

SECTION 3



**Sacramento
Housing &
Redevelopment
Agency**

November 14, 2001

Redevelopment Agency and City Council
of the City of Sacramento
Sacramento, California

Honorable Members in Session:

SUBJECT: PROJECT AREA COMMITTEE (PAC) AND REDEVELOPMENT ADVISORY COMMITTEE (RAC) GUIDELINES; DISSOLUTION OF NORTH SACRAMENTO PAC AND FORMATION OF NORTH SACRAMENTO RAC

LOCATION & COUNCIL DISTRICT - Citywide

RECOMMENDATION

Staff recommends adoption of the attached City Council resolutions, which authorize the City Manager or his designee to:

- Approve the *Guidelines on Definition and Functions of Project Area Committees (PACs) and Redevelopment Advisory Committees (RACs)*; and
- Authorize the Sacramento Housing and Redevelopment Commission to approve any future modifications to the *Guidelines on Definition and Functions of Project Area Committees (PACs) and Redevelopment Advisory Committees (RACs)* and the *Procedures for the Election of Members of Redevelopment Project Area Committees in the City of Sacramento*.
- Dissolve the North Sacramento Project Area Committee (PAC) and form an appointed North Sacramento Redevelopment Advisory Committee (RAC).

Staff recommends adoption of the attached Redevelopment Agency resolution, which authorizes the Executive Director or her designee to:

- Adopt the *Guidelines on Definition and Functions of Project Area Committees (PACs) and Redevelopment Advisory Committees (RACs)*;
- Adopt the *Procedures for the Election of Members of Redevelopment Project Area Committees*; and
- Authorize the Sacramento Housing and Redevelopment Commission to approve any future modifications to the *Guidelines on Definition and Functions of Project Area Committees (PACs) and Redevelopment Advisory Committees (RACs)* and the *Procedures for the Election of Members of Redevelopment Project Area Committees in the City of Sacramento*.

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CONTACT PERSONS

Greg Rowe, Redevelopment Manager, 440-1322 ext. 1232
Lisa Bates, Director, City Community Development, 440-1316

FOR COUNCIL MEETING OF - November 27, 2001

SUMMARY

This report recommends the adoption of the *Guidelines on Definition and Functions of Project Area Committee (PACs) and Redevelopment Advisory Committees (RACs)* (Guidelines) and the *Procedures for the Election of Members of Redevelopment Project Area Committees*. These Guidelines provide for consistency among existing and future redevelopment advisory committees with regard to committee formation, duration of terms, membership eligibility, stipends, operating procedures, and roles and responsibilities of staff and committee members. In the coming months, Agency staff will recommend to the Council modification of respective PAC and RAC formation documents and resolutions to conform to the new guidelines. Formation documents for redevelopment project areas that include territory in both the City of Sacramento and the County of Sacramento, such as the Franklin Boulevard and Stockton Boulevard redevelopment project areas, shall be approved by both the Sacramento City Council and the Sacramento County Board of Supervisors.

PAC/RAC ACTION

The proposed Guidelines were presented to the following redevelopment advisory bodies: Alkali Flat, Del Paso Heights, Oak Park, Uptown Community Development Corporation (UCDC), Auburn Boulevard, Franklin Boulevard, and Stockton Boulevard. Comments from these advisory bodies are summarized in Attachment A. The members of the UCDC Board of Directors expressed several concerns regarding the Guidelines, and staff will continue working with the UCDC to address those issues.

COMMISSION ACTION

At its meeting of November 14, 2001, the Sacramento Housing and Redevelopment Commission adopted a motion recommending approval of the attached resolutions. The votes were as follows:

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AYES: Amundson, Burns, Faust, Harland, Hoag, McCarthy, Newsome, Simon
NOES: None
ABSTAIN: Castello, Graham
ABSENT: Cespedes

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BACKGROUND

The Sacramento Housing and Redevelopment Agency (Agency) administers ten redevelopment project areas, of which seven have advisory bodies. The earliest redevelopment areas were established in 1973 (Del Paso Heights, Alkali Flat and Oak Park), and the most recent in 2000 (McClellan/Watt Avenue). When initially established, and over the years, the advisory committees developed differing approaches to establishing committee size, membership categories, office terms, elections, appointment processes, and operating procedures (Attachment B). These differing processes combined with changes in the California Redevelopment Law (CRL) have prompted the Agency to develop consistent guidelines for groups advising the Agency on redevelopment activities.

In general, the CRL requires a PAC when first establishing a redevelopment area and when redevelopment plans are amended. Exceptions to these requirements occur depending on when a redevelopment project area was established and how much residential property is within the project area. After three years a PAC can be disbanded; however, the Agency has recognized the long-term community benefits that can be derived from working with advisory committees and has continued to have community groups advise the Agency on redevelopment matters.

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Because the Agency is currently adopting a new redevelopment area for Northgate and because many of the existing advisory group processes are inconsistent with CRL, staff has developed *Guidelines on Definition and Functions of Project Area Committees (PACs) and Redevelopment Advisory Committees (RACs)*. The guidelines serve to: 1) enable a broad range of citizens in redevelopment project areas to advise the Agency on the creation and implementation of Agency projects and programs; and 2) provide consistency among these groups and with the CRL definition of a PAC.

Below is a summary of the proposed *Guidelines on Definition and Functions of Project Area Committees (PACs) and Redevelopment Advisory Committees (RACs)* (Attachment I to both the Agency and City Council Resolutions).

Project Area Committee (PAC) Membership, per California Redevelopment Law

- The Redevelopment Agency establishes PACs for three years after adoption of a redevelopment plan.
- Members will have the ability to transition the PAC to a RAC after the mandatory three-year period.
- Members will receive a stipend for attending general PAC meetings.
- Members are selected by the most recently adopted election procedures.

Redevelopment Advisory Committee (RAC) Membership

- Members' terms shall be two years, with staggered termination dates.
- RAC members shall be appointed by the City Council and Board of Supervisors, except for areas that currently maintain and wish to continue election procedures.
- RAC members shall receive stipends for attending meetings of the full RAC.
- An appointed RAC may be established at any time and particularly when significant redevelopment activities are occurring in the redevelopment area.
- A RAC may include, as a youth representative of one of the four specified categories, a high school student who resides within the redevelopment project area. The youth representative shall be eligible to serve in any of the four categories.

General Policy

- A PAC/RAC shall consist of twelve members, comprised of three members from each of the following categories: Residential Owner Occupants, Residential Tenants, Business Owners, and representatives of Community Based Organizations.
- The existence of any vacancies shall not prevent a PAC/RAC from carrying out its duties.
- No direct funding shall be provided to a PAC or RAC for operational, administrative, and project specific expenses.
- Conflict of interest statements will be required and filed with the City Clerk or County Clerk annually.

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- PACs/RACs will provide advice concerning redevelopment policy matters concerning the planning and promotion of residential facilities or replacement housing for those persons who may be displaced by project activities, and other policy matters that affect residents of the Project Area.
- PACs/RACs will review and comment upon proposed redevelopment activities and assist in the formulation of projects and programs to meet identified goals and objectives, including but not limited to housing programs.
- PACs/RACs will comment upon the implementation of redevelopment and community development plans and programs, and will take under consideration such other matters as from time to time deemed appropriate by the Sacramento Housing and Redevelopment Commission, Sacramento City Council, or Sacramento County Board of Supervisors.
- Agency staff will provide staffing support for regular PAC/RAC meetings. Staff will also prepare and mail agendas for standing redevelopment subcommittees, and will attend all meetings of such standing subcommittees. The chairperson of each subcommittee, or a designee, is responsible for preparing meeting minutes.

If a redevelopment project area includes two or more City Council and/or Supervisorial districts (representing the unincorporated County) and the amount of redevelopment area in each district is relatively equal, the Council and/or Board members shall make a joint recommendation on the RAC appointments to the governing body or bodies. For those redevelopment project areas in which two or more City Council and/or Supervisorial districts (representing the unincorporated County) are included, and a significant majority of the redevelopment area is in one district, the elected official representing the majority of that district shall make the RAC appointment recommendations to the governing body.

Alkali Flat, Del Paso Heights and North Sacramento redevelopment areas include two Council districts. Franklin Blvd. includes one Council and one Supervisorial district and Stockton Blvd. includes two Council and two Supervisorial districts. Formation documents and amendments to existing bylaws for project areas that include both Council district(s) within the City of Sacramento and Supervisorial district(s) within the unincorporated portion of the County of Sacramento, such as the Franklin Boulevard and Stockton Boulevard redevelopment project areas, shall be approved by both the Sacramento City Council and the Sacramento County Board of Supervisors.

The Guidelines do not address the formation or structure of advisory groups in redevelopment areas in which there were no residential properties at the time of the project area's creation. In such areas, other forms of advisory groups may be established.

Among the existing advisory bodies, four do not conform to the proposed Guidelines: Alkali Flat, Del Paso Heights, Auburn Boulevard, and Franklin Boulevard. These advisory bodies are defined as RACs by the new Guidelines. In addition, two Redevelopment areas, Stockton

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Boulevard and North Sacramento, use other organizations to advise the Agency on redevelopment issues: Stockton Merchants and Business Association and the Uptown Community Development Corporation. For these areas the Agency is recommending the formation of appointed RACs which will have a broader representation of members to advise the Agency on redevelopment issues.

Attachment A summarizes comments provided by the existing bodies regarding the application of the Guidelines to their specific situation. In the next few months, staff will work with the respective committees to revise their procedures and governing document to align with the Guidelines to the greatest extent feasible. To minimize disruption, the transition may occur over the next several years as elections or appointments regularly occur. The Oak Park PAC, which is the only CRL defined PAC, will develop a transition plan to a RAC, to occur in May 2004. Staff anticipates that the remaining RACs will adjust some aspects of their respective committees during the 2002 committee selection process. For North Sacramento RAC and Stockton Blvd RAC the City Clerk is prepared to start recruitment for positions later this year.

This staff report also requests that Redevelopment Agency of the City of Sacramento adopt the *Procedures for the Election of Members of Redevelopment Project Area Committees by the Redevelopment Agency of the City of Sacramento* (Attachment II to the Resolution). The City Council of the City of Sacramento adopted these procedures in March 1995. Agency adoption of the *Procedures* is also requested at this time.

FINANCIAL CONSIDERATIONS

There are no financial considerations associated with this report.

POLICY CONSIDERATIONS

The actions proposed policy modifies existing policies and establishes new policies regarding PACs and RACs.

ENVIRONMENTAL REVIEW

The proposed action does not constitute a project under the California Environmental Act (CEQA) per Guidelines Section 15378 (b)(2), and is exempt from the National Environmental Policy Act (NEPA) per 24 CFR Part 58.34 (a)(3).

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M/WBE CONSIDERATIONS

The proposed policy in this report has no M/WBE impact; therefore, M/WBE considerations do not apply.

Respectfully submitted,



ANNE M. MOORE
Executive Director

Transmittal approved,

ROBERT P. THOMAS
City Manager



COMMENTS FROM ADVISORY BODIES

Redevelopment Area	TYPE	COMMENTS	Transition Timeframe
Alkali Flat	R	The PAC is a 501(c)(3) non-profit corporation. It wishes to continue as a PAC with annual elections, which it feels results in a group most representative of the community. The PAC supports converting to 4 membership categories.	June 2002 to convert from 5 to 4 categories.
Del Paso Heights	R	RAC reviewed guidelines at meetings of 9/25, 10/4 and 10/11. Unanimously approved on 10/11.	Fall 2002 appointment process.
Oak Park	P	Some members of the existing PAC want the future RAC to have some or all of the members elected.	Currently a PAC; a RAC would be established in May 2004. Staff will work with the PAC over the next 6 months to prepare conversion plan.
North Sacramento - <i>Uptown CDC (UCDC)</i>	O	The guidelines were presented at 9/27 and 10/10 meetings. Major concerns were: 1) Questioned why SHRA supported moving advisory role from former PAC to UCDC in 1999, and now proposing transition of advisory role to RAC; 2) expressed belief that CDC can impartially act on redevelopment issues even if members do not file conflict of interest statements with City Clerk.	RAC recruitment process will begin Fall 2001.
Auburn	R	Policy was reviewed with individual members.	No concern about the policy, but the group would like to consider reformatting to have fewer members and prepare conversion plan.
Franklin	R	The Franklin PAC was supportive of guidelines and wanted to make their operating guidelines consistent with the new policy.	June 2002
Stockton - <i>Stockton Blvd. Merchants and Property Owners/Stockton PAC</i>	O		RAC recruitment process will begin Fall 2001.
Walnut Grove - <i>WG Homeowners & Merchants Association</i>	O		
Army Depot	N/A		
Mather/McClellan	N/A		

P = Project Area Committee. R = Redevelopment Advisory Committee. O = Other

EXISTING ADVISORY BODIES FOR REDEVELOPMENT AREAS

	Redevelopment Area	Type formed	PAC	RAC	Other	PAC Required if Redevelopment Plan is Amended
1	Alkali Flat*	Elected		X		
2	Del Paso Heights*	Appointed		X		
3	Oak Park	Elected	X			X
4	North Sacramento	No PAC				X
	- <i>Uptown CDC</i>	<i>Self-elected</i>			X	
5	Auburn	Appointed		X		X
6	Franklin	Appointed		X		X
7	Stockton	No PAC				X
	- <i>Stockton Blvd. Merchants and Property Owners/Stockton PAC</i>	<i>Self-elected</i>			X	
8	Walnut Grove	No PAC				X
	- <i>WG Homeowners & Merchants Association</i>	<i>Self-elected</i>			X	
9	Army Depot	No PAC				
10	Mather/McClellan	No PAC				

* These redevelopment areas were established prior to March 3, 1973 and are exempt from the California Redevelopment Law requirement, to establish a PAC if the plan is amended.

