

Mayor
• Robert Dandoy

City Manager
• Matt Andrews



Council Members
• Jan Burrell
• Joe Paul
• Bryon Saxton
• Ann Jackson
• Diane Wilson

ROY CITY RDA BOARD MEETING AGENDA-

NOVEMBER 16, 2021 - 6:00 PM

ROY CITY COUNCIL CHAMBERS – 5051 SOUTH 1900 WEST

This meeting will be streamed live on the Roy City YouTube channel.
<https://www.youtube.com/channel/UC6zdmDzxdOSW6veb2XpzCNA>

A. Welcome and Roll Call

B. Consent Items

- a. Approval of the August 17, 2021 Roy City RDA meeting minutes

C. Action Items

- a. Resolution 21-6 Designating the creation of a Community Reinvestment Project to be known as the “D&RG Community Reinvestment Area”

D. Discussion Items

- a. Policy for property acquisition by the Redevelopment Agency
- b. Policy for tax increment reimbursement
- c. Dilly Dally Request

E. Adjourn

In compliance with the Americans with Disabilities Act, persons needing auxiliary communicative aids and services for these meetings should contact the Administration Department at (801) 774-1020 or by email: admin@royutah.org at least 48 hours in advance of the meeting.

Pursuant to Section 52-4-7.8 (1)(e) and (3)(B)(ii) “Electronic Meetings” of the Open and Public Meetings Law, Any Councilmember may participate in the meeting via teleconference, and such electronic means will provide the public body the ability to communicate via the teleconference.

Certificate of Posting

The undersigned, duly appointed City Recorder, does hereby certify that the above notice and agenda was posted in a public place within the Roy City limits on this 12th day of November 2021. A copy was also provided to the Standard Examiner and posted on the Roy City Website and Utah Public Notice Website on the 12th day of November 2021.





ROY CITY
Roy RDA Meeting Agenda
August 17, 2021 6:00 p.m.
Roy City Council Chambers
5051 South 1900 West

Minutes of the Roy City Redevelopment Agency Board Meeting held in the City Council Chambers of the Roy City Municipal Building on August 17, 2021 at 6:00 p.m.

Notice of the meeting was provided to the Utah Public Notice Website at least 24 hours in advance. A copy of the agenda was posted.

The following members were in attendance:

Chairman Robert Dandoy
Board member Burrell
Board member Paul
Board member Saxton
Board member Jackson
Board member Wilson

City Attorney, Andy Blackburn

Also present were: City Recorder, Morgan Langholf

A. Welcome & Roll Call

Chairman Dandoy welcomed those in attendance and noted Board members Burrell, Paul, Saxton, Wilson, and Jackson were present.

B. Consent Items

(These items are considered by the City Council to be routine and will be enacted by a single motion. If discussion is desired on any particular consent item, that item may be removed from the consent agenda and considered separately.)

1. Approval of the June 15, 2021 Roy City RDA meeting minutes

Boardmember Wilson motioned to approve the Consent Items. Boardmember Jackson seconded the motion. All Boardmembers voted “Aye.” The motion carried.

C. Discussion Items

1. Economic Strategic Plan and Goals

Randy Sant presented Roy City’s Economic Strategic Plan and Goals, and the process by which this plan was developed. The process included assessment, establishing a baseline, alignment, execution, and evaluation. The document format would have the following components: executive summary, vision statement, demographic section, SWAT analysis, goals and objectives, and implementation plan. He then provided a brief summary of what would be included in each section of the document. He encouraged Boardmembers to send feedback on goals within the next week so this plan could be finalized.

2. Review of the Roy City Redevelopment Agency Guidelines, Policy, and Procedures for the Relocation Grant Program

Chairman Dandoy provided a historical overview of this item. He noted that these policies had gone before the Economic Development Committee for review.



ROY CITY
Roy RDA Meeting Agenda
August 17, 2021 6:00 p.m.
Roy City Council Chambers
5051 South 1900 West

Andy Blackburn, City Attorney, explained that the purpose of this grant program was to help pay for relocation expenses for projects that needed to be relocated. He made suggested language amendments to provide clarity within the policy. There was brief discussion regarding the definition of a project, which was a proposal that had come before the RDA Board for consideration of approval, and providing a tax increment incentive.

Mr. Sant explained that if a business was impacted because of RDA approval of a project and there was no other funding available to that business, then that business could come before the RDA and apply for grant funds to relocate from the impact area. If relocation costs fall on the RDA, those costs will then be deducted from the increment that the developer is going to receive, thereby reimbursing the RDA. After subsequent discussion clarifying these points, Mr. Sant stated that if the Board were to move forward in authorizing policy changes, there also be a moratorium on any application that might be received between now and when the changes took effect. This would prevent new applications from falling under the current policy.

Boardmember Paul motioned to hold all Grant Applications until further notice. Boardmember Burrell seconded the motion. A roll call vote was taken. All Boardmembers voted “aye.” The motion carried.

D. Action Items

Chairman Dandoy requested that the RDA review the application for the Revolving Loan first.

1. Review of Loan Application for Ridgeline Realty

Mr. Sant presented the application, explaining that the request was made by Brenda Nielson for Ridgeline Realty at 1885 West 4400 South. The money would be used for a renovation for a basement that would be used as a training area. This would also allow for them to bring on more agents. The cost for this renovation would be \$69,000: \$30,000 would come from the RDA, and the remaining balance would come from equity that would come from her cash reserves. According to the guidelines established for this program, Ms. Nielson had met all of the requirements.

The issue, however, was in looking at the collateral for the loan, which would be the building. Mr. Sant stated that she already had two mortgages on the building. Therefore, if the building was used as collateral the RDA would be in the third position. The value from the appraisal provided as part of the application was two years old. Mr. Sant stated the value of the building was likely higher than what was stated in the appraisal. He recommended that the RDA table the application until they could get a current appraisal on the building to show a higher equity amount.

Boardmember Paul motioned we table this Item pending an appraisal. Boardmember Jackson seconded the motion. A roll call vote was taken. All Boardmembers voted “aye.” The motion carried.

2. Review of Dilly Dallys Grant Application

Randy Sant presented this application to the Board, stating that it was for \$15,000. The use of funds included moving costs, marketing materials, furniture, and lease holding permits. Mr. Sant reviewed the program requirements and noted the application met the guidelines.



ROY CITY
Roy RDA Meeting Agenda
August 17, 2021 6:00 p.m.
Roy City Council Chambers
5051 South 1900 West

Councilmember Paul asked if the applicant had sought forgiveness from the property owner. Mr. Sant said the applicant had approached the owner expressing concerns about the rezone that was being discussed by the City. The applicant asked the owner if he would give them five years; however, the owner said no. The owner indicated a willingness to work with the applicant on a year-to-year lease. He further reviewed the correspondence that took place between the applicant and the owner. It was noted that the business owner (applicant) chose to early terminate the lease. There was subsequent discussion on the appropriate action to take on this application.

Boardmember Paul motioned to table this Application until a project is approved. Boardmember Burrell seconded the motion. A roll call vote was taken. Boardmembers Jackson, Paul, Burrell, and Wilson voted “aye.” Boardmember Saxton voted “nay.” The motion carried.

After discussion with City Attorney Andy Blackburn, Boardmember Paul made a motion to rescind his last motion. Boardmember Burrell seconded the motion. Boardmembers Jackson, Paul, Burrell, and Wilson voted “aye.” Boardmember Saxton voted “nay.” The motion carried.

Boardmember Paul made a new motion to table the application for further information. Boardmember Jackson seconded the motion. Boardmembers Wilson and Saxton voted “nay.” Boardmember Burrell, Paul, and Jackson voted “aye.” The motion carried.

There was a brief discussion regarding grant applications and the process of awarding funds.

Board member Paul motioned to adjourn. Board member Jackson seconded the motion. All Board members voted “Aye.” The board adjourned at 7:50 p.m.

Robert Dandoy
Chairman

Attest:

Morgan Langholf
City Recorder

ROY CITY REDEVELOPMENT AGENCY RESOLUTION NO. 21-6

A RESOLUTION OF THE ROY CITY REDEVELOPMENT AGENCY DESIGNATING THE D&RG COMMUNITY REINVESTMENT PROJECT AREA BE CREATED AND AUTHORIZING AND DIRECTING ALL NECESSARY ACTION BY THE AGENCY, STAFF, AND CONSULTANTS.

WHEREAS, the Roy City Redevelopment Agency (the "Agency") having made preliminary investigations and conducted initial studies and inquiries, desires now to designate a Project Area for a possible community reinvestment project pursuant to the provisions and policies of the limited purpose Local Government Entities Community Development and Renewal Agencies Act, chapters 1 & 5 of Title 17C of the Utah Code (the "Act"); and

WHEREAS, the Agency staff and consultant have recommended that the area defined and attached hereto as Exhibit "A" be created as a community reinvestment project area and authorizes the preparation of a draft community reinvestment project area plan.

THEREFORE, BE IT RESOLVED BY THE ROY CITY REDEVELOPMENT AGENCY AS FOLLOWS:

1. That the proposed community reinvestment project area is hereby designated as the D&RG Community Reinvestment Project Area.
2. That the Agency, its staff and consultant, are hereby authorized and directed to undertake and complete the preparation of a draft community reinvestment project area plan.
3. That the Agency, staff, and consultant are directed and authorized to take such action as may be necessary to prepare a community reinvestment project area plan, and conduct any examination, investigation, and negotiation regarding the project area plan that the staff and consultant considers appropriate. The staff and consultant are authorized to prepare the public hearing notice, notify the property owners and taxing entities. Prepare the required project area budget, and complete other requirements necessary for the project area plan and area to be created and adopted.

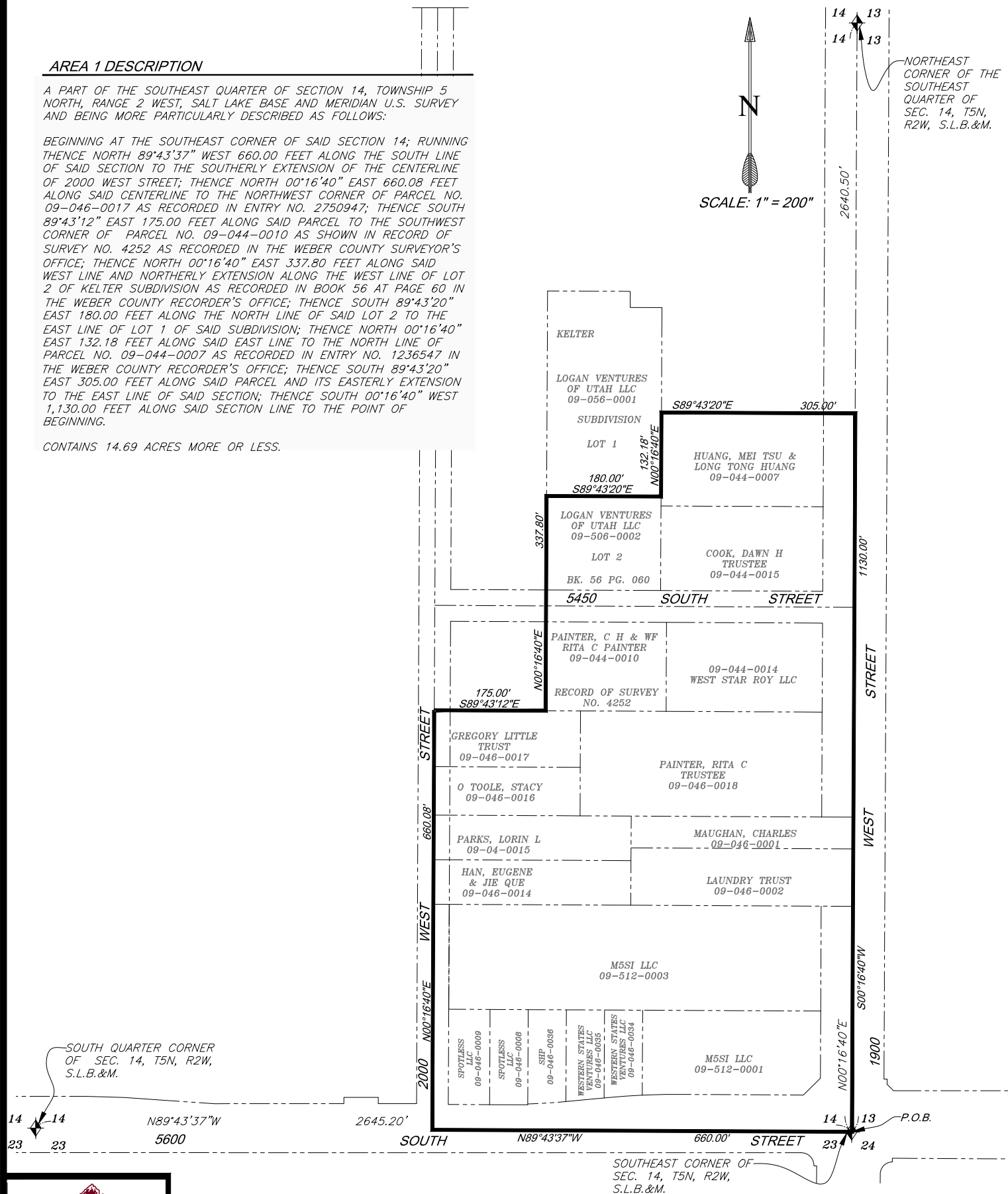
Adopted and approved this 16th day of November 2021

Robert Dandoy, Chairman

Secretary

A PART OF THE SOUTHEAST QUARTER OF SECTION 14, TOWNSHIP 5 NORTH, RANGE 2 WEST, SALT LAKE BASE AND MERIDIAN U.S. SURVEY AND BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

CONTAINS 14.69 ACRES MORE OR LESS.



ROY CITY
REDEVELOPMENT
AGENCY

*RDA AREA 1
BOUNDARY EXHIBIT*

SHEET:

1

OF 3 SHEETS

ROY CITY REDEVELOPMENT AGENCY
TAX INCREMENT REIMBURSEMENT POLICY

1-GENERAL

1.1 Mission

The RDA Tax Increment Reimbursement Program (“Program”) may provide project developers a Tax Increment Reimbursement (“Reimbursement”) for the development of improvements in a RDA project area that meets the goals and objectives of the RDA project area plans and provide significant public benefit, the development of public improvements that will benefit Roy City (“City”), or for the development of improvements that will achieve the economic goals established by the Roy City Redevelopment Agency, (“Agency”) or the City. The program is designed to provide reimbursement that are calculated using the Weber County’s assessed value. The developer will receive a percentage of the tax increment generated from its project for a specified timeframe, and the RDA will receive the residual tax increment generated by the project.

1.2 Authorization

A Reimbursement shall only be given by the Agency pursuant to a Tax Increment Participation and Reimbursement Agreement (“Agreement”) approved by the board. The board shall reserve the right to deny a tax increment reimbursement application at any time for any reason. Any approval of an Agreement shall be made by resolution, which shall include the terms of the Agreement.

1.3 Reimbursement Categories

Reimbursement:

a. Project Area Development.

Projects that are located within a previously established RDA project area that achieve the RDA’s project area development goals as defined in the project area plan.

b. Specific-Project Creation Area

Projects that are located within Roy City’s municipal boundaries that meet the criteria outlined in the mission of this Program. A specific RDA project shall only be eligible for reimbursement if the RDA Board authorizes creation of a specific CRA project area, or a created CRA area has not formally adopted a budget for the area.

1.4 Tax Increment Calculation

The formula to calculate the potential total tax increment reimbursement generated from the proposed improvements shall be as follows:

a. Step 1: Calculate the Total Annual Tax Increment.

- i. The difference between the base value of the proposed project prior to improvements and the estimated new growth in taxable value resulting from the improvements.

(New Growth-Base Year)

- ii. Multiplied by the current effective tax rate.

(New Growth - Base Value) x (Effective Tax Rate) = Total annual TI

b. Step 2: Calculated the Annual Tax Increment Collected by the RDA

- i. Total Annual TI multiplied by the percentage of TI collected and retained from the taxing entities by the RDA.

(Total Annual TI) x (% of TI collected by the RDA) = Annual TI Collected by the RDA

c. Step 3: Calculate the 1st Year Developers Allocation

- i. **(Annual TI Collected by the RDA) x (Participation Rate)= Estimate Year 1 TI Allocation**

Refer to sections 2 and 4 for more information on calculating the participation rate between the RDA and the developer.

d. Step 4. Calculate the Maximum Amount of Tax Increment Available to the Developer Over the Term of the TI Reimbursement Agreement:

(Estimated Year 1 Tax Increment Reimbursement to Developer) x (The term of the Reimbursement Agreement) = Total Developer Tax Increment Available Over the

Term. An annual multiplier based on current economic conditions may be applied To this calculation.

The actual total of the tax increment reimbursement may fluctuate. Tax increment reimbursement is dependent on the tax increment being generated by the project, and projects that do not generate sufficient tax increment during the Reimbursement Term will not qualify for the full tax increment reimbursement amount.

1.5 Eligible Costs

The tax increment reimbursement will be limited to funding hard construction costs, site improvements , and public infrastructure, which may include parking structures. Use of funds for environmental remediation or demolition shall be reviewed on a case-by-case basis. The Agency may determine if the entire project or only specific project elements are eligible for the Reimbursement.

1.6 Design Requirements

Projects approved for tax increment reimbursement must comply with all adopted design guidelines approved by the City that are applicable for the project area. Projects are required to be in conformance with all Roy City policies, ordinances, code, and planning conditions. The Agency board may request a review of the development plans, and design, prior to a final determination of the Tax Increment Reimbursement Agreement.

2. REQUIREMENTS AND STRUCTURE: EXISTING PROJECT AREA DEVELOPMENT

2.1 Scope

Any Agreement authorized for a project that is in the Existing Project Area Development category will meet the following requirements.

2.2 Threshold Requirements

Projects must meet the following requirements:

- a. Projects shall achieve a minimum of a) align with the RDA's project area plan in the applicable RDA project area, and; b) meet at least one of the following Public Benefit criteria: sustainability, public amenities, adaptive reuse, Permanent Job creation/Retention, architecture/urban design, economic impact, and affordable housing.
- b. The applicant must provide sufficient evidence that tax increment funding is necessary for the project to succeed and to verify that the request is reasonable. The request and evidence will be verified by the RDA .
- c. The proposed project must involve significant private investment to assure adequate yield of tax increment. Minimum private invests shall be \$15 million.

2.3 Eligible Project locations

Eligible projects shall be in a tax increment collection area within an active RDA project area that allows tax increment reimbursements pursuant to the project area plan.

2.4 Maximum Reimbursement Term

The maximum reimbursement term shall be the sum of the remaining operating years of the project area.

2.5 Participation Rate

The participation rate shall be determined by the participation percentage approved by the taxing entities for the project area.

3. REQUIREMENTS AND STRUCTURE : NEW PROJECT AREA CREATION

3.1 Scope

Any Agreement authorized for a Specific Project Area Creation will meet the following requirements outlined below.

3.2 Process

The RDA Board may create a Community Reinvestment Area ("CRA") for a developer, property owner, or business who owns property within the boundaries of Roy City ("Applicant") The proposal shall achieve the goals outlined in the mission section in order to be considered for a CRA creation. Upon creation of the CRA, the Applicant may become eligible for tax increment reimbursement, as outlined in Section 3.4. The RDA shall seek the City's participation as a taxing entity for the CRA, subject to the City Council's approval, and the RDA may also seek participation in the CRA from non-city taxing entities. The creation for the CRA, is subject to the Agency sole discretion that the CRA will provide benefit to the Agency and the City, through the review process outlined in this section.

3.3 Threshold Requirements

The Applicant seeking a Specific Project Area CRA and related Agreement must achieve the following threshold requirements to receive a tax increment reimbursement pursuant to this section:

- a. The Applicant must commit to invest a minimum \$15 million in private capital expenditures into the project.
- b. The Applicant must demonstrate that the proposed development meets one of the objectives identified in the mission section of this policy.
- c. The Applicant must demonstrate that the tax increment reimbursement is necessary for the project to succeed. by providing a gap analysis, developer proforma, or other financial information that defines the need for a reimbursement by public funds.

Once RDA staff has confirmed that the Applicant meets the threshold requirements for the tax increment reimbursement listed above, the Applicant may proceed to submit the required application for review and finalization pursuant to this policy.

3.4 Maximum Reimbursement Term

The maximum reimbursement term shall be 20 years for Agreements eligible for projects approved under the Specific Project Area Creation category.

3.5 Participation Rate

The participation rate shall be determined by the level of economic and public benefit provided by the project, as determined in the evaluation and application review process. The standard participation rate is 50%, and the maximum participation is 75%. Increases in the participation rate may be obtained based on the projects ability to meet the items identified in the mission statement, and the return on investment received by the RDA / City from the development, as determined by the economic benefit analysis performed for the project.

4. EVALUATION AND APPROVAL PROCESS

4.1 An Agreement under the Existing Project Area Development category will be evaluated and processed as described in **Section 4.2**. An Agreement eligible under the Specific Project Creation category will be evaluated and processed as described in **Section 4.3**

4.2 Existing Project Area Development

Step 1: Application Processing and RDA Staff Review

All applications shall be made to the RDA staff, on a standard form provided by the RDA. All applications must be complete to be evaluated, and if either the applicant or proposed project fails to demonstrate the ability to meet application requirements, RDA staff may deny the application

Step 2: Economic Development Committee Review

RDA staff shall forward the complete application to the Economic Committee. The Economic Development Committee shall evaluate applications, supplemental materials, and other documentation necessary to thoroughly review the application and formulate a recommendation to the Board.

Step 3: Adoption of the Tax Increment Reimbursement Agreement Terms

Upon review of the Economic Development Committee recommendation, and other requested information, the Board shall determine if tax increment should be provided and will authorize the RDA staff to prepare the Agreement for participation.

Step 4: Agreement Finalization

Once the terms of an agreement have been authorized by the Board, The RDA and developer shall execute an Agreement.

4.3 Specific Property Creation

Step1: Application Processing and RDA Staff Review

All applications shall be made to RDA staff on the standard RDA forms. All applications must be complete to be evaluated and if either the applicant or proposed project fails to demonstrate the ability to meet application requirements, RDA staff may deny the application.

Step 2: Economic Development Committee Review:

If the proposed application meets the RDA staff's initial evaluation criteria, RDA staff will schedule meetings with the Economic Development Committee to provide the committee information necessary for the committee to make a recommendation to the Board to support the creation of a CRA for the development. If committee members are generally supportive of the proposed project; the project will be presented to the Board in an open public meeting, to discuss the options available to move the CRA creation forward.

Step 3: Initiation of a Community Reinvestment Project area Plan

Upon presentation of the general overview of the proposed project in a public meeting, the board may adopt a resolution initiating a community reinvestment project area plan ("CRA Plan"). The resolution shall designate the geographical area, and authorize the RDA to conduct the required analysis under Utah Code 17C to create a project area. If the Board does not adopt a resolution, the application shall be deemed disapproved.

Step 4: Reimbursement Application Evaluation

As part of the CRA plan creation process, the RDA staff shall conduct a financial analyst in order to provide a recommendation on 1) the public benefit anticipated to be derived from the proposed project 2) any public costs the project may impose on the City's General Fund 3) determination of financial need and whether the proposed project might reasonably occur through private investment without the Reimbursement and 4) the amount of participation that should be provided for the project based on the benefits provided to the RDA and City. If applicable, an analysis of comparable values of equivalent properties, rents, and expenses may be undertaken to ensure the Reimbursement is not being used to

reimburse overvalued land costs; and to pay for Inflated developer costs. The financial analysis report shall be provided to the Board for consideration of the Reimbursement Agreement. The financial analysis may be conducted by a third party, at the discretion of the RDA. The applicant will be informed at the time the application is submitted if a third party will be obtained for the financial review.

Step 5: RDA Economic Development Committee Review

RDA staff shall, after conducting or if a third party is retained, receives the financial analysis, will meet with the Economic Development Committee to evaluate the application, supplemental materials, financial analysis, recommended participation amount, and other documentation necessary to conduct a review of the application. Upon completion of the review, the Committee shall provide a recommendation, which will be submitted to the Board for

their consideration. The Economic Development Committee shall provide a recommendation of approval or denial on all applications the Board will review for reimbursement

Step 6: CRA Plan Creation

RDA staff shall draft the required components of the CRA plan including a description of project area boundaries, project area activities, conformance with general plan, and anticipated public benefits, and all other requirements outline in Utah Code 17C.

Step 7: Project Area Budget

RDA staff shall draft a project area budget, in accordance with the recommended participation rate, and length of time approved by the Board

Step 8: Public Comment Period and Public Hearing

RDA staff shall transmit all relevant information to the Board, including an overview of the project, description of the proposed benefits to the local economy, proposed increases to the assessed property values, summary of the financial analysis, reasons for the selected participation rate of the tax increment, and any potential concerns of the project. Upon receipt of the transmittal, the RDA Board may schedule a public comment period and hearing as required under Utah Code 17C.

Step 9: Adoption of the CRA Plan and Agreement Terms

i. Board

Either simultaneously or in separate public meetings, the Board may consider the following resolutions: 1) a resolution that approves and adopts the CRA Plan and project area budget, 2) a resolution authorizing an interlocal agreement to facilitate the receipt of project area funds by the RDA, and 3) a resolution that approves the Agreement. If the Board does not adopt one or more of these resolutions, the application shall be deemed disapproved.

In addition, if non-City taxing entities will be participating in the funding of the project area budget, the Board shall consider a resolution authorizing an interlocal agreement to facilitate the receipt of project funds from the taxing entities that is participating. As statutorily required, a contest period and notice of the CRA plan adoption shall occur.

ii. City Council

The City Council may consider for approval an ordinance that approves the CRA plan. In addition, the City council may consider for approval a resolution authorizing an interlocal agreement to facilitate the receipt of project funds by the RDA. If the City Council. If the City Council does not adopt the ordinance and/or resolution, the application shall be deemed disapproved.

Step 10: Agreement Finalization

Once the CRA is created, the terms of an agreement have been authorized by the Board, and the RDA has received approval of the budget from the taxing entities by interlocal agreement, if required, the RDA and developer can proceed to develop and enter the Tax Increment Participation and Reimbursement Agreement.

5. AGREEMENT TERMS

5.1 Participation and Reimbursement Agreement Terms

In addition to standard terms outlining the tax increment reimbursement process as recommended by legal counsel, the following terms shall be included in the Agreement:

a. Reimbursement to benefit Project Owner; RDA Discretion.

The RDA intends that the beneficiary of the tax increment reimbursement will be the owner of the project for the life of the Agreement. In the event of a transfer or sale of the property, the Agreement and all benefits conferred under the Agreement shall benefit the project and be recorded against the property to run with the land, with the intent that all tax increment reimbursements will remain with the owner of the real property and project. If the ownership of the real property and Improvements are severed , the RDA will have sole discretion to determine the beneficiary of the tax increment

If the Agreement is executed and the real property and project are conveyed to a third party while the improvements are being constructed, the RDA will retain the right to consent to the transfer the Agreement to the new owner. This is to ensure that the benefits the RDA anticipated receiving under the original Agreement with the original developer is consistent with the new developer. If the RDA does not consent to the transfer of the Agreement, the tax increment reimbursement will cease and the

Agreement will terminate.

b. Tax appeals.

All reimbursement recipients shall be required to notify the RDA if they have applied for a property appeal with Weber County related to the value of the property and project. If any such appeal results in a reduction in property taxes, the percentage share of the tax increment payable to the recipient shall be decreased, and the percentage share of the tax increment payable to the RDA shall increase, so that the dollar amount payable to the RDA is the same as if no appeal of the assessed value had been made

c. Recapture Provisions in the Event of Default

Agreements shall require the recapture of all or a portion of tax increment reimbursement funds allocated to a project that fails to meet its economic or public benefit requirements as provided for in the Agreement.

d. Participation Reporting Requirements

Upon project completion, reimbursement recipients shall provide a report that includes the total cost of the project and related improvements, jobs created or retained, summary of the completed improvements, and outcome metrics relating to project-specific requirements as per the Agreement.

5.2 Interest

Interest will not accrue on the anticipated or projected tax increment to be reimbursed to the developer.

5.3 Reimbursement of RDA Costs

Once the tax increment reimbursement Agreement has been approved by the Board, the developer shall reimburse the RDA for all costs associated with the review of the application, review, and preparation of the items required under the financial review, costs related to the CRA creation, and legal costs associated with the preparation of the participation agreement. An estimated costs of these fees will be provided to the developer during the review of the application. The developer may choose to pay the fee upon the execution of the Agreement, or the fees will be deducted from the first payment of the tax increment. In the event, the first increment payment is inadequate to cover the costs, the balance of the fee will be deducted from the annual payment, until all RDA fees have been collected for the project development.

6. REPORTING

6.1 Reporting

The RDA staff shall provide a written briefing to the Board on annually, updating the Board on the RDA's reimbursement portfolio. Such briefing shall include a summary of new Agreements, budget impacts, and project metrics.

DRAFT

DRAFT