff, council, and board members must report contacts

Penalty is disqualification

QUESTIONS:

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