RESOLUTION NO. _____

ADOPTED BY THE SACRAMENTO CITY COUNCIL

ON DATE OF _____

APPROVE THE GUIDELINES ON DEFINITION; AUTHORIZE THE SACRAMENTO HOUSING AND REDEVELOPMENT COMMISSION TO APPROVE ANY FUTURE MODIFICATIONS TO THE GUIDELINES ON DEFINITION AND FUNCTIONS OF PROJECT AREA COMMITTEES (PACs) AND THE PRECEDURES FOR THE ELECTION OF MEMBERS OF REDEVELOPMENT PROJECT AREA COMMITTEES IN THE CITY OF SACRAMENTO

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SACRAMENTO:

Section 1. The City Council of the City of Sacramento approves the Redevelopment Agency of the City of Sacramento (RACS) Guidelines on Definition and Functions of Project Area Committees (PACs) and Redevelopment Advisory Committees (RACs) in the City of Sacramento in the form of Attachment I.

Section 2. The Sacramento Housing and Redevelopment Commission is authorized to approve modifications to the Guidelines on Definition and Functions of Project Area Committees (PACs) and Redevelopment Advisory Committees (RACs) and the Procedures for the Election of Members of Redevelopment Project Area Committees in the City of Sacramento, subject to applicable law.

Section 3. The provisions of this resolution supercede all previous resolutions adopted by the City Council of the City of Sacramento as they may pertain to the advisory capacities and responsibilities of community advisory groups in Redevelopment Project Areas in the City of Sacramento.

MAYOR

ATTEST:

CITY CLERK

FOR CITY CLERK USE ONLY

RESOLUTION NO.: _____

DATE ADOPTED: _____

RESOLUTION NO. _____

ADOPTED BY THE REDEVELOPMENT AGENCY OF THE CITY OF SACRAMENTO

ON DATE OF _____

**ADOPT OF THE GUIDELINES ON DEFINITION AND FUNCTIONS OF
PROJECT AREA COMMITTEES (PACS) AND
REDEVELOPMENT ADVISORY COMMITTEES (RACS) AND PROCEDURES FOR
THE ELECTION OF MEMBERS OF REDEVELOPMENT PROJECT AREA
COMMITTEES IN THE CITY OF SACRAMENTO**

BE IT RESOLVED BY THE REDEVELOPMENT AGENCY OF THE CITY OF
SACRAMENTO:

Section 1. The Redevelopment Agency of the City of Sacramento adopts the Guidelines On Definition and Functions Of Project Area Committees (PACs) and Redevelopment Advisory Committees (RACs) in the City Sacramento in the form of Attachment I.

Section 2. The Redevelopment Agency of the City of Sacramento adopts the Procedures for the Election of Members of Redevelopment Project Area Committees in the City of Sacramento in the form of Attachment II.

Section 3. The Sacramento Housing and Redevelopment Commission is authorized to approve modifications to the Guidelines on Definition and Functions of Project Area Committees (PACs) and Redevelopment Advisory Committees (RACs) and the Procedures for the Election of Members of Redevelopment Project Area Committees in the City of Sacramento.

Section 4. The provisions of this resolution and the attachments thereto supercede all previous resolutions adopted by the Redevelopment Agency of the City of Sacramento as they may pertain to the advisory capacities and responsibilities of community advisory groups in Redevelopment Project Areas in the City of Sacramento.

CHAIR

ATTEST:

SECRETARY

FOR CITY CLERK USE ONLY

RESOLUTION NO.: _____

DATE ADOPTED: _____ (11)

**GUIDELINES ON DEFINITION
AND FUNCTIONS OF
PROJECT AREA COMMITTEES
(PACs) and
REDEVELOPMENT ADVISORY
COMMITTEES (RACs)**

GUIDELINES ON DEFINITION AND FUNCTIONS OF PROJECT AREA COMMITTEES (PACs) and REDEVELOPMENT ADVISORY COMMITTEES (RACs)

The Sacramento Housing & Redevelopment Agency (SHRA) is committed to working with community groups in redevelopment project areas to maximize community revitalization efforts. These guidelines, therefore, have been designed to enable the citizens in redevelopment project areas to advise the Agency, and to have a voice in creating and implementing redevelopment projects, programs, activities, plans and policies. Due to the existence of PACs and Redevelopment Advisory Committees (RACs) prior to the adoption of these guidelines, some provisions of this document may not be applicable to those committees currently operating. The Guidelines do not address the formation or structure of advisory groups in redevelopment areas in which there were no residential properties at the time of the project area's creation. In such areas, other forms of advisory groups may be established.

Within these Guidelines, "Redevelopment Agency" is defined as the redevelopment governing body, i.e. Sacramento City Council or Sacramento County Board of Supervisors.

1) Project Area Committees (PACs):

a) Committee Types

- i) Constituted in accordance with the California Community Redevelopment Law (CRL) for the adoption of a redevelopment plan and for the following three years.
- ii) An elected PAC comprised of the categories specified in Section 33385 of the CRL, as it may be amended from time to time, is permitted but not required if the project area was formed before March 7, 1973 [33385(e)].
- iii) PACs in new redevelopment project areas will transition to a RAC after three years.

b) Selection Procedures

- i) Members will be selected in accordance with the most recently adopted Project Area Election Procedures ("Election Procedures").
- ii) As provided in the Election Procedures and subject to amendment of the Election Procedures, the committee will have twelve (12) members, comprised of three members from each of the four categories specified in the CRL. The 4 categories are:
 - (1) residential owner occupants
 - (2) residential tenants
 - (3) business owners (includes non-resident property owners)
 - (4) community based organizations (including religious institutions)

- iii) Stipends: PAC members shall receive stipends for attending meetings of the full PAC, as per applicable Redevelopment Agency, City or County policy.
 - (1) Stipends shall be issued to PAC members for attending regularly scheduled monthly meetings. The schedule of monthly meetings shall be established on an annual basis.
 - (2) Special Meetings: Stipends shall be issued to PAC members for attending special meetings held to transmit a timely recommendation to a governing body on specific redevelopment projects, plans, programs or policies.
 - (3) Purpose of Stipends: Stipends are provided to assist PAC members for costs associated with transportation, child and elder care, and other related expenses, and must be reasonably related to those expenses.
 - (4) Adjustment of Stipends: The Redevelopment Agency shall periodically review and adjust the stipend to reflect changes in the above costs.
 - iv) As provided in the Election Procedures and subject to amendment of the Election Procedures, if a PAC member resigns or otherwise vacates his or her seat, the PAC shall appoint a properly qualified replacement to serve the remaining term of the vacated seat. The existence of any vacancies shall not prevent the PAC from carrying out its duties.
 - v) As provided in the Election Procedures and subject to amendment of the Election Procedures, members shall serve no more than two consecutive terms of three years each.
 - vi) A PAC may include, as a youth representative of one of the four specified categories, a high school student who resides within the redevelopment project area. The youth representative shall be eligible to serve in any of the four categories.
- c) Operating Parameters and Procedures
- i) Subject to applicable law, Operating Procedures shall be established in each redevelopment project area for the purpose of governing the operation of the Project Area Committees (PACs) and Redevelopment Advisory Committees (RACs)
 - ii) Meetings shall be conducted in accordance with Roberts' Rules of Order and the Ralph M. Brown Open Meeting Act.
 - iii) No funding shall be provided for operational and administrative expenses above and beyond Agency staff and those administrative expenses specified in section 1.e. below.
 - iv) In conformance with the California Political Reform Act PAC members shall submit annual "Conflict of Interest Statements" to the City Clerk or County Clerk as may be applicable.
- d) Items Subject to Review
- i) Review of items as may be required by law.
 - ii) Provide advice concerning those policy matters which deal with the planning and promotion of residential facilities or replacement housing for those who may be displaced by project activities, and other policy matters which affect the residents of the Project Area as requested by SHRA, such as those

redevelopment area specific projects which require approval by the City Council, County Board of Supervisors, or the Redevelopment Agency of the City of Sacramento or the Redevelopment Agency of the County of Sacramento.

- iii) Review and comment upon proposed redevelopment activities and assist in the formulation of projects and programs to meet identified goals and objectives, including, but not limited to housing programs.
- iv) Review and comment upon the implementation of redevelopment and community development plans and programs and on other matters from time to time deemed appropriate by the Sacramento City Council, Sacramento County Board of Supervisors, or Sacramento Housing and Redevelopment Commission.
- v) Design Review by the PAC will occur in design review areas designated by the City of Sacramento or the County of Sacramento.
- vi) Except as required by law, activities of the PAC are advisory in nature and are not binding on the Redevelopment Agency of the City of Sacramento or the Redevelopment Agency of the County of Sacramento.

e) Staffing

- i) Meetings of the Full PAC: SHRA staff will provide staffing support for regular PAC meetings, which will include preparation and mailing of agendas and meeting minutes.
- ii) Standing Subcommittees: Staff will prepare and mail agendas for standing redevelopment subcommittees, and will attend all meetings of such standing subcommittees. The chairperson of each subcommittee, or a designate, is responsible for preparing meeting minutes.
- iii) Special Subcommittees: SHRA staff will provide staffing support for short-term subcommittees or task forces formed for the purpose of advancing specific redevelopment projects, plans, programs and activities. Such support shall include preparing and mailing agendas and meeting minutes.

f) Training

- i) In conjunction with their first meeting, SHRA will provide orientation for new members designed to provide an understanding of redevelopment, roles and responsibilities, parliamentary procedure, and to lay a groundwork for informed decision-making. Additional training that supports teamwork, effective meetings, and leadership development will be provided to all members.

- 2) **Redevelopment Advisory Committees (RACs)**: Due to the existence of Redevelopment Advisory Committees (RACs) prior to the adoption of these guidelines, some provisions of the Guidelines may not be applicable to all those committees currently operating. Those PACs that were constituted according to CRL requirements, but which have exceeded the three-year period specified by the CRL shall be reconstituted as RACs to the extent feasible. Existing PACs/RACs that fall

into this category include: Alkali Flat, Del Paso Heights, Franklin Boulevard, and Auburn Boulevard. The policy elements delineated below will be applicable to redevelopment areas formed after adoption of this policy. Although not retroactive for existing PACs and RACs, these guidelines constitute a model for implementation by each existing PAC and RAC when deemed desirable and feasible.

a) Committee Types

- i) RACs shall exist for as long as tax increment funds remain with which to implement redevelopment projects, plans, programs and activities. When all redevelopment funds have been expended in a redevelopment area and projects are substantially complete, a RAC shall be terminated by action of the City Council or Board of Supervisors. Prior to such action, the RAC and Agency staff shall develop and submit to the City Council or Board of Supervisors a plan and timeline for such termination.
- ii) An expired RAC may be re-established when new funds become available for implementing redevelopment projects. For example, if a RAC has expired, and a new redevelopment bond is about to be issued, the RAC would be reappointed.

b) Selection Procedures

- i) RACs shall be appointed by the City Council of the City of Sacramento or the Sacramento County Board of Supervisors, rather than by election.
- ii) Appointments in Multiple Districts: If a redevelopment project area includes two or more City Council and/or Supervisorial districts and the amount of redevelopment area in each district is relatively equal, the Council and/or Board members shall make a joint recommendation on the RAC appointments to the governing body or bodies. For those redevelopment project areas in which two or more City Council and/or Supervisorial districts are included, and a significant majority of the redevelopment area is in one district, the elected official representing that district shall make the RAC appointment recommendations to the governing body.
- iii) Composition: Twelve members comprised of three members from each of the 4 categories specified below:
 - (1) residential owner occupants
 - (2) residential tenants
 - (3) business owners (includes non-resident property owners)
 - (4) community based organizations (including religious institutions)
- iv) Stipends: RAC members shall receive stipends for attending meetings of the full RAC, as per applicable Redevelopment Agency, City or County policy.
 - (1) Stipends shall be issued to RAC members for attending regularly scheduled monthly meetings. The schedule of monthly meetings shall be established on an annual basis.
 - (2) Special Meetings: Stipends shall be issued to RAC members for attending special meetings held to transmit a timely recommendation to a governing body on specific redevelopment projects, plans, programs or policies.

- (3) Purpose of Stipends: Stipends are provided to assist RAC members for costs associated with transportation, child and elder care, and other related expenses, and must be reasonably related to those expenses.
 - (4) Adjustment of Stipends: The Redevelopment Agency shall periodically review and adjust the stipend amount to reflect changes in the above costs.
 - v) Recruitment of RAC(s): the same community outreach procedures for elected PACs shall be used.
 - vi) Should a RAC member resign or otherwise vacate his or her seat, the Redevelopment Agency shall appoint a properly qualified replacement from the same category to serve the remaining term of the vacated seat.
 - vii) Terms are two years, with staggered termination dates. A RAC may include, as a youth representative of one of the four specified categories, a high school student who resides within the redevelopment project area. The youth representative shall be eligible to serve in any of the four categories.
- c) Operating Parameters and Procedures
- i) Use Operating Guidelines for Project Area Committees (PACs) and Redevelopment Advisory Committees (RACs)
 - ii) Meetings shall be conducted in accordance with Roberts' Rules of Order and the Ralph M. Brown Open Meeting Act.
 - iii) No funding shall be provided for operational and administrative expenses.
 - iv) In conformance with the California Political Reform Act, RAC members shall submit annual "Conflict of Interest Statements" to the City Clerk or County Clerk as may be applicable.
- d) Items subject to review
- i) Provide advice concerning those policy matters which deal with the planning and promotion of residential facilities or replacement housing for those who may be displaced by project activities, and other policy matters which affect the residents of the Project Area as requested by SHRA, such as those redevelopment area specific projects which require approval from the City Council, County Board of Supervisors, Redevelopment Agency of the City of Sacramento or the Redevelopment Agency of the County of Sacramento.
 - ii) Review and comment upon proposed redevelopment activities and assist in the formulation of projects and programs to meet identified goals and objectives, including, but not limited to housing programs.
 - iii) Review and comment upon the implementation of redevelopment and community development plans and programs and on matters as from time to time deemed appropriate by the City Council, the County Board of Supervisors or the Sacramento Housing and Redevelopment Commission.
 - iv) Design review by the RAC will occur in design review areas designated by the City of Sacramento or the County of Sacramento.
 - v) Activities of the RAC are advisory in nature and are not binding on the Redevelopment Agency of the City of Sacramento or the Redevelopment Agency of the County of Sacramento.

- e) Staffing
 - i) Meetings of the full RAC: SHRA staff will provide staffing support for regular RAC meetings, which will include preparation and mailing of the agenda and meeting minutes.
 - ii) Standing Subcommittees: Staff will prepare and mail agendas for standing redevelopment subcommittees, and will attend all meetings of such standing subcommittees. The chairperson of each subcommittee, or a designate, is responsible for preparing meeting minutes.
 - iii) Special Subcommittees: SHRA staff will provide staffing support for short-term RAC subcommittees or task forces formed for the purpose of advancing specific redevelopment projects, plans, programs and activities. Such support shall include preparing and mailing agendas and meeting minutes.

- f) Training
 - i) In conjunction with their first meeting, SHRA will provide orientation for new members designed to provide an understanding of redevelopment, roles and responsibilities, parliamentary procedure, and to lay a groundwork for informed decision-making. Additional training that supports teamwork, effective meetings, and leadership development will be provided to all members.

S:\1003-01 - PAC-RAC Guidelines\Att I City & County Agency Reso_PAC-RAC Guidelines.doc (10-05-01)

**PROCEDURES FOR THE ELECTION
OF MEMBERS OF
REDEVELOPMENT PROJECT
AREA COMMITTEES
IN THE CITY OF SACRAMENTO**

Please note that all items in italics on the following pages are required to be included by law.

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 - E. [Sec. 205] Redevelopment Project
 - F. [Sec. 206] Project Area Committee
 - G. [Sec. 207] Resident
 - H. [Sec. 208] Resident Property Owner
 - I. [Sec. 209] Residential Tenant
 - J. [Sec. 210] Business
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**PROCEDURES FOR THE ELECTION OF MEMBERS OF
REDEVELOPMENT PROJECT AREA COMMITTEES**

I. [Sec. 100] **GENERAL**

A. [Sec. 101] Purpose

The purpose of this document is to set forth a set of Procedures, as required by Section 33385 of the California Community Redevelopment Law (Health & Safety Code Sections 33000 *et seq*), relating to the election of Redevelopment Project Area Committee members. The Redevelopment Agency shall comply with this set of procedures to form and elect the membership of the PAC of:

1. [Sec. 102] Redevelopment project areas adopted on or after January 1, 1994; or
2. [Sec. 103] Redevelopment project areas amended on or after January 1, 1994, to:
 - a. [Sec. 104] Grant the authority to the Agency to acquire by eminent domain property on which persons reside in a project area in which a substantial number of low-and moderate-income persons reside; or
 - b. [Sec. 105] Add territory in which a substantial number of low-and moderate-income persons reside and grant the authority to the Agency to acquire by eminent domain property on which persons reside in the added territory. The project area committee may be composed of persons from only the added territory or both the added area and the existing project area.

B. [Sec. 106] Short Title

This Communitywide Procedure for the Election of PAC Members Thereof shall be known and cited, as the "PAC Procedures".

C. [Sec. 107] Authority

These PAC Procedures have been adopted by Resolution of the City Council of the city of Sacramento, pursuant to Section 33385 of the Community Redevelopment Law ("CRL").

II. [Sec. 200] **DEFINITIONS**

Whenever the following terms are used in these PAC Procedures, unless otherwise defined, such terms shall have the meaning ascribed to them in this Section 200.

A. [Sec. 201] Agency

"Agency" means the Redevelopment Agency of the City of Sacramento and any Agency staff, consultants, assignees, delegates and City Departments who may be assigned the duties and responsibilities for implementing these PAC Procedures.

B. [Sec. 202] City

“City” means the City of Sacramento, California.

C. [Sec. 203] City Council

“City Council” means the legislative body of the City of Sacramento.

D. [Sec. 204] Project Area

“Project Area” means the area within the boundaries described in the Preliminary Plan for each Redevelopment Project approved and adopted or amended by resolution.

E. [Sec. 205] Redevelopment Project

“Redevelopment Project” means the redevelopment project which is being considered for adoption or amendment pursuant to the CRL, for which proposed boundaries were selected by the said Planning Commission

F. [Sec. 206] Project Area Committee

“Project Area Committee” means the committee formed and selected pursuant to Section 33385 of the CRL and in accordance with these PAC Procedures.

G. [Sec. 207] Resident

“Resident” means any person who owns, rents, leases or otherwise lawfully occupies as his or her principal residence a dwelling unit with the Project Area.

H. [Sec. 208] Resident Property Owner

“Resident Property Owner” means any Resident who presents satisfactory written evidence of ownership of all or a substantial fee interest in the dwelling unit which he or she occupies within the Project Area.

I. [Sec. 209] Residential Tenant

“Residential Tenant” means any Resident who presents satisfactory evidence that he or she lawfully occupies a dwelling unit or is a party to a residential rental or lease agreement for a dwelling unit which he or she occupies within the Project Area.

J. [Sec. 210] Business

“Business” means any lawful enterprise conducted for the purpose of making a profit by a person or legal entity within the boundaries of the proposed Project Area primarily:

1. For the purchase, sale, lease, or rental of personal and real property, and the manufacture, processing, or marketing of products, commodities, or any other personal property; or
2. For the sale of services to the public; or

3. For any other legally defined business purpose.

K. [Sec. 211] Business Owner

"Business Owner" means any person or legal entity which presents evidence of ownership and operation of a business enterprise within the proposed Project Area, or the ownership of property in the Project Area for investment purposes and not for personal occupancy.

L. [Sec. 212] Community Based Organization

"Community Based Organization" means any existing nonprofit corporation or association of persons and/or entities, which has its headquarters or a site office within the Project Area, as defined by Section 204 above or has a substantial number of constituents who are persons and/or entities who reside or conduct business in the Project Area formed for the purpose of serving the community, and is generally recognized by persons within the Project Area as a community organization. Community Based Organizations also include religious institutions physically located within the Project Area.

M. [Sec. 213] Communitywide

The whole of persons residing within a Project Area, entities conducting business within a Project Area, owners of property within a Project Area, and community organizations, including religious institutions physically located within a Project Area.

III. [Sec. 300] PUBLICIZING THE OPPORTUNITY TO SERVE ON THE PROJECT AREA COMMITTEE

A. [Sec. 301] Written Notice by Mail

The Agency shall publicize the opportunity to serve on the PAC by providing written notice by first-class mail to all residences, businesses, and community organizations, including religious institutions and other non-profit organizations, within the Project Area at least 30 days prior to the election of PAC members.

The notice(s) shall indicate the time, place, location and opportunity to serve on the PAC prior to any of the public meetings, hearings or plebiscites required by these PAC Procedures.

Additionally, the Agency shall mail written notice of all meetings, hearings, or plebiscites to be considered by or on behalf of the Agency or the City Council pursuant to these PAC Procedures relative to the formation and selection of the PAC, to all residents, business and community organizations in the Project Area, provided that the Agency can obtain mailing addresses for the individual residents, businesses or occupants at a reasonable cost. Such mailed notices shall be mailed by first-class mail, but may be addressed to "Occupant".

In lieu of providing separate notices for publicizing the opportunity to serve on the PAC and for each meeting, hearing, or plebiscite, the Agency may provide a single combined notice pursuant to this Section stating all of the dates, times, and locations of any meetings, hearings and plebiscites.

If the Agency has acted in good faith to comply with the notice requirements of this section, the failure of the Agency to provide the required notice to residents or businesses unknown to the Agency or whose addresses could not be obtained at a reasonable cost, shall not in and of itself, invalidate the information or actions of the PAC.

B. [Sec. 302] Publication

The Agency shall publish notice of the opportunity to serve on the PAC and all meetings, hearings or plebiscites to be conducted by or on behalf of the Agency or the City Council in accordance with these PAC Procedures relative to the formation and selection of the PAC

The notice(s) shall be published at least one (1) time in a newspaper of general circulation within the City, and at least ten (10) days prior to the date established for each such meeting, hearing or plebiscite

C. [Sec. 303] Public Meeting(s)

The Agency shall conduct a minimum of one (1) public meeting to explain the establishment and functions of, and the opportunity to serve on, the PAC (the "Information Meeting")

One basic purpose of the Information Meeting shall be to give the attendees sufficient information upon which to base a decision as to whether to become a candidate. This shall include information regarding the development plan (i.e., the status of the plan and examples of activities that would be undertaken in the Project Area) and the role of the PAC in the redevelopment process.

Information regarding the types of issues the PAC might be considering and the time commitments required by PAC members shall be available. Agency staff shall also inform the audience of the requirement for PAC members to file Conflict of Interest Statements and copies of these forms shall be available upon request.

The categories of membership to be filled on the PAC and the qualifications for each category shall be reviewed with the audience. An overview of the election process shall be given, including the nature of documentation required for candidacy and voting, any special timing or other rules, and the provisions of Section 601 of these PAC procedures regarding filing a challenge to the election or election process.

Once all questions have been answered regarding the role of the PAC and the qualification of candidates, Candidate Information Forms, as defined in Section 509 of these PAC Procedures shall be made available to those attending the Information Meeting.

Interested persons shall be permitted to take the Candidate Information Form with them to be completed and returned at or prior to the time set forth in Section 510, if they chose to become a candidate.

Persons attending the information Meeting shall also be provided with a Voter Qualification Form. Voters may pre-qualify by returning the Voter Qualification Form along with the required documentation to the Agency offices prior to the election. Those who have not pre-qualified may be qualified at the Election Meeting described under Section 508 of these PAC Procedures.

Also at the Information meeting, the Agency shall distribute copies of the following documents:

1. These PAC Procedures;
2. A copy of Article 6.5 (Project Area Committee), Section 33347.5, and Section 33366 of the Community Redevelopment Law;
3. A copy of the Preliminary Plan for the Project.
4. A copy of the draft Redevelopment Plan or pertinent portions thereof, if available; and
5. Any other materials the Agency Staff determines would be useful, including materials regarding conflicts of interest.

The number of copies of the above referenced documents and materials to be made available at the meeting shall be sufficient to meet the estimated number of attendees anticipated. Additional copies of the materials shall be available to the public at a place or places designated by the Agency.

The Agency may limit the number of documents or materials to be distributed to any one person, family or legal entity to one (1) set in order to avoid excessive and unnecessary costs. Any person or entity may request additional copies of the documents, at a reasonable duplication cost.

D. [Sec. 304] Posting and Distributing Notices

The Agency may post notice or distribute flyers regarding the opportunity to serve on the PAC at conspicuous locations throughout the Project Area. Such notices may be posted in the following locations:

1. Office of the City Clerk;
2. City Hall Public notice board;
3. Libraries in the Project Area; and
4. Other Public buildings in the Project Area.

E. [Sec. 305] Display Advertisement

The Agency may place notice of the opportunity to serve on the PAC in a display advertisement in a newspaper of general circulation within the City.

F. [Sec. 306] Public Service Announcements at Other Meetings

The Agency may make announcements to the general public at any of its regular meetings held prior to any of the public meetings, hearings of plebiscites required by these PAC Procedures, announcing the opportunity to serve on the PAC.

G. [Sec. 307] Foreign Languages

The Agency may determine to translate any of the notices or announcements referred to in these PAC Procedures into another language or languages and place advertisements in foreign language publications to effectively carry out the purpose of these PAC Procedures

H. [Sec. 308] Other Mechanisms to Publicize Opportunity to Serve on PAC

The Agency may include notice of the opportunity to serve on the PAC in any published and/or mailed notice which the Agency gives in accordance with the CRL and these PAC Procedures to notice any meeting, hearing, or plebiscite relative to the formation and selection of the PAC.

IV. [Sec. 400] PAC MEMBERSHIP

A. [Sec. 401] Adequate Representation

The PAC shall only include when applicable, elected representatives of residential owner occupants, residential tenants, business owners, and community based organizations within the Project Area. Each group shall be adequately represented

B. [Sec. 402] Categories and Numbers of Members in Each

The PAC shall consist of twelve members in the following representative categories and numbers:

Category	Number of Members
1. Residential Owner Occupants	3
2. Residential Tenants	3
3. Business Owners	3
4. Representatives of Community Based Organizations, Including Religious Institutions	3
TOTAL	12

C. [Sec.403] Insufficient Number of Candidates in Membership Categories

In the event there is an insufficient number of candidates elected to any category of membership of the PAC, such seats may be filled by appointment by a majority vote of all of the elected PAC membership, rather than the majority of the members present. The existence of any vacancies shall not prevent the PAC from carrying out its duties as required by the CRL.

D. [Sec.404] Filling Vacancies

Should a PAC member resign or otherwise vacate his or her seat, the PAC shall appoint a properly qualified replacement to serve the remaining term of the vacated seat, in the same manner as for insufficient category representation.

E. [Sec.405] Holding of Office

No PAC member shall hold a seat more than two consecutive full terms. Terms shall be three years in length.

V. [Sec. 500] PAC ELECTION

A. [Sec. 501] Eligibility

1. [Sec. 502] General Eligibility Requirements Applicable to Candidates and Voters in All Membership Categories

Any Resident, Business Owner, or representative from a Community Based Organization who is eligible for PAC membership is also eligible to vote in a PAC election.

2. [Sec. 503] Eligibility Requirements for Residents and Business Owners

In order to qualify to vote for or serve as members of the Residents and Business Owners categories of the PAC a person must present proof that he or she is at least 18 years or older and is either a Resident, owns property, or is a Business Owner within the Project Area. Proof of eligibility shall consist of a California driver's license or California identification card and such other proof as required pursuant to the provisions set forth in Sections 504 and 505 of these PAC Procedures.

3. [Sec. 504] Required Proofs for Property Owner Categories

Persons seeking to prove their eligibility for the categories relating to the ownership of real property in the Project Area, such as Residential Owners occupant, must, in addition to the proof required by Section 503, above, also provide evidence of current ownership of property within the project area by such means as a copy of a bill for the property, such as a recent mortgage, utility or property tax bill or similar documentation showing present property ownership. Agency may request further substantiation, such as a copy of a deed, trust deed or rental agreement.

4. [Sec. 505] Required Proofs for Residential Tenant and Business Categories

Persons seeking to prove their eligibility for the categories relating to the holding of tenancies in the Project Area, such as (1) Residential Tenant or (2) Business Owner must also provide evidence of their current residential

tenancy or business operation or ownership by such means as a copy of a lease of property within the Project Area, copies of rent receipts, utility bills, or copies of business licenses or permits or similar documentation.

5. [Sec. 506] Eligibility Requirements for Representatives of Community Based Organizations

In order to qualify to vote for the Community Based Organization representative(s), a person must present proof that he or she is 18 years of age or older and is a Resident, Business Owner or an eligible representative of a Community Based Organization within the Project Area. Proof of eligibility shall be as set forth in Sections 503 through 505, inclusive. The election shall be for the person representing the Community Based Organization rather than for the Community Based Organization itself. If for any reason any reason. the person elected shall cease to represent the Community Based Organization. the person elected shall continue to serve until the Community Based Organization withdraws its authorization for representation, at which time the persons membership in the PAC shall terminate. The vacancy created for the withdrawn representative shall be treated as any other vacancy , and the Community Based Organization shall have no right to name a replacement representative.

In order to determine the eligibility of a representative from an Existing Community Based Organization for membership on the PAC, the following evidence must be submitted:

- a. Evidence of the existence and operation of the organization within the Project Area, such as articles of incorporation, by-laws, nonprofit status, income tax return, business license or such other documentation;
- b. A resolution, letter or minutes of the organization's board of directors designating its single representative and authorizing such person to act on its behalf; and
- c. Such other documentation which the Agency staff may deem necessary to carry out the intent of this Section.

Each Community Based Organization shall designate in writing only one person to vote on its behalf for representatives of Community Based Organizations.

6. [Sec. 507] Multiple Qualifying Conditions

A person with multiple qualifying conditions shall be entitled to cast only one vote, regardless of the number of properties which that person owns or other conditions which otherwise provide the basis for qualification. All persons eligible to vote for residents and business owners are also eligible to vote for Community Based Organization representatives.

Entities and businesses, which are not natural persons, such as partnerships or corporations, shall select only one person to run for election or to vote on behalf of that entity, even if that entity may be qualified in more than one category. In addition, a business qualifying for multiple categories shall select one category in which to run or to vote. As an example and not as a limitation of the foregoing, if a partnership owns property in one part of the Project Area and conducts a business in another part of the project Area, only one partner may run or vote in only one selected category; one partner may not run or vote in one category and other partner run or vote in another category.

Notwithstanding the foregoing, residents of the Project Area who share interests in residential (e.g., Residential Owner Occupants, Residential Tenants) qualifying them to run for a category on the PAC may each run or vote for that category, provided that there is a disclosure of their joint interest. For the purposes of these PAC Procedures, "Residents" excludes corporations or other business entities.

If at any time a PAC member's status changes such that the member no longer meets the qualifications of the position held, or the basis on which the qualification is made no longer applies, such PAC member must resign or be terminated by the PAC from the position.

B. [Sec. 508] Election Process

1. [Sec. 509] Candidate Information Forms

In order to facilitate the election of a representative PAC, any person desiring to serve must complete and provide the Agency with a "Candidate Information Form" no later than the time set by the Agency, which shall be no less than one week after the public meeting to explain the PAC as provided for in Section 303 of these PAC Procedures. Nominations for candidates may also be taken from the floor during the Information meeting in accordance with parliamentary procedure. Any person nominated from the floor shall submit the Candidate Information Form immediately after his or her nomination, not later than 5:00 PM on the following day. Copies of Candidate Information Forms will be made available at the Information Meeting and will otherwise be available by request at the office of the Agency.

The Candidate Information Forms will call for:

- a. The name and address of the candidate, including "qualifying address," if different;
- b. The membership category for which the candidate is running; and
- c. A brief statement of the candidate's qualifications to be made available for the Elections (no more than 75 words).
- d. Proof of eligibility as required in Section 505 and 506.

2. [Sec. 510] Election Registration

Persons desiring to vote must register at the polling site. Any person eligible to vote, or to be a candidate in more than one membership category (other than voting for representatives of Community Based Organizations) must choose only one of the categories. Proof of eligibility must be provided for the category chosen.

3. [Sec. 511] Balloting

Persons eligible to vote shall be entitled to cast votes only in the category for which he or she is eligible to vote, and for representatives of Community based Organizations. Persons representing Community Based Organizations shall only vote for candidates in that category.

Ballots shall be provided for each membership category. Voting shall be conducted by secret ballot. The Agency staff may set up private booths, but such booths are not required. The Agency staff shall make a reasonable effort to insure private voting. Simply folding the ballot and passing it to an authorized election assistant will suffice.

The tallying of ballots shall occur at the City Clerk's Office by Agency staff. Ballots, Candidate Information Forms and other records or documents relating to the election shall be maintained by the City Clerk or Agency staff for a period of at least two years.

4. [Sec. 512] Results

Agency staff shall post the verified winners of each category of membership as soon as possible after the tallying for each category. The candidate or candidates with the highest number of votes in the applicable membership category shall be elected. A tie vote will be broken by a predetermined procedure that is legally authorized by the Secretary of State Procedures.

VI. [Sec. 600] PAC APPROVAL

a. [Sec. 601] Validity Challenges

Decisions made by the Agency regarding eligibility to become a PAC member candidate or to vote, the sufficiency of evidence provided in support of such eligibility, interpretation of these PAC Procedures, or any other matter pertaining to the implementation of these PAC Procedures shall be final; provided, however, that any person or group who believes that any such decision was arbitrary or not made in good faith, or who believes that any matter relating to the formation and selection of the PAC or these PAC procedures was or is unfair, arbitrary, unreasonable, unjust or illegal, may file a written challenge to the election or electoral process stating the facts of the situation and the reason why it is being challenged.

b. [Sec. 602] City Council Finding and Approval

After the election of the membership of the PAC, and adoption of a resolution by the City Council determining the validity of any challenges to the election or electoral process filed with the City Clerk within the time prescribed in Section 601, the City Council shall adopt a resolution finding that the election and the electoral process complies with the provisions of these PAC Procedures, and approving the PAC as elected. This action shall take place only after the validity of all challenges have been determined by the City Council. Notice of the date of City Council finding regarding PAC formation and PAC approval shall be announced at the Information Meeting, and notice shall be provided to residents and businesses in accordance with Section 300 of these PAC Procedures.

VII. [Sec. 700] GENERAL PROVISIONS

A. [Sec. 701] Implementation

The Agency, by its Executive Director, is authorized to formulate and take all actions necessary or appropriate to implement guidelines and interpretations consistent with these PAC Procedures and the CRL.

B. [Sec. 702] Agency Costs

Subject to applicable law, the Agency may charge fees to persons purchasing or leasing property from the Agency in the Project Area, and to persons participating in redevelopment of the Project under an owner participation agreement, to defray any cost to the Agency or the City Council of complying with these PAC Procedures.

VIII. [Sec. 800] AMENDMENT OF PAC PROCEDURES

The City Council may amend these PAC Procedures to make any necessary adjustments or changes to effectively form and elect the PAC. Any such amendment shall be adopted only after a duly noticed public hearing.

AMENDED

RESOLUTION NO. 2001-059

ADOPTED BY THE REDEVELOPMENT AGENCY OF THE CITY OF SACRAMENTO

ON DATE OF

NOV 27 2001

ADOPT THE GUIDELINES ON DEFINITION AND FUNCTIONS OF PROJECT AREA COMMITTEES (PACS) AND REDEVELOPMENT ADVISORY COMMITTEES (RACS) AND PROCEDURES FOR THE ELECTION OF MEMBERS OF REDEVELOPMENT PROJECT AREA COMMITTEES IN THE CITY OF SACRAMENTO

BE IT RESOLVED BY THE REDEVELOPMENT AGENCY OF THE CITY OF
SACRAMENTO:

Section 1. The Redevelopment Agency of the City of Sacramento adopts the Guidelines On Definition and Functions Of Project Area Committees (PACs) and Redevelopment Advisory Committees (RACs) in the City Sacramento in the form of Attachment I.

Section 2. The Redevelopment Agency of the City of Sacramento adopts the Procedures for the Election of Members of Redevelopment Project Area Committees in the City of Sacramento in the form of Attachment II.

Section 3. The Sacramento Housing and Redevelopment Commission is authorized to approve modifications to the Guidelines on Definition and Functions of Project Area Committees (PACs) and Redevelopment Advisory Committees (RACs) and the Procedures for the Election of Members of Redevelopment Project Area Committees in the City of Sacramento.

Section 4. The provisions of this resolution and the attachments thereto supercede all previous resolutions adopted by the Redevelopment Agency of the City of Sacramento as they may pertain to the advisory capacities and responsibilities of community advisory groups in Redevelopment Project Areas in the City of Sacramento.

HEATHER FARGO

CHAIR

ATTEST:

VALERIE BURROWES

SECRETARY

FOR CITY CLERK USE ONLY

RESOLUTION NO.: 2001-059

DATE ADOPTED: NOV 27 2001

**GUIDELINES ON DEFINITION
AND FUNCTIONS OF
PROJECT AREA COMMITTEES
(PACs) and
REDEVELOPMENT ADVISORY
COMMITTEES (RACs)**

(11)

FOR CITY CLERK USE ONLY

RESOLUTION NO.: **2001-059**

DATE ADOPTED: **NOV 27 2001**

**GUIDELINES ON DEFINITION AND FUNCTIONS OF
PROJECT AREA COMMITTEES (PACs) and
REDEVELOPMENT ADVISORY COMMITTEES (RACs)**

The Sacramento Housing & Redevelopment Agency (SHRA) is committed to working with community groups in redevelopment project areas to maximize community revitalization efforts. These guidelines, therefore, have been designed to enable the citizens in redevelopment project areas to advise the Agency, and to have a voice in creating and implementing redevelopment projects, programs, activities, plans and policies. Due to the existence of PACs and Redevelopment Advisory Committees (RACs) prior to the adoption of these guidelines, some provisions of this document may not be applicable to those committees currently operating. The Guidelines do not address the formation or structure of advisory groups in redevelopment areas in which there were no residential properties at the time of the project area's creation. In such areas, other forms of advisory groups may be established.

Within these Guidelines, "Redevelopment Agency" is defined as the redevelopment governing body, i.e. Sacramento City Council or Sacramento County Board of Supervisors.

- 1) **Project Area Committees (PACs):**
 - a) **Committee Types**
 - i) Constituted in accordance with the California Community Redevelopment Law (CRL) for the adoption of a redevelopment plan and for the following three years.
 - ii) An elected PAC comprised of the categories specified in Section 33385 of the CRL, as it may be amended from time to time, is permitted but not required if the project area was formed before March 7, 1973 [33385(e)].
 - iii) PACs in new redevelopment project areas will transition to a RAC after three years, unless the City Council decides otherwise.
 - b) **Selection Procedures**
 - i) Members will be selected in accordance with the most recently adopted Project Area Election Procedures ("Election Procedures").
 - ii) As provided in the Election Procedures and subject to amendment of the Election Procedures, the committee will have twelve (12) members, comprised of three members from each of the four categories specified in the CRL. The 4 categories are:
 - (1) residential owner occupants
 - (2) residential tenants
 - (3) business owners (includes non-resident property owners)
 - (4) community based organizations (including religious institutions)

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- iii) Stipends: PAC members shall receive stipends for attending meetings of the full PAC, as per applicable Redevelopment Agency, City or County policy.
 - (1) Stipends shall be issued to PAC members for attending regularly scheduled monthly meetings. The schedule of monthly meetings shall be established on an annual basis.
 - (2) Special Meetings: Stipends shall be issued to PAC members for attending special meetings held to transmit a timely recommendation to a governing body on specific redevelopment projects, plans, programs or policies.
 - (3) Purpose of Stipends: Stipends are provided to assist PAC members for costs associated with transportation, child and elder care, and other related expenses, and must be reasonably related to those expenses.
 - (4) Adjustment of Stipends: The Redevelopment Agency shall periodically review and adjust the stipend to reflect changes in the above costs.
 - iv) As provided in the Election Procedures and subject to amendment of the Election Procedures, if a PAC member resigns or otherwise vacates his or her seat, the PAC shall appoint a properly qualified replacement to serve the remaining term of the vacated seat. The existence of any vacancies shall not prevent the PAC from carrying out its duties.
 - v) As provided in the Election Procedures and subject to amendment of the Election Procedures, members shall serve no more than two consecutive terms of three years each.
 - vi) A PAC may include, as a youth representative of one of the four specified categories, a high school student who resides within the redevelopment project area. The youth representative shall be eligible to serve in any of the four categories.
- c) Operating Parameters and Procedures
- i) Subject to applicable law, Operating Procedures shall be established in each redevelopment project area for the purpose of governing the operation of the Project Area Committees (PACs) and Redevelopment Advisory Committees (RACs)
 - ii) Meetings shall be conducted in accordance with Roberts' Rules of Order and the Ralph M. Brown Open Meeting Act.
 - iii) No funding shall be provided for operational and administrative expenses above and beyond Agency staff and those administrative expenses specified in section 1.e. below.
 - iv) In conformance with the California Political Reform Act PAC members shall submit annual "Conflict of Interest Statements" to the City Clerk or County Clerk as may be applicable.
- d) Items Subject to Review
- i) Review of items as may be required by law.
 - ii) Provide advice concerning those policy matters which deal with the planning and promotion of residential facilities or replacement housing for those who may be displaced by project activities, and other policy matters which affect the residents of the Project Area as requested by SHRA, such as those

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redevelopment area specific projects which require approval by the City Council, County Board of Supervisors, or the Redevelopment Agency of the City of Sacramento or the Redevelopment Agency of the County of Sacramento.

- iii) Review and comment upon proposed redevelopment activities and assist in the formulation of projects and programs to meet identified goals and objectives, including, but not limited to housing programs.
 - iv) Review and comment upon the implementation of redevelopment and community development plans and programs and on other matters from time to time deemed appropriate by the Sacramento City Council, Sacramento County Board of Supervisors, or Sacramento Housing and Redevelopment Commission.
 - v) Design Review by the PAC will occur in design review areas designated by the City of Sacramento or the County of Sacramento.
 - vi) Except as required by law, activities of the PAC are advisory in nature and are not binding on the Redevelopment Agency of the City of Sacramento or the Redevelopment Agency of the County of Sacramento.
- e) Staffing
- i) Meetings of the Full PAC: SHRA staff will provide staffing support for regular PAC meetings, which will include preparation and mailing of agendas and meeting minutes.
 - ii) Standing Subcommittees: Staff will prepare and mail agendas for standing redevelopment subcommittees, and will attend all meetings of such standing subcommittees. The chairperson of each subcommittee, or a designate, is responsible for preparing meeting minutes.
 - iii) Special Subcommittees: SHRA staff will provide staffing support for short-term subcommittees or task forces formed for the purpose of advancing specific redevelopment projects, plans, programs and activities. Such support shall include preparing and mailing agendas and meeting minutes.
- f) Training
- i) In conjunction with their first meeting, SHRA will provide orientation for new members designed to provide an understanding of redevelopment, roles and responsibilities, parliamentary procedure, and to lay a groundwork for informed decision-making. Additional training that supports teamwork, effective meetings, and leadership development will be provided to all members.
- 2) **Redevelopment Advisory Committees (RACs)**: Due to the existence of Redevelopment Advisory Committees (RACs) prior to the adoption of these guidelines, some provisions of the Guidelines may not be applicable to all those committees currently operating. Those PACs that were constituted according to CRL requirements, but which have exceeded the three-year period specified by the CRL shall be reconstituted as RACs to the extent feasible. Existing PACs/RACs that fall

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into this category include: Del Paso Heights, Franklin Boulevard, and Auburn Boulevard. (The Alkali Flat PAC shall remain an elected PAC until determined otherwise by City Council.) The policy elements delineated below will be applicable to redevelopment areas formed after adoption of this policy. Although not retroactive for existing PACs and RACs, these guidelines constitute a model for implementation by each existing PAC and RAC when deemed desirable and feasible.

a) Committee Types

- i) RACs shall exist for as long as tax increment funds remain with which to implement redevelopment projects, plans, programs and activities. When all redevelopment funds have been expended in a redevelopment area and projects are substantially complete, a RAC shall be terminated by action of the City Council or Board of Supervisors. Prior to such action, the RAC and Agency staff shall develop and submit to the City Council or Board of Supervisors a plan and timeline for such termination.
- ii) An expired RAC may be re-established when new funds become available for implementing redevelopment projects. For example, if a RAC has expired, and a new redevelopment bond is about to be issued, the RAC would be reappointed.

b) Selection Procedures

- i) RACs shall be appointed by the City Council of the City of Sacramento or the Sacramento County Board of Supervisors. rather than by election.
- ii) Appointments in Multiple Districts: If a redevelopment project area includes two or more City Council and/or Supervisorial districts and the amount of redevelopment area in each district is relatively equal. the Council and/or Board members shall make a joint recommendation on the RAC appointments to the governing body or bodies. For those redevelopment project areas in which two or more City Council and/or Supervisorial districts are included, and a significant majority of the redevelopment area is in one district, the elected official representing that district shall make the RAC appointment recommendations to the governing body.
- iii) Composition: Twelve members comprised of three members from each of the 4 categories specified below:
 - (1) residential owner occupants
 - (2) residential tenants
 - (3) business owners (includes non-resident property owners)
 - (4) community based organizations (including religious institutions)
- iv) Composition of North Sacramento RAC: The RAC shall be comprised of sixteen members, fourteen of which shall be appointed by the District 2 Councilmember, and two of which shall be appointed by the District 3 Councilmember. Four members shall be appointed to each of the 4 categories specified below:
 - (1) residential owner occupants
 - (2) residential tenants
 - (3) business owners (includes non-resident property owners)
 - (4) community based organizations (including religious institutions)

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- v) Stipends: RAC members shall receive stipends for attending meetings of the full RAC, as per applicable Redevelopment Agency, City or County policy.
 - (1) Stipends shall be issued to RAC members for attending regularly scheduled monthly meetings. The schedule of monthly meetings shall be established on an annual basis.
 - (2) Special Meetings: Stipends shall be issued to RAC members for attending special meetings held to transmit a timely recommendation to a governing body on specific redevelopment projects, plans, programs or policies.
 - (3) Purpose of Stipends: Stipends are provided to assist RAC members for costs associated with transportation, child and elder care, and other related expenses, and must be reasonably related to those expenses.
 - (4) Adjustment of Stipends: The Redevelopment Agency shall periodically review and adjust the stipend amount to reflect changes in the above costs.
 - vi) Recruitment of RAC(s): the same community outreach procedures for elected PACs shall be used.
 - vii) Should a RAC member resign or otherwise vacate his or her seat, the Redevelopment Agency or pertinent City Council member or Supervisor shall appoint a properly qualified replacement from the same category to serve the remaining term of the vacated seat.
 - viii) Terms are two years, with staggered termination dates. A RAC may include, as a youth representative of one of the four specified categories, a high school student who resides within the redevelopment project area. The youth representative shall be eligible to serve in any of the four categories.
- c) Operating Parameters and Procedures
 - i) Use Operating Guidelines for Project Area Committees (PACs) and Redevelopment Advisory Committees (RACs)
 - ii) Meetings shall be conducted in accordance with Roberts' Rules of Order and the Ralph M. Brown Open Meeting Act.
 - iii) No funding shall be provided for operational and administrative expenses.
 - iv) In conformance with the California Political Reform Act, RAC members shall submit annual "Conflict of Interest Statements" to the City Clerk or County Clerk as may be applicable.
 - d) Items subject to review
 - i) Provide advice concerning those policy matters which deal with the planning and promotion of residential facilities or replacement housing for those who may be displaced by project activities, and other policy matters which affect the residents of the Project Area as requested by SHRA, such as those redevelopment area specific projects which require approval from the City Council, County Board of Supervisors, Redevelopment Agency of the City of Sacramento or the Redevelopment Agency of the County of Sacramento.
 - ii) Review and comment upon proposed redevelopment activities and assist in the formulation of projects and programs to meet identified goals and objectives, including, but not limited to housing programs.

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- iii) Review and comment upon the implementation of redevelopment and community development plans and programs and on matters as from time to time deemed appropriate by the City Council, the County Board of Supervisors or the Sacramento Housing and Redevelopment Commission.
 - iv) Design review by the RAC will occur in design review areas designated by the City of Sacramento or the County of Sacramento.
 - v) Activities of the RAC are advisory in nature and are not binding on the Redevelopment Agency of the City of Sacramento or the Redevelopment Agency of the County of Sacramento.
- e) Staffing
- i) Meetings of the full RAC: SHRA staff will provide staffing support for regular RAC meetings, which will include preparation and mailing of the agenda and meeting minutes.
 - ii) Standing Subcommittees: Staff will prepare and mail agendas for standing redevelopment subcommittees, and will attend all meetings of such standing subcommittees. The chairperson of each subcommittee, or a designate, is responsible for preparing meeting minutes.
 - iii) Special Subcommittees: SHRA staff will provide staffing support for short-term RAC subcommittees or task forces formed for the purpose of advancing specific redevelopment projects, plans, programs and activities. Such support shall include preparing and mailing agendas and meeting minutes.
- f) Training
- i) In conjunction with their first meeting, SHRA will provide orientation for new members designed to provide an understanding of redevelopment, roles and responsibilities, parliamentary procedure, and to lay a groundwork for informed decision-making. Additional training that supports teamwork, effective meetings, and leadership development will be provided to all members.

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**PROCEDURES FOR THE ELECTION
OF MEMBERS OF
REDEVELOPMENT PROJECT
AREA COMMITTEES
IN THE CITY OF SACRAMENTO**

Please note that all items in italics on the following pages are required to be included by law.

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**PROCEDURES FOR THE ELECTION OF MEMBERS OF
REDEVELOPMENT PROJECT AREA COMMITTEES**

I. [Sec. 100] GENERAL

A. [Sec. 101] Purpose

The purpose of this document is to set forth a set of Procedures, as required by Section 33385 of the California Community Redevelopment Law (Health & Safety Code Sections 33000 *et seq.*), relating to the election of Redevelopment Project Area Committee members. The Redevelopment Agency shall comply with this set of procedures to form and elect the membership of the PAC of:

1. [Sec. 102] Redevelopment project areas adopted on or after January 1, 1994; or
2. [Sec. 103] Redevelopment project areas amended on or after January 1, 1994, to:
 - a. [Sec. 104] Grant the authority to the Agency to acquire by eminent domain property on which persons reside in a project area in which a substantial number of low-and moderate-income persons reside; or
 - b. [Sec. 105] Add territory in which a substantial number of low-and moderate-income persons reside and grant the authority to the Agency to acquire by eminent domain property on which persons reside in the added territory. The project area committee may be composed of persons from only the added territory or both the added area and the existing project area.

B. [Sec. 106] Short Title

This Communitywide Procedure for the Election of PAC Members Thereof shall be known and cited, as the "PAC Procedures".

C. [Sec. 107] Authority

These PAC Procedures have been adopted by Resolution of the City Council of the city of Sacramento, pursuant to Section 33385 of the Community Redevelopment Law ("CRL").

II. [Sec. 200] DEFINITIONS

Whenever the following terms are used in these PAC Procedures, unless otherwise defined, such terms shall have the meaning ascribed to them in this Section 200.

A. [Sec. 201] Agency

"Agency" means the Redevelopment Agency of the City of Sacramento and any Agency staff, consultants, assignees, delegates and City Departments who may be assigned the duties and responsibilities for implementing these PAC Procedures.

B. [Sec. 202] City

"City" means the City of Sacramento, California.

C. [Sec. 203] City Council

"City Council" means the legislative body of the City of Sacramento.

D. [Sec. 204] Project Area

"Project Area" means the area within the boundaries described in the Preliminary Plan for each Redevelopment Project approved and adopted or amended by resolution.

E. [Sec. 205] Redevelopment Project

"Redevelopment Project" means the redevelopment project which is being considered for adoption or amendment pursuant to the CRL, for which proposed boundaries were selected by the said Planning Commission

F. [Sec. 206] Project Area Committee

"Project Area Committee" means the committee formed and selected pursuant to Section 33385 of the CRL and in accordance with these PAC Procedures.

G. [Sec. 207] Resident

"Resident" means any person who owns, rents, leases or otherwise lawfully occupies as his or her principal residence a dwelling unit with the Project Area.

H. [Sec. 208] Resident Property Owner

"Resident Property Owner" means any Resident who presents satisfactory written evidence of ownership of all or a substantial fee interest in the dwelling unit which he or she occupies within the Project Area.

I. [Sec. 209] Residential Tenant

"Residential Tenant" means any Resident who presents satisfactory evidence that he or she lawfully occupies a dwelling unit or is a party to a residential rental or lease agreement for a dwelling unit which he or she occupies within the Project Area.

J. [Sec. 210] Business

"Business" means any lawful enterprise conducted for the purpose of making a profit by a person or legal entity within the boundaries of the proposed Project Area primarily:

1. For the purchase, sale, lease, or rental of personal and real property, and the manufacture, processing, or marketing of products, commodities, or any other personal property; or
2. For the sale of services to the public; or

3. For any other legally defined business purpose.

K. [Sec. 211] Business Owner

"Business Owner" means any person or legal entity which presents evidence of ownership and operation of a business enterprise within the proposed Project Area, or the ownership of property in the Project Area for investment purposes and not for personal occupancy.

L. [Sec. 212] Community Based Organization

"Community Based Organization" means any existing nonprofit corporation or association of persons and/or entities, which has its headquarters or a site office within the Project Area, as defined by Section 204 above and has a substantial number of constituents who are persons and/or entities who reside or conduct business in the Project Area formed for the purpose of serving the community, and is generally recognized by persons within the Project Area as a community organization. Community Based Organizations also include religious institutions physically located within the Project Area.

M. [Sec. 213] Communitywide

The whole of persons residing within a Project Area, entities conducting business within a Project Area, owners of property within a Project Area, and community organizations, including religious institutions physically located within a Project Area.

III. [Sec. 300] PUBLICIZING THE OPPORTUNITY TO SERVE ON THE PROJECT AREA COMMITTEE

A. [Sec. 301] Written Notice by Mail

The Agency shall publicize the opportunity to serve on the PAC by providing written notice by first-class mail to all residences, businesses, and community organizations, including religious institutions and other non-profit organizations, within the Project Area at least 30 days prior to the election of PAC members.

The notice(s) shall indicate the time, place, location and opportunity to serve on the PAC prior to any of the public meetings, hearings or plebiscites required by these PAC Procedures.

Additionally, the Agency shall mail written notice of all meetings, hearings, or plebiscites to be considered by or on behalf of the Agency or the City Council pursuant to these PAC Procedures relative to the formation and selection of the PAC, to all residents, business and community organizations in the Project Area, provided that the Agency can obtain mailing addresses for the individual residents, businesses or occupants at a reasonable cost. Such mailed notices shall be mailed by first-class mail, but may be addressed to "Occupant".

In lieu of providing separate notices for publicizing the opportunity to serve on the PAC and for each meeting, hearing, or plebiscite, the Agency may provide a single combined notice pursuant to this Section stating all of the dates, times, and locations of any meetings, hearings and plebiscites.

If the Agency has acted in good faith to comply with the notice requirements of this section, the failure of the Agency to provide the required notice to residents or businesses unknown to the Agency or whose addresses could not be obtained at a reasonable cost, shall not in and of itself invalidate the information or actions of the PAC.

B. [Sec. 302] Publication

The Agency shall publish notice of the opportunity to serve on the PAC and all meetings, hearings or plebiscites to be conducted by or on behalf of the Agency or the City Council in accordance with these PAC Procedures relative to the formation and selection of the PAC.

The notice(s) shall be published at least one (1) time in a newspaper of general circulation within the City, and at least ten (10) days prior to the date established for each such meeting, hearing or plebiscite.

C. [Sec. 303] Public Meeting(s)

The Agency shall conduct a minimum of one (1) public meeting to explain the establishment and functions of, and the opportunity to serve on, the PAC (the "Information Meeting").

One basic purpose of the Information Meeting shall be to give the attendees sufficient information upon which to base a decision as to whether to become a candidate. This shall include information regarding the development plan (i.e., the status of the plan and examples of activities that would be undertaken in the Project Area) and the role of the PAC in the redevelopment process.

Information regarding the types of issues the PAC might be considering and the time commitments required by PAC members shall be available. Agency staff shall also inform the audience of the requirement for PAC members to file Conflict of Interest Statements and copies of these forms shall be available upon request.

The categories of membership to be filled on the PAC and the qualifications for each category shall be reviewed with the audience. An overview of the election process shall be given, including the nature of documentation required for candidacy and voting, any special timing or other rules, and the provisions of Section 601 of these PAC procedures regarding filing a challenge to the election or election process.

Once all questions have been answered regarding the role of the PAC and the qualification of candidates, Candidate Information Forms, as defined in Section 509 of these PAC Procedures shall be made available to those attending the Information Meeting.

Interested persons shall be permitted to take the Candidate Information Form with them to be completed and returned at or prior to the time set forth in Section 510, if they chose to become a candidate.

Persons attending the information Meeting shall also be provided with a Voter Qualification Form. Voters may pre-qualify by returning the Voter Qualification Form along with the required documentation to the Agency offices prior to the election. Those who have not pre-qualified may be qualified at the Election Meeting described under Section 508 of these PAC Procedures.

Also at the Information meeting, the Agency shall distribute copies of the following documents:

1. These PAC Procedures;
2. A copy of Article 6.5 (Project Area Committee), Section 33347.5, and Section 33366 of the Community Redevelopment Law;
3. A copy of the Preliminary Plan for the Project.
4. A copy of the draft Redevelopment Plan or pertinent portions thereof, if available; and
5. Any other materials the Agency Staff determines would be useful, including materials regarding conflicts of interest.

The number of copies of the above referenced documents and materials to be made available at the meeting shall be sufficient to meet the estimated number of attendees anticipated. Additional copies of the materials shall be available to the public at a place or places designated by the Agency.

The Agency may limit the number of documents or materials to be distributed to any one person, family or legal entity to one (1) set in order to avoid excessive and unnecessary costs. Any person or entity may request additional copies of the documents, at a reasonable duplication cost.

D. [Sec. 304] Posting and Distributing Notices

The Agency may post notice or distribute flyers regarding the opportunity to serve on the PAC at conspicuous locations throughout the Project Area. Such notices may be posted in the following locations:

1. Office of the City Clerk;
2. City Hall Public notice board;
3. Libraries in the Project Area; and
4. Other Public buildings in the Project Area.

E. [Sec. 305] Display Advertisement

The Agency may place notice of the opportunity to serve on the PAC in a display advertisement in a newspaper of general circulation within the City.

F. [Sec. 306] Public Service Announcements at Other Meetings

The Agency may make announcements to the general public at any of its regular meetings held prior to any of the public meetings, hearings of plebiscites required by these PAC Procedures, announcing the opportunity to serve on the PAC.

G. [Sec. 307] Foreign Languages

The Agency may determine to translate any of the notices or announcements referred to in these PAC Procedures into another language or languages and place advertisements in foreign language publications to effectively carry out the purpose of these PAC Procedures.

H. [Sec. 308] Other Mechanisms to Publicize Opportunity to Serve on PAC

The Agency may include notice of the opportunity to serve on the PAC in any published and/or mailed notice which the Agency gives in accordance with the CRL and these PAC Procedures to notice any meeting, hearing, or plebiscite relative to the formation and selection of the PAC.

IV. [Sec. 400] PAC MEMBERSHIP

A. [Sec. 401] Adequate Representation

The PAC shall only include when applicable, elected representatives of residential owner occupants, residential tenants, business owners, and community based organizations within the Project Area. Each group shall be adequately represented.

B. [Sec. 402] Categories and Numbers of Members in Each

The PAC shall consist of twelve members in the following representative categories and numbers:

Category	Number of Members
1. Residential Owner Occupants	3
2. Residential Tenants	3
3. Business Owners	3
4. Representatives of Community Based Organizations, Including Religious Institutions	3
TOTAL	12

C. [Sec.403] Insufficient Number of Candidates in Membership Categories

In the event there is an insufficient number of candidates elected to any category of membership of the PAC, such seats may be filled by appointment by a majority vote of all of the elected PAC membership, rather than the majority of the members present. The existence of any vacancies shall not prevent the PAC from carrying out its duties as required by the CRL.

D. [Sec.404] Filling Vacancies

Should a PAC member resign or otherwise vacate his or her seat, the PAC shall appoint a properly qualified replacement to serve the remaining term of the vacated seat, in the same manner as for insufficient category representation.

E. [Sec.405] Holding of Office

No PAC member shall hold a seat more than two consecutive full terms. Terms shall be three years in length.

V. [Sec. 500] PAC ELECTION

A. [Sec. 501] Eligibility

1. [Sec. 502] General Eligibility Requirements Applicable to Candidates and Voters in All Membership Categories

Any Resident, Business Owner, or representative from a Community Based Organization who is eligible for PAC membership is also eligible to vote in a PAC election.

2. [Sec. 503] Eligibility Requirements for Residents and Business Owners

In order to qualify to vote for or serve as members of the Residents and Business Owners categories of the PAC a person must present proof that he or she is at least 18 years or older and is either a Resident, owns property, or is a Business Owner within the Project Area. Proof of eligibility shall consist of a California driver's license or California identification card and such other proof as required pursuant to the provisions set forth in Sections 504 and 505 of these PAC Procedures.

3. [Sec. 504] Required Proofs for Property Owner Categories

Persons seeking to prove their eligibility for the categories relating to the ownership of real property in the Project Area, such as Residential Owners occupant, must, in addition to the proof required by Section 503, above, also provide evidence of current ownership of property within the project area by such means as a copy of a bill for the property, such as a recent mortgage, utility or property tax bill or similar documentation showing present property ownership. Agency may request further substantiation, such as a copy of a deed, trust deed or rental agreement.

4. [Sec. 505] Required Proofs for Residential Tenant and Business Categories

Persons seeking to prove their eligibility for the categories relating to the holding of tenancies in the Project Area, such as (1) Residential Tenant or (2) Business Owner must also provide evidence of their current residential

tenancy or business operation or ownership by such means as a copy of a lease of property within the Project Area, copies of rent receipts, utility bills, or copies of business licenses or permits or similar documentation.

5. [Sec. 506] Eligibility Requirements for Representatives of Community Based Organizations

In order to qualify to vote for the Community Based Organization representative(s), a person must present proof that he or she is 18 years of age or older and is a Resident, Business Owner or an eligible representative of a Community Based Organization within the Project Area. Proof of eligibility shall be as set forth in Sections 503 through 505, inclusive. The election shall be for the person representing the Community Based Organization rather than for the Community Based Organization itself. If for any reason any reason, the person elected shall cease to represent the Community Based Organization, the person elected shall continue to serve until the Community Based Organization withdraws its authorization for representation, at which time the persons membership in the PAC shall terminate. The vacancy created for the withdrawn representative shall be treated as any other vacancy, and the Community Based Organization shall have no right to name a replacement representative.

In order to determine the eligibility of a representative from an Existing Community Based Organization for membership on the PAC, the following evidence must be submitted:

- a. Evidence of the existence and operation of the organization within the Project Area, such as articles of incorporation, by-laws, nonprofit status, income tax return, business license or such other documentation;
- b. A resolution, letter or minutes of the organization's board of directors designating its single representative and authorizing such person to act on its behalf; and
- c. Such other documentation which the Agency staff may deem necessary to carry out the intent of this Section.

Each Community Based Organization shall designate in writing only one person to vote on its behalf for representatives of Community Based Organizations.

6. [Sec. 507] Multiple Qualifying Conditions

A person with multiple qualifying conditions shall be entitled to cast only one vote, regardless of the number of properties which that person owns or other conditions which otherwise provide the basis for qualification. All persons eligible to vote for residents and business owners are also eligible to vote for Community Based Organization representatives.

Entities and businesses, which are not natural persons, such as partnerships or corporations, shall select only one person to run for election or to vote on behalf of that entity, even if that entity may be qualified in more than one category. In addition, a business qualifying for multiple categories shall select one category in which to run or to vote. As an example and not as a limitation of the foregoing, if a partnership owns property in one part of the Project Area and conducts a business in another part of the project Area, only one partner may run or vote in only one selected category; one partner may not run or vote in one category and other partner run or vote in another category.

Notwithstanding the foregoing, residents of the Project Area who share interests in residential (e.g., Residential Owner Occupants, Residential Tenants) qualifying them to run for a category on the PAC may each run or vote for that category, provided that there is a disclosure of their joint interest. For the purposes of these PAC Procedures, "Residents" excludes corporations or other business entities.

If at any time a PAC member's status changes such that the member no longer meets the qualifications of the position held, or the basis on which the qualification is made no longer applies, such PAC member must resign or be terminated by the PAC from the position.

B. [Sec. 508] Election Process

1. [Sec. 509] Candidate Information Forms

In order to facilitate the election of a representative PAC, any person desiring to serve must complete and provide the Agency with a "Candidate Information Form" no later than the time set by the Agency, which shall be no less than one week after the public meeting to explain the PAC as provided for in Section 303 of these PAC Procedures. Nominations for candidates may also be taken from the floor during the Information meeting in accordance with parliamentary procedure. Any person nominated from the floor shall submit the Candidate Information Form immediately after his or her nomination, not later than 5:00 PM on the following day. Copies of Candidate Information Forms will be made available at the Information Meeting and will otherwise be available by request at the office of the Agency.

The Candidate Information Forms will call for:

- a. The name and address of the candidate, including "qualifying address," if different;
- b. The membership category for which the candidate is running; and
- c. A brief statement of the candidate's qualifications to be made available for the Elections (no more than 75 words).
- d. Proof of eligibility as required in Section 505 and 506.

2. [Sec. 510] Election Registration

Persons desiring to vote must register at the polling site. Any person eligible to vote, or to be a candidate in more than one membership category (other than voting for representatives of Community Based Organizations) must choose only one of the categories. Proof of eligibility must be provided for the category chosen.

3. [Sec. 511] Balloting

Persons eligible to vote shall be entitled to cast votes only in the category for which he or she is eligible to vote, and for representatives of Community based Organizations. Persons representing Community Based Organizations shall only vote for candidates in that category.

Ballots shall be provided for each membership category. Voting shall be conducted by secret ballot. The Agency staff may set up private booths, but such booths are not required. The Agency staff shall make a reasonable effort to insure private voting. Simply folding the ballot and passing it to an authorized election assistant will suffice.

The tallying of ballots shall occur at the City Clerk's Office by Agency staff. Ballots, Candidate Information Forms and other records or documents relating to the election shall be maintained by the City Clerk or Agency staff for a period of at least two years.

4. [Sec. 512] Results

Agency staff shall post the verified winners of each category of membership as soon as possible after the tallying for each category. The candidate or candidates with the highest number of votes in the applicable membership category shall be elected. A tie vote will be broken by a predetermined procedure that is legally authorized by the Secretary of State Procedures.

VI. [Sec. 600] PAC APPROVAL

a. [Sec. 601] Validity Challenges

Decisions made by the Agency regarding eligibility to become a PAC member candidate or to vote, the sufficiency of evidence provided in support of such eligibility, interpretation of these PAC Procedures, or any other matter pertaining to the implementation of these PAC Procedures shall be final; provided, however, that any person or group who believes that any such decision was arbitrary or not made in good faith, or who believes that any matter relating to the formation and selection of the PAC or these PAC procedures was or is unfair, arbitrary, unreasonable, unjust or illegal, may file a written challenge to the election or electoral process stating the facts of the situation and the reason why it is being challenged.

b. [Sec. 602] City Council Finding and Approval

After the election of the membership of the PAC, and adoption of a resolution by the City Council determining the validity of any challenges to the election or electoral process filed with the City Clerk within the time prescribed in Section 601, the City Council shall adopt a resolution finding that the election and the electoral process complies with the provisions of these PAC Procedures, and approving the PAC as elected. This action shall take place only after the validity of all challenges have been determined by the City Council. Notice of the date of City Council finding regarding PAC formation and PAC approval shall be announced at the Information Meeting, and notice shall be provided to residents and businesses in accordance with Section 300 of these PAC Procedures.

VII. [Sec. 700] GENERAL PROVISIONS

A. [Sec. 701] Implementation

The Agency, by its Executive Director, is authorized to formulate and take all actions necessary or appropriate to implement guidelines and interpretations consistent with these PAC Procedures and the CRL.

B. [Sec. 702] Agency Costs

Subject to applicable law, the Agency may charge fees to persons purchasing or leasing property from the Agency in the Project Area, and to persons participating in redevelopment of the Project under an owner participation agreement, to defray any cost to the Agency or the City Council of complying with these PAC Procedures.

VIII. [Sec. 800] AMENDMENT OF PAC PROCEDURES

The City Council may amend these PAC Procedures to make any necessary adjustments or changes to effectively form and elect the PAC. Any such amendment shall be adopted only after a duly noticed public hearing.

AMENDED

RESOLUTION NO. 2001-784

ADOPTED BY THE SACRAMENTO CITY COUNCIL

ON DATE OF

NOV 27 2001

DISSOLUTION OF THE NORTH SACRAMENTO PROJECT AREA COMMITTEE (PAC) AND FORMATION OF THE NORTH SACRAMENTO REDEVELOPMENT ADVISORY COMMITTEE (RAC)

WHEREAS, on October 8, 1991, the City Council adopted a resolution approving the Procedures for the Formation, Recruitment and Operation of a Project Area Committee for the North Sacramento Project Area; and

WHEREAS, the North Sacramento Project Area was adopted in 1992 and has not been subsequently amended; and

WHEREAS, the California Redevelopment Law (CRL) requires a PAC when first establishing a redevelopment area and when redevelopment plans are amended; and

WHEREAS, the City Council is considering approval of its November 27 meeting of the Guidelines on Definition and Functions of Project Area Committees (PACs) and Redevelopment Advisory Committees (RACs) ("Guidelines");

WHEREAS, the City Council and Redevelopment Agency acknowledge the long-term community benefits that can be derived from working with advisory committees and will continue to have community groups advise the City and Agency on redevelopment matters.

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SACRAMENTO:

Section 1: The City Council hereby finds that a Project Area Committee, as defined by the CRL, is no longer required for the North Sacramento Project Area.

Section 2: The City Council hereby dissolves the North Sacramento Project Area Committee (PAC).

Section 3: The City Council hereby calls upon the citizens of the North Sacramento Redevelopment Project Area to form an appointed Redevelopment Advisory Committee (RAC) and such formation of the Redevelopment Advisory Committee is approved.

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Section 4: The Executive Director of the Sacramento Housing and Redevelopment Agency, or her designee, is hereby authorized and directed to take all steps and actions necessary and appropriate to implement the *Guidelines* attached hereto and form a Redevelopment Advisory Committee (RAC) for the North Sacramento Project Area.

HEATHER FARGO

MAYOR

ATTEST:

VALERIE BURROWES

CITY CLERK

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RESOLUTION NO.: **2001-784**

DATE ADOPTED: **NOV 27 2001**

**GUIDELINES ON DEFINITION
AND FUNCTIONS OF
PROJECT AREA COMMITTEES
(PACs) and
REDEVELOPMENT ADVISORY
COMMITTEES (RACs)**

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ENCLOSURE 1

**GUIDELINES ON DEFINITION AND FUNCTIONS OF
PROJECT AREA COMMITTEES (PACs) and
REDEVELOPMENT ADVISORY COMMITTEES (RACs)**

The Sacramento Housing & Redevelopment Agency (SHRA) is committed to working with community groups in redevelopment project areas to maximize community revitalization efforts. These guidelines, therefore, have been designed to enable the citizens in redevelopment project areas to advise the Agency, and to have a voice in creating and implementing redevelopment projects, programs, activities, plans and policies. Due to the existence of PACs and Redevelopment Advisory Committees (RACs) prior to the adoption of these guidelines, some provisions of this document may not be applicable to those committees currently operating. The Guidelines do not address the formation or structure of advisory groups in redevelopment areas in which there were no residential properties at the time of the project area's creation. In such areas, other forms of advisory groups may be established.

Within these Guidelines, "Redevelopment Agency" is defined as the redevelopment governing body, i.e. Sacramento City Council or Sacramento County Board of Supervisors.

1) Project Area Committees (PACs):

a) Committee Types

- i) Constituted in accordance with the California Community Redevelopment Law (CRL) for the adoption of a redevelopment plan and for the following three years.
- ii) An elected PAC comprised of the categories specified in Section 33385 of the CRL, as it may be amended from time to time, is permitted but not required if the project area was formed before March 7, 1973 [33385(e)].
- iii) PACs in new redevelopment project areas will transition to a RAC after three years, unless the City Council decides otherwise.

b) Selection Procedures

- i) Members will be selected in accordance with the most recently adopted Project Area Election Procedures ("Election Procedures").
- ii) As provided in the Election Procedures and subject to amendment of the Election Procedures, the committee will have twelve (12) members, comprised of three members from each of the four categories specified in the CRL. The 4 categories are:
 - (1) residential owner occupants
 - (2) residential tenants
 - (3) business owners (includes non-resident property owners)
 - (4) community based organizations (including religious institutions)

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- iii) Stipends: PAC members shall receive stipends for attending meetings of the full PAC, as per applicable Redevelopment Agency, City or County policy.
 - (1) Stipends shall be issued to PAC members for attending regularly scheduled monthly meetings. The schedule of monthly meetings shall be established on an annual basis.
 - (2) Special Meetings: Stipends shall be issued to PAC members for attending special meetings held to transmit a timely recommendation to a governing body on specific redevelopment projects, plans, programs or policies.
 - (3) Purpose of Stipends: Stipends are provided to assist PAC members for costs associated with transportation, child and elder care, and other related expenses, and must be reasonably related to those expenses.
 - (4) Adjustment of Stipends: The Redevelopment Agency shall periodically review and adjust the stipend to reflect changes in the above costs.
 - iv) As provided in the Election Procedures and subject to amendment of the Election Procedures, if a PAC member resigns or otherwise vacates his or her seat, the PAC shall appoint a properly qualified replacement to serve the remaining term of the vacated seat. The existence of any vacancies shall not prevent the PAC from carrying out its duties.
 - v) As provided in the Election Procedures and subject to amendment of the Election Procedures, members shall serve no more than two consecutive terms of three years each.
 - vi) A PAC may include, as a youth representative of one of the four specified categories, a high school student who resides within the redevelopment project area. The youth representative shall be eligible to serve in any of the four categories.
- c) Operating Parameters and Procedures
 - i) Subject to applicable law, Operating Procedures shall be established in each redevelopment project area for the purpose of governing the operation of the Project Area Committees (PACs) and Redevelopment Advisory Committees (RACs)
 - ii) Meetings shall be conducted in accordance with Roberts' Rules of Order and the Ralph M. Brown Open Meeting Act.
 - iii) No funding shall be provided for operational and administrative expenses above and beyond Agency staff and those administrative expenses specified in section 1.e. below.
 - iv) In conformance with the California Political Reform Act PAC members shall submit annual "Conflict of Interest Statements" to the City Clerk or County Clerk as may be applicable.
 - d) Items Subject to Review
 - i) Review of items as may be required by law.
 - ii) Provide advice concerning those policy matters which deal with the planning and promotion of residential facilities or replacement housing for those who may be displaced by project activities, and other policy matters which affect the residents of the Project Area as requested by SHRA. such as those

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redevelopment area specific projects which require approval by the City Council, County Board of Supervisors, or the Redevelopment Agency of the City of Sacramento or the Redevelopment Agency of the County of Sacramento.

- iii) Review and comment upon proposed redevelopment activities and assist in the formulation of projects and programs to meet identified goals and objectives, including, but not limited to housing programs.
 - iv) Review and comment upon the implementation of redevelopment and community development plans and programs and on other matters from time to time deemed appropriate by the Sacramento City Council, Sacramento County Board of Supervisors, or Sacramento Housing and Redevelopment Commission.
 - v) Design Review by the PAC will occur in design review areas designated by the City of Sacramento or the County of Sacramento.
 - vi) Except as required by law, activities of the PAC are advisory in nature and are not binding on the Redevelopment Agency of the City of Sacramento or the Redevelopment Agency of the County of Sacramento.
- e) Staffing
- i) Meetings of the Full PAC: SHRA staff will provide staffing support for regular PAC meetings, which will include preparation and mailing of agendas and meeting minutes.
 - ii) Standing Subcommittees: Staff will prepare and mail agendas for standing redevelopment subcommittees, and will attend all meetings of such standing subcommittees. The chairperson of each subcommittee, or a designate, is responsible for preparing meeting minutes.
 - iii) Special Subcommittees: SHRA staff will provide staffing support for short-term subcommittees or task forces formed for the purpose of advancing specific redevelopment projects, plans, programs and activities. Such support shall include preparing and mailing agendas and meeting minutes.
- f) Training
- i) In conjunction with their first meeting, SHRA will provide orientation for new members designed to provide an understanding of redevelopment, roles and responsibilities, parliamentary procedure, and to lay a groundwork for informed decision-making. Additional training that supports teamwork, effective meetings, and leadership development will be provided to all members.
- 2) **Redevelopment Advisory Committees (RACs)**: Due to the existence of Redevelopment Advisory Committees (RACs) prior to the adoption of these guidelines, some provisions of the Guidelines may not be applicable to all those committees currently operating. Those PACs that were constituted according to CRL requirements, but which have exceeded the three-year period specified by the CRL shall be reconstituted as RACs to the extent feasible. Existing PACs/RACs that fall

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into this category include: Del Paso Heights, Franklin Boulevard, and Auburn Boulevard. (The Alkali Flat PAC shall remain an elected PAC until determined otherwise by City Council.) The policy elements delineated below will be applicable to redevelopment areas formed after adoption of this policy. Although not retroactive for existing PACs and RACs, these guidelines constitute a model for implementation by each existing PAC and RAC when deemed desirable and feasible.

a) Committee Types

- i) RACs shall exist for as long as tax increment funds remain with which to implement redevelopment projects, plans, programs and activities. When all redevelopment funds have been expended in a redevelopment area and projects are substantially complete, a RAC shall be terminated by action of the City Council or Board of Supervisors. Prior to such action, the RAC and Agency staff shall develop and submit to the City Council or Board of Supervisors a plan and timeline for such termination.
- ii) An expired RAC may be re-established when new funds become available for implementing redevelopment projects. For example, if a RAC has expired, and a new redevelopment bond is about to be issued, the RAC would be reappointed.

b) Selection Procedures

- i) RACs shall be appointed by the City Council of the City of Sacramento or the Sacramento County Board of Supervisors, rather than by election.
- ii) Appointments in Multiple Districts: If a redevelopment project area includes two or more City Council and/or Supervisorial districts and the amount of redevelopment area in each district is relatively equal, the Council and/or Board members shall make a joint recommendation on the RAC appointments to the governing body or bodies. For those redevelopment project areas in which two or more City Council and/or Supervisorial districts are included, and a significant majority of the redevelopment area is in one district, the elected official representing that district shall make the RAC appointment recommendations to the governing body.
- iii) Composition: Twelve members comprised of three members from each of the 4 categories specified below:
 - (1) residential owner occupants
 - (2) residential tenants
 - (3) business owners (includes non-resident property owners)
 - (4) community based organizations (including religious institutions)
- iv) Composition of North Sacramento RAC: The RAC shall be comprised of sixteen members, fourteen of which shall be appointed by the District 2 Councilmember, and two of which shall be appointed by the District 3 Councilmember. Four members shall be appointed to each of the 4 categories specified below:
 - (1) residential owner occupants
 - (2) residential tenants
 - (3) business owners (includes non-resident property owners)
 - (4) community based organizations (including religious institutions)

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- v) Stipends: RAC members shall receive stipends for attending meetings of the full RAC, as per applicable Redevelopment Agency, City or County policy.
 - (1) Stipends shall be issued to RAC members for attending regularly scheduled monthly meetings. The schedule of monthly meetings shall be established on an annual basis.
 - (2) Special Meetings: Stipends shall be issued to RAC members for attending special meetings held to transmit a timely recommendation to a governing body on specific redevelopment projects, plans, programs or policies.
 - (3) Purpose of Stipends: Stipends are provided to assist RAC members for costs associated with transportation, child and elder care, and other related expenses, and must be reasonably related to those expenses.
 - (4) Adjustment of Stipends: The Redevelopment Agency shall periodically review and adjust the stipend amount to reflect changes in the above costs.
 - vi) Recruitment of RAC(s): the same community outreach procedures for elected PACs shall be used.
 - vii) Should a RAC member resign or otherwise vacate his or her seat, the Redevelopment Agency or pertinent City Council member or Supervisor shall appoint a properly qualified replacement from the same category to serve the remaining term of the vacated seat.
 - viii) Terms are two years, with staggered termination dates. A RAC may include, as a youth representative of one of the four specified categories, a high school student who resides within the redevelopment project area. The youth representative shall be eligible to serve in any of the four categories.
- c) Operating Parameters and Procedures
- i) Use Operating Guidelines for Project Area Committees (PACs) and Redevelopment Advisory Committees (RACs)
 - ii) Meetings shall be conducted in accordance with Roberts' Rules of Order and the Ralph M. Brown Open Meeting Act.
 - iii) No funding shall be provided for operational and administrative expenses.
 - iv) In conformance with the California Political Reform Act, RAC members shall submit annual "Conflict of Interest Statements" to the City Clerk or County Clerk as may be applicable.
- d) Items subject to review
- i) Provide advice concerning those policy matters which deal with the planning and promotion of residential facilities or replacement housing for those who may be displaced by project activities, and other policy matters which affect the residents of the Project Area as requested by SHRA, such as those redevelopment area specific projects which require approval from the City Council, County Board of Supervisors, Redevelopment Agency of the City of Sacramento or the Redevelopment Agency of the County of Sacramento.
 - ii) Review and comment upon proposed redevelopment activities and assist in the formulation of projects and programs to meet identified goals and objectives, including, but not limited to housing programs.

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- iii) Review and comment upon the implementation of redevelopment and community development plans and programs and on matters as from time to time deemed appropriate by the City Council, the County Board of Supervisors or the Sacramento Housing and Redevelopment Commission.
- iv) Design review by the RAC will occur in design review areas designated by the City of Sacramento or the County of Sacramento.
- v) Activities of the RAC are advisory in nature and are not binding on the Redevelopment Agency of the City of Sacramento or the Redevelopment Agency of the County of Sacramento.

e) Staffing

- i) Meetings of the full RAC: SHRA staff will provide staffing support for regular RAC meetings, which will include preparation and mailing of the agenda and meeting minutes.
- ii) Standing Subcommittees: Staff will prepare and mail agendas for standing redevelopment subcommittees, and will attend all meetings of such standing subcommittees. The chairperson of each subcommittee, or a designate, is responsible for preparing meeting minutes.
- iii) Special Subcommittees: SHRA staff will provide staffing support for short-term RAC subcommittees or task forces formed for the purpose of advancing specific redevelopment projects, plans, programs and activities. Such support shall include preparing and mailing agendas and meeting minutes.

f) Training

- i) In conjunction with their first meeting, SHRA will provide orientation for new members designed to provide an understanding of redevelopment, roles and responsibilities, parliamentary procedure, and to lay a groundwork for informed decision-making. Additional training that supports teamwork, effective meetings, and leadership development will be provided to all members.

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**Sacramento
Housing &
Redevelopment
Agency**

November 14, 2001

Redevelopment Agency of the
City of Sacramento
Sacramento, California

Honorable Members in Session:

**SUBJECT: PROPOSED PRINCIPLES FOR THE USE OF REDEVELOPMENT
AREA DESIGNATION AS A REVITALIZATION TOOL**

LOCATION & COUNCIL DISTRICT - Citywide

RECOMMENDATION

Staff recommends adoption of the attached resolution, which approves guiding principles for the use of redevelopment area designation as a tool for community revitalization.

CONTACT PERSONS

Anne Moore, Executive Director, 440-1333
Leslie Fritzsche, Management Analyst, 440-1301

FOR COUNCIL MEETING OF: November 20, 2001

SUMMARY

This report recommends a set of guiding principles for the use of redevelopment as a revitalization tool. These principles are designed to assist in the decision-making process guiding the adoption of new redevelopment areas.

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COMMISSION ACTION

It is anticipated that at its meeting of November 14, 2001, the Sacramento Housing and Redevelopment Commission will adopt a motion recommending approval of the attached resolutions. In the event they fail to do so, you will be notified prior to your November 27, 2001 meeting.

BACKGROUND

Redevelopment is one of the most powerful tools available to local governments to spur new investment in deteriorated areas plagued by a variety of physical, economic and environmental problems. Redevelopment provides local government with the authority and financial means to assist in an area's revitalization partnering with private enterprise to create jobs, housing and other investments that would not happen otherwise. Over the life of a redevelopment plan, 30 years or longer, local government has the ability to act as a public developer, investing the redevelopment tax increment dollars generated from the area to bring about development that will reverse the blight within the area.

As the redevelopment agency, a local jurisdiction can purchase and sell properties and provide subsidies for redevelopment projects and programs, which can include commercial and residential development with private sector partners, infrastructure improvements, and related investments. With certain restrictions to protect private property rights, the jurisdiction may use eminent domain if necessary to assemble development sites. At least 20 percent of the tax increment funds generated from a redevelopment area must be spent to develop or preserve housing affordable for low and moderate-income households anywhere in the jurisdiction. The remaining tax increment funds must be spent within the redevelopment area from which they are generated.

Redevelopment in Sacramento

For the past thirty years, the City of Sacramento has actively used the tools available through state redevelopment law to address the physical needs of the community's most blighted areas. The 1970's witnessed the adoption of Sacramento's first redevelopment areas since the formation of the Downtown Redevelopment Area in the 1950's – Alkali Flat, Del Paso Heights, and Oak Park. These areas suffered from varying degrees of deterioration but they were all primarily residential serviced by struggling commercial corridors. Much of the early work in these areas focused on the inadequacy of the infrastructure and the construction of new community facilities.

With the exception of Walnut Grove, which was adopted in 1982 as a redevelopment area, twenty years passed before a new wave of areas was adopted – North Sacramento and Richards, Auburn, Franklin and Stockton boulevards. These areas centered on commercial corridors that

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had suffered from shifting transportation patterns, leaving once vital streets isolated from traