



AGENDA  
REDEVELOPMENT AGENCY  
OF THE CITY OF OREM  
June 10, 2014

CALL TO ORDER

APPROVAL OF MINUTES

**1. MINUTES of Redevelopment Agency Meeting of May 13, 2014**

SCHEDULED ITEMS

**6:10 P.M. PUBLIC HEARING**

**2. RESOLUTION – Approve and Adopt the Budget for Fiscal Year 2014-2015 and Amend the Fiscal Year 2013-2014 Budget**

**REQUEST: The Chief Executive Officer of the Redevelopment Agency of the City of Orem (RDA) recommends the Board of Directors, by resolution, approve and adopt the Fiscal Year 2014-2015 Budget and amend the Fiscal Year 2013-2014 Budget.**

**BACKGROUND:** On May 9, 2014, the Board of Directors received the RDA Tentative Budget for Fiscal Year 2014-2015. A work session was held on Tuesday, May 13, 2014. The purpose of this hearing is to receive input from the citizens, make any changes, approve and adopt the budget for Fiscal Year 2014-2015, and amend the Fiscal Year 2013-2014 Budget.

**3. ANNUAL REVIEW - Redevelopment Agency of the City of Orem (RDA) Bylaws**

**RECOMMENDATION: The Chief Executive Officer of the Redevelopment Agency of the City of Orem recommends that the Board of Directors make no changes to the Bylaws.**

**BACKGROUND:** The RDA Bylaws stipulate that the Bylaws "shall be reviewed by the Board of Directors at each annual meeting" and may be amended "by majority vote of the Board of Directors of the Authority at a regular or special meeting." The Chief Executive Officer is not recommending any changes to the Bylaws at this time.

ADJOURN TO A SPECIAL SERVICE LIGHTING DISTRICT MEETING

**THE PUBLIC IS INVITED TO PARTICIPATE IN ALL REDEVELOPMENT AGENCY MEETINGS.**

**If you need a special accommodation to participate in the Redevelopment Agency meeting, please call the City Recorder's Office at least 3 working days prior to the meeting.**

**(Voice 229-7074)**

**This agenda is also available on the City's Internet webpage at [orem.org](http://orem.org)**

# DRAFT

REDEVELOPMENT AGENCY  
of the  
CITY OF OREM  
May 13, 2014

CONDUCTING

Chair Richard F. Brunst, Jr.

BOARD OF DIRECTORS

Hans Andersen, Margaret Black, Tom Macdonald, Mark  
Seastrand, David Spencer, and Brent Sumner

APPOINTED STAFF

Jamie Davidson, Brenn Bybee, Richard Manning, and  
Taraleigh Gray

The Redevelopment Agency (RDA) Meeting convened at 9:17p.m.

## **APPROVAL OF MINUTES – June 11, 2013**

Mr. Seastrand **moved** to approve the minutes of the June 11, 2013, Redevelopment Agency Meeting. Mr. Andersen **seconded** the motion. Those voting aye: Hans Andersen, Margaret Black, Richard F. Brunst, Tom Macdonald, Mark E. Seastrand, David Spencer, and Brent Sumner. The motion passed unanimously.

## **SCHEDULED ITEMS**

### RESOLUTION – Tentatively Adopting the Redevelopment Agency of the City of Orem (RDA) Fiscal Year 2014-2015 Tentative Budget

Brandon Nelson presented a staff recommendation that the Board of Directors, by resolution tentatively adopt the Fiscal Year 2014-2015 Tentative Budget and set a public hearing to adopt the final budget on June 10, 2014, at 6:10 p.m.

On May 9, 2014, the Board of Directors received the RDA Tentative Budget for Fiscal Year 2014-2015. The purpose of this item is to accept the Tentative Budget and set the public hearing on June 10, 2014 at 6:10 p.m. to adopt the final budget for Fiscal Year 2014-2015.

Revenues were primarily property taxes collected by Utah County for use in the individual RDA areas.

Mr. Nelson indicated several of the project areas had expired prior to FY 2014-15, and others were set to expire within the 2014 calendar year. The tentative budget was significantly reduced compared to prior years. After calendar year 2014, only one project area would remain, which was Project Area 90-08. The additional tax increment, referred to as haircut, would be collected for an additional seven years.

1 Mr. Macdonald asked Mr. Nelson if the project areas naturally expired over a period of time. Mr.  
2 Nelson said each project area was assigned a time period or normal increment to which it would  
3 expire. The City still did collect a haircut used strictly to pay for the bond debt.

4  
5 Mayor Brunst said once the bonds were paid off, the City would keep what was leftover from the  
6 haircut funds.

7  
8 Mr. Davidson said the money collected specifically collected for a redevelopment area would  
9 revert to all the taxing entities of which the City of Orem was part.

10  
11 Mrs. Black asked if the haircut was for the recreation bonds. Mr. Nelson said yes.

12  
13 Mr. Davidson added that a number of years ago there was a very limited window open within  
14 Redevelopment law that allowed municipalities to use redevelopment money to dedicate toward  
15 recreational amenities. The City of Orem exercised this option and bonded against anticipated  
16 collection of revenue, in terms of increment and haircut, and scheduled to use the moneys to feed  
17 that debt. The City borrowed money to build facilities, with the idea that the City would use the  
18 increment and haircut to retire the debt through 2021.

19  
20 Mr. Davidson said the City would need to set aside money to plan on payment of the debt  
21 through the end of the maturity period. The City was moving through the process where the City  
22 was supplementing the haircut money in part with some of the increment to meet the full debt  
23 obligation for the recreation amenities.

24  
25 Mr. Nelson went over each of the project areas.

26  
27 Mrs. Black asked about project area 85-01 and said she was aware an additional road would need  
28 to be planned within this area. She asked if haircut money could be used in this manner. Mr.  
29 Davidson said a road could be built if it was within the project area. The problem the City faced  
30 was the road access was not within the project area. The City had not been successful in  
31 acquiring the right of way. Mr. Davidson said his expectation was that the cost would far exceed  
32 any remaining balance in the fund.

33  
34 Mr. Nelson drew council attention to participation agreements. The revenues were reported as  
35 follows:

| <b>Revenue</b>                 | <b>FY 12</b> | <b>FY 13</b> | <b>Budget FY 14</b> | <b>Proposed FY 15</b> |
|--------------------------------|--------------|--------------|---------------------|-----------------------|
| Increment Project Area #85-01  | \$804,540    | \$863,241    | \$870,000           | \$930,000             |
| Haircut Project Area #85-01    | \$151,707    | \$164,761    | \$165,000           | \$175,000             |
| Increment Project Area #85-02  | \$435,451    | \$432,314    | \$435,000           | -                     |
| Haircut Project Area #85-02    | \$82,475     | \$82,542     | \$100,000           | \$100,000             |
| Increment Project Area #85-03A | \$499,121    | \$504,689    | \$505,000           | -                     |
| Increment Project Area #85-03B | \$780,775    | \$777,246    | \$780,000           | -                     |
| Haircut Project Area #85-03A   | \$93,874     | \$96,210     | \$150,000           | \$100,000             |
| Haircut Project Area #85-03B   | \$147,890    | \$148,399    | \$155,000           | \$150,000             |
| Increment Project Area #85-04  | \$205,348    | \$197,921    | \$205,000           | -                     |

# DRAFT

|                               |                    |                    |                     |                    |
|-------------------------------|--------------------|--------------------|---------------------|--------------------|
| Haircut Project Area #84-04   | \$38,676           | \$37,739           | \$45,000            | \$50,000           |
| Increment Project Area #87-10 | \$216,546          | \$187,633          | \$360,000           | \$245,000          |
| Haircut Project Area #87-10   | \$41,013           | \$23,025           | \$60,000            | \$50,000           |
| Increment Project Area #90-08 | \$193,848          | \$527,981          | \$190,000           | \$190,000          |
| Haircut Project Area #90-08   | \$23,602           | \$93,683           | \$25,000            | \$24,000           |
| Interest Earnings             | \$75,394           | \$53,184           | -                   | -                  |
| Appropriation of Surplus      | \$0                | \$0                | \$7,246,656         | \$635,694          |
| <b>Fund Totals</b>            | <b>\$3,790,260</b> | <b>\$4,190,568</b> | <b>\$11,291,656</b> | <b>\$2,649,694</b> |

1  
2

The active participation agreements included the following:

| Area   | Name                  | Description                                      | Terms   |
|--------|-----------------------|--|---|
| 85-01  | Orem Tek Dev. Corp.   | 95 percent of increment                          | 32 years<br>Started in FY1983-84<br>Ends FY 2014-15     |
| 87-10  | Boyer Orem Associates | 95 percent of increment                          | 24 years<br>Started in FY 1991-92<br>Ends in FY 2014-15 |
| 85-03A | MLP Orem, LLC         | Max of 3 payments of \$75,000 and 3 of \$125,000 | 8 years<br>Started in FY 2010-11<br>End in FY 2017-18   |

3  
4  
5  
6  
7  
8  
9

Mr. Seastrand **moved**, by resolution, to tentatively adopt the Fiscal Year 2014-2015 Tentative Budget and set a public hearing to adopt the final budget on June 10, 2014, at 6:10 p.m. Mrs. Black **seconded** the motion. Those voting aye: Mrs. Black, Mr. Brunst, Mr. Macdonald, Mr. Seastrand, Mr. Spencer, and Mr. Sumner. Those voting nay: Mr. Andersen. The motion **carried** with a majority vote of 6-1.

## ADJOURN TO SPECIAL SERVICE LIGHTING DISTRICT MEETING

10  
11  
12  
13  
14  
15

**Mr. Seastrand moved** to adjourn to a meeting of the Special Service Lighting District. Mr. Macdonald **seconded** the motion. Those voting aye: Mr. Andersen, Mrs. Black, Mr. Brunst, Mr. Macdonald, Mr. Seastrand, Mr. Spencer, and Mr. Sumner. The motion **passed** unanimously.

The meeting adjourned at 9:31 p.m.

16  
17  
18  
19  
20  
21  
22  
23  
24  
25

CITY OF OREM  
REDEVELOPMENT AGENCY MEETING  
JUNE 10, 2014



|                       |  |
|-----------------------|--|
| <b>REQUEST:</b>       | <b>6:10 P.M. PUBLIC HEARING<br/>RESOLUTION – Approve and Adopt the Budget for Fiscal Year 2014-2015 and amend the Fiscal Year 2013-2014 Budget</b> |
| <b>APPLICANT:</b>     | Jamie Davidson, Chief Executive Officer  |
| <b>FISCAL IMPACT:</b> | \$2,649,694  |

**NOTICES:**

- Posted in 2 public places
- Posted on City webpage
- Posted on City hotline
- Posted on the State website
- Faxed to newspapers
- E-mailed to newspapers
- Neighborhood Chair

|   |
|---|
| <b>PREPARED BY:</b><br>Brandon C. Nelson<br>Accounting Div. Mgr |
| <b>APPROVED BY:</b>   |

**REQUEST:** The Chief Executive Officer of the Redevelopment Agency of the City of Orem (RDA) recommends the Board of Directors, by resolution, approve and adopt the Fiscal Year 2014-2015 Budget and amend the Fiscal Year 2013-2014 Budget.

**BACKGROUND:** On May 9, 2014, the Board of Directors received the RDA Tentative Budget for Fiscal Year 2014-2015. A work session was held on Tuesday, May 13, 2014. The purpose of this hearing is to receive input from the citizens, make any changes, approve and adopt the budget for Fiscal Year 2014-2015, and amend the Fiscal Year 2013-2014 Budget.

# DRAFT

RESOLUTION NO. \_\_\_\_\_

A RESOLUTION OF THE REDEVELOPMENT AGENCY OF THE CITY OF OREM, UTAH, APPROVING AND ADOPTING THE BUDGET FOR FISCAL YEAR 2014-2015, AND AMENDING THE FISCAL YEAR 2013-2014 BUDGET

WHEREAS on May 13, 2014, the Chief Executive Officer of the Redevelopment Agency of the City of Orem, Utah, presented the tentative budget for Fiscal Year 2014-2015 to the Redevelopment Agency; and

WHEREAS the Board of Directors of the Redevelopment Agency, on due public notice, held a public hearing on Tuesday, June 10, 2014, in the Council Chambers of the Orem City Hall, at which time the budget was considered; and

WHEREAS the Board of Directors of the Redevelopment Agency has now considered the budget as submitted and all information presented at the public hearing, and has now made all changes and amendments which the Board of Directors desires to make; and

WHEREAS the Board of Directors of the Redevelopment Agency has developed a budget in which the anticipated revenues equal the total of appropriated expenditures; and

WHEREAS the original of the Redevelopment Agency budget has now been revised to reflect each and all of the amendments, changes, and modifications, which the Board of Directors believes should be made in the budget.

NOW, THEREFORE, BE IT RESOLVED BY THE REDEVELOPMENT AGENCY OF THE CITY OF OREM, UTAH, as follows:

1. The Board of Directors hereby adopts the budget for Fiscal Year 2014-2015 as amended, modified, and revised, which budget is attached hereto as Exhibit "A" and is incorporated herein by this reference.
2. The Board of Directors hereby amends the Fiscal Year 2013-2014 Budget as shown in Exhibit "B," which is attached hereto and incorporated herein by this reference.
3. The Chief Executive Officer is directed to implement this budget in accordance with State laws and appropriate Redevelopment Agency procedures.
4. A copy of the Redevelopment Agency Budget for the Fiscal Year 2014-2015 shall be placed on file in the office of the Secretary of the Redevelopment Agency of the City of Orem, Utah, and in the Orem Public Library.
5. This resolution shall take effect immediately upon passage.

DRAFT

6. All other resolutions, ordinances, and policies in conflict herewith, either in whole or in part, are hereby repealed.

PASSED AND APPROVED this 10<sup>th</sup> day of June 2014.

\_\_\_\_\_  
Richard F. Brunst, Jr., Mayor

ATTEST:

\_\_\_\_\_  
Donna R. Weaver, City Recorder

COUNCIL MEMBERS VOTING "AYE"

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

COUNCIL MEMBERS VOTING "NAY"

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

AMENDED  
BYLAWS OF THE  
REDEVELOPMENT AGENCY  
OF THE  
THE CITY OF OREM, UTAH

ADOPTED BY REDEVELOPMENT AGENCY RESOLUTION NO. RDA-84-0001-000  
AMENDED BY REDEVELOPMENT AGENCY RESOLUTION NO. RDA-89-0089-000  
AMENDED BY REDEVELOPMENT AGENCY RESOLUTION NO. RDA-R-04-0003-000  
AMENDED BY REDEVELOPMENT AGENCY RESOLUTION NO. RDA-R-2009-0004

**CONTENTS**

**SECTION**

**ITEM**

**ARTICLE I – THE AGENCY**

|   |                       |
|---|-----------------------|
| 1 | Name of Agency        |
| 2 | Purpose of Agency     |
| 3 | Governing Board       |
| 4 | Seal of Agency        |
| 5 | Office of Agency      |
| 6 | Fiscal Year of Agency |
| 7 | Annual Audit          |
| 8 | Annual Budget         |
| 9 | Required Reports      |

**ARTICLE II – OFFICERS AND BOARDMEMBERS**

|   |                            |
|---|----------------------------|
| 1 | Officers                   |
| 2 | Chair                      |
| 3 | Vice-Chair                 |
| 4 | Boardmembers               |
| 5 | Additional Duties          |
| 6 | Reimbursement for Expenses |

**ARTICLE III – EMPLOYEES**

|   |                         |
|---|-------------------------|
| 1 | Chief Executive Officer |
| 2 | Secretary               |
| 3 | Treasurer               |
| 4 | Attorney                |
| 5 | Other Employees         |
| 6 | Compensation            |

**ARTICLE IV – MEETINGS**

|   |                        |
|---|------------------------|
| 1 | Open Meetings          |
| 2 | Organizational Meeting |
| 3 | Annual Meeting         |
| 4 | Regular Meetings       |
| 5 | Special Meetings       |
| 6 | Emergency Meetings     |
| 7 | Closed Door Meetings   |
| 8 | Meeting Information    |
| 9 | Quorum                 |

|    |  |
|----|--|
| 10 | Order of Business                                      |
| 11 | Official Books of Minutes, Resolutions, and Ordinances |

**ARTICLE V – REDEVELOPMENT ADVISORY BOARD**

|   |                              |
|---|------------------------------|
| 1 | Redevelopment Advisory Board |
| 2 | Advisory Role                |

**ARTICLE VI – AMENDMENTS OF BYLAWS**

|   |                                 |
|---|---------------------------------|
| 1 | Amendments of the Agency Bylaws |
| 2 | Review of Bylaws                |

**ARTICLE VIII – MISCELLANEOUS**

|   |                       |
|---|-----------------------|
| 1 | Performance Bonds     |
| 2 | Rules and Regulations |

**BYLAWS OF THE REDEVELOPMENT AGENCY OF  
THE CITY OF OREM, UTAH**

**ARTICLE I – THE AGENCY**

**Section 1. Name of Agency.** The name of the Agency shall be the “Redevelopment Agency of the City of Orem” in accordance with Ordinance #516 adopted by the City Council of the City of Orem, Utah, dated August 14, 1984.

**Section 2. Purpose of Agency.** The purpose of the Agency is to provide the City of Orem a redevelopment plan and take action that would revitalize, upgrade and develop certain areas of the City with quality developments which are conducive to the long range goals of the City.

**Section 3. Governing Board.** The governing board of the Agency shall be known as the Board of Directors of the Redevelopment Agency of the City of Orem. The Board of Directors shall be composed of the seven members of the City Council. Each member shall have one vote.

**Section 4. Seal of Agency.** The Seal of the Agency shall be in the form of a circle and shall bear the name of the Agency and the year of its organization.

**Section 5. Office of Agency.** The offices of the Agency shall be located in the Orem City Center located at 56 North State Street, Orem, Utah.

**Section 6. Fiscal Year of Agency.** The fiscal year of the Agency shall be from July 1 through June 30 of each year.

**Section 7. Annual Audit.** The Agency shall cause an annual independent audit, in conjunction with the audit of the City of Orem, of the immediate past fiscal year financial transactions and operations to be completed in accordance with State law and professional auditing standards, requirements, and practices established for governmental entities.

**Section 8. Annual Budget.** The Agency shall review and approve an annual budget in accordance with State Law.

**Section 9. Required Reports.** The Agency shall file any required reports with other agencies in accordance with State Law.

**ARTICLE II – OFFICERS AND BOARDMEMBERS**

**Section 1. Officers.** The officers of the Agency shall be a Chair and a Vice-Chair. The Chair shall be the Mayor of the City of Orem and the Vice-Chair shall be the Mayor Pro-Tem of the City of Orem.

**Section 2. Chair.** The Chair shall preside at all meetings of the Agency, execute all Agency approved resolutions, contracts, agreements and be the titular head of the Agency.

**Section 3. Vice-Chair.** The Vice-Chair of the Agency shall perform the duties of the Chair in the absence or incapacity of the Chair.

**Section 4. Boardmembers.** At the meetings of the Agency, any Boardmember may submit such recommendations and information as they may consider proper concerning the business, affairs, and policies of the Agency.

**Section 5. Additional Duties.** The Officers and Boardmembers of the Agency shall perform such other duties and functions as may from time to time be required by the Agency, the bylaws, or rules and regulations of the Agency.

**Section 6. Reimbursement for Expenses.** The Board of Directors of the Agency shall be reimbursed for expenses incurred in carrying out their official responsibilities by the Agency.

### ARTICLE III – EMPLOYEES

**Section 1. Chief Executive Officer.** The Chief Executive Officer shall be the City Manager of the City of Orem. Under the policy direction of the Board of Directors of the Agency, the Chief Executive Officer shall:

- A. Direct the affairs of the Agency;
- B. Ensure, through the Treasurer, the proper care and custody of all Agency funds;
- C. Ensure proper disbursement and deposit of funds, in the name of the Agency, in or from such bank or banks as the Agency may select;
- D. Prepare or cause to be prepared all contracts, agreements, resolutions, deeds and other instruments necessary for Agency business;
- E. Execute all administrative documents or instruments that carry out Agency policies;
- F. Ensure that all checks or vouchers of the Agency have two (2) of the following signatures:
  1. The Treasurer and/or his/her designee; and
  2. The Financial Officer and/or his/her designee;
- G. Ensure, through the Secretary, the proper keeping of minutes and accounts;
- H. Provide a regular accounting of the financial transactions and conditions of the Agency;
- I. Implement necessary administrative policies and procedures to carry out the affairs of the Agency.
- J. Do all other things necessary for the proper conduct of Agency affairs.

**Section 2. Secretary.** The Secretary shall be the City Recorder of the City of Orem. The Secretary shall, under the general direction of the Chief Executive Officer, keep the official minutes and records of the Agency, shall act as the secretary for the meetings of the Agency and record all votes, shall keep a record of the proceedings of the Agency, shall keep the seal of the Agency, and shall have the power to affix such seal to all documents authorized to be executed by the Agency. The Assistant Secretary(s) shall be the Deputy Recorder(s) of the City of Orem.

**Section 3. Treasurer.** The Treasurer shall be the Treasurer of the City of Orem. The Treasurer shall, under the general direction of the Chief Executive officer, be responsible to ensure the proper

care and custody of all funds of the Agency and shall ensure proper disbursement of and deposit of the funds in the name of the Agency in or from such bank or banks as the Agency may select.

**Section 4. Attorney.** The Attorney shall be the City Attorney of the City of Orem. The Attorney shall, under the general direction of the Chief Executive Officer, provide legal advice and services to the Agency. When appropriate, the services of legal specialists in redevelopment law may be utilized.

**Section 5. Financial Officer.** The Financial Officer shall be the Director of Administrative Services for the City of Orem. The Financial Officer shall, under the general direction of the Chief Executive Officer, be responsible for the financial affairs of the Agency including the preparation of financial reports, annual audits and the general caring for the financial affairs of the Authority.

**Section 6. Other Employees.** The Chief Executive Officer may, from time to time, employ such additional personnel as may be necessary to exercise the powers, duties and functions of the Redevelopment Agency of the City of Orem as prescribed by the laws of the State of Utah, after approval of the Board of Directors of the Agency. The selection and compensation of such personnel shall be determined by the Chief Executive Officer subject to the policies established by the board of Directors of the Agency.

**Section 7. Compensation.** The Board of Directors of the Agency may establish compensation rates for employees from time to time. The employees of the Agency shall be reimbursed for expenses incurred in carrying out their official responsibilities by the Agency.

#### ARTICLE IV – MEETINGS

**Section 1. Open Meetings.** The Agency's meetings shall be open to the public except for closed door meetings as outlined in this Article.

**Section 2. Organizational Meeting.** The organizational meeting of the Agency shall be held on such as day and at such time as determined by the Mayor of the City of Orem.

**Section 3. Annual Meetings.** The annual meeting of the Agency shall be held during the months of May or June in conjunction with the Agency's adoption of the Fiscal Year Budget, or at a time and place set by the Chair. In the event such date shall fall on a legal holiday, the annual meeting shall be held on the next succeeding business day or at another convenient time set by the Chair.

**Section 4. Regular Meetings.** The regular meetings of the Agency shall be held at intervals deemed appropriate by the Agency. Official notice shall be given of the time, place, and agenda of the meeting.

**Section 5. Special Meetings.** The Chair may call special meetings of the Agency as deemed necessary by the Chair and shall call special meetings upon the request of at least two (2) Boardmembers or upon the request of the Chief Executive Office for the specified purpose of carrying our Agency business. The call for a special meeting shall be in writing and delivered to each Boardmember at the business or home of each, at least twenty-four (24) hours prior to the time of such special meeting. At such special meeting, no business shall be considered other than that

designated in the call.

**Section 6. Emergency Meetings.** The Chair shall call an emergency meeting of the Board whenever the Chair deems it imperative for the Board to take emergency action on business affairs of the Agency.

**Section 7. Closed Door Meetings.** The Agency may meet in Closed Door Meetings upon approval of the Board to discuss personnel, litigation, and property acquisition.

**Section 8. Meeting Information.** At each meeting, the Board of Directors, the Chief Executive Officer, or his designee, and the Redevelopment Agency Advisory Board may submit such recommendations and information as they may consider proper concerning the business, affairs, and policies of the Agency.

**Section 9. Quorum.** The powers of the Agency shall be vested in the Board of directors of the Agency. Four (4) members shall constitute a quorum for the purpose of conducting its business and exercising its powers and for all other purposes. Action may be taken by the Board of Directors upon a positive vote of at least four (4) members.

**Section 10. Order of Business.** At the regular meetings of the Agency, the following may be the order of business.

1. Call to order.
2. Invocation – if appropriate.
3. Approval of Minutes.
4. Scheduled Items.
5. Adjournment.

**Section 11. Official Book of Minutes, Resolutions, and Ordinances.** The Chief Executive Officer shall cause official Books of approved Minutes, Resolutions, and Ordinances to be created and maintained.

## **ARTICLE V – REDEVELOPMENT ADVISORY BOARD**

**Section 1. Redevelopment Advisory Board.** The Commission for Economic Development in Orem (CEDO) shall act in an advisory capacity to the Agency for redevelopment matters.

**Section 2. Advisory Role.** In its advisory role, CEDO may:

- A. Review applications for redevelopment projects and make recommendations to the Agency on these applications.
- B. Present proposals for potential project areas to the Agency.
- C. Perform other advisory functions as requested by the Agency.

## **ARTICLE VI – AMENDMENTS OF THE BYLAWS**

**Section 1. Amendments of the Agency Bylaws.** The Bylaws of the Redevelopment Agency of the City of Orem may be amended by majority vote of the Board of Directors of the Agency at a regular or special meeting.

**Section 2. Review of Bylaws.** The Bylaws of the Agency shall be reviewed by the Board of Directors at each annual meeting.

## **ARTICLE VII – MISCELLANEOUS**

**Section 1. Performance Bonds.** The Officers, Boardmembers, and Employees shall be bonded for faithful performance of their duties as the Agency may determine. The Agency shall pay the costs of these bonds.

**Section 2. Rules and Regulations.** Upon recommendation of the Chief Executive Officer, the Board of Directors may establish rules and regulations governing the affairs of the Agency.