

ADVERTISEMENT: REQUEST FOR PROPOSALS (RFP)
FOR PROFESSIONAL EXECUTIVE DIRECTOR SERVICES

The Eagle Urban Renewal Agency (EURA) is seeking proposals from interested parties to fill their contract Executive Director position. The requested scope of services and estimated time for the position is noted below. Proposals include at least a current resume, a narrative explaining their relevant qualifications, experience, and interest in and approach to the position. Proposal must also include the responder's proposed compensation for the services and at least three references from individuals familiar with your experience in leading an urban renewal agency or similar public or private entity. **All proposals must be submitted to and received on or before July 27, 2020 at 5:00 p.m. MST.** Proposals must be submitted in hard copy form or via email to the Attention of Robin Collins, EURA Secretary at 660 E. Civic Lane or P.O. Box 1957, Eagle, ID 83616 or email to executivedirector@eagleurbanrenewal.org

EURA reserves the right to reject any or all proposals, any alternatives contained therein, to waive any informalities or irregularities, and/or to accept the proposal or alternative within a proposal deemed by the EURA to be in the best interest of the public and the EURA.

All proposals will be valid for 60 days. Following selection of a successful proposal(s) EURA will commence negotiations with the selected proposer. If negotiations are not successful with the party initially selected, EURA may select another proposal and pursue negotiations with that party and if those negotiations are not successful proceed similarly through the proposals until an agreement is negotiated or EURA determines it is not in the best interest of EURA to pursue further negotiations on any of the remaining proposals.

Executive Director Scope of Services
Eagle Urban Renewal Agency

The Executive Director is responsible for the effective administration of all EURA activities as described below. The scope of work assumes that the Executive Director will attend all regular and special meetings of the EURA Commission ("Commission") along with other meetings required by the Commission. This scope of work assumes that the Executive Director will provide up to 16 hours of work per week with an average of 10-12 hours per week. The Commission may add duties and responsibilities over time. The EURA's primary contact will be the Chairman of the EURA Commission.

It will be beneficial for this individual to understand the work of Urban Renewal Agencies and Tax Increment Financing. Familiarity with the processes of the City of Eagle or another municipality would also be a plus.

Administration

- Organize and facilitate strategic planning efforts of the Commission
- Implement and carry forward the Commission's goals and objectives under the direction of the Commission
- Document strategic plans and goals, develop benchmarks and regularly report on progress to the Commission
- Ensure that projects, programs or services of the EURA reflect the priorities of the Commission and contribute to the EURA's mission

- Coordinate meetings and prepare and publish agendas and minutes in compliance with Idaho Code including open meeting laws, to include publishing notices for public hearings and developing the necessary resolutions for adoption.
- Attend EURA meetings and record and transcribe the minutes
- Coordinate and execute financial transactions and activities including bill payment, invoicing, contracts within the agency's identified financial system.
- Prepare regular financial reports and assist in the presentation of reports to the Board. Prepare and present the agency's annual calendar year report to the Board for acceptance.
- File all required reports and documentation with federal, state and local agencies and entities in accordance with Idaho Code, to include issuance of all 1099 tax documents to vendors.
- Respond to all public records requests as needed in partnership with legal counsel
- Draft policies and reports and make recommendations to the Commission
- Ensure the maintenance of all EURA organization files, documents and public records in cooperation with Legal Counsel
- When appropriate, research funding needs and sources and write funding proposals
- Work with the Commission to prepare, adopt and administer the budget and ensure transparency in the budgeting process.
- Work with the Commission and Auditor selected by the Commission to complete an annual audit of EURA finances
- Seek assistance from EURA Legal Counsel and Chairman of the EURA Commission when needed
- Maintain an annual calendar so that regular activities of the EURA Commission (budgeting and audit, e.g.) are completed timely
- Maintain records of time spent and work performed pertaining to time spent and provide a detailed monthly billing statement noting time spent and work performed to the Board.

Project Management

- Develop planning templates based on EURA objectives and priorities
- Manage the planning, implementation and evaluation of EURA's projects
- Document project plans, set benchmarks and regularly report on progress to the Commission
- Work with EURA Legal Counsel and Chairman of the EURA to develop legal agreements necessary to undertake specific projects
- Manage owned or leased property and work of project contractors and Directors
- Convene and coordinate the work of Committees of the Commission

Community Partnerships (Residents, Businesses, Landowners, Developers and Governmental Organizations)

- Develop and maintain positive relationships with residents, businesses, landowners, developers, contractors, and local and state government agencies and their employees.
- Coordinate efforts closely with the City's Economic Development Director, or his/her designee.

- Work to develop public/public partnerships between the City and the EURA. Maintain and coordinate with the City and partnership projects.
- Proactively work to promote the EURA district for the attraction of new opportunities for economic growth.
- Meet and communicate as needed with stakeholders to keep them informed and to build support (in partnership with the Chairman of the Commission)
- Act as a spokesperson for the EURA and represent the EURA at community activities
- Manage work of the contractor providing website development and maintenance services
- Keep the content of the website up to date to provide transparency of strategic planning, projects and public records
- Provide quarterly updates to the Eagle City Council in conjunction with the completion of the EURA Annual Report and Budget and at other times as may be appropriate.
- Create and disseminate public communication as appropriate to various processes following review by the Chairman or the Commission

Other related duties as assigned.

Executive Director Compensation

The EURA will compensate Director on a monthly basis. Director to maintain records of time spent and work performed pertaining to time spent and provide a detailed monthly billing statement noting time spent and work performed.

The EURA will pay the enrollment fees for any training or conference attendance if the Director is attending at the request of the EURA. Any attendance at conferences or training must be approved in advance by the EURA Commission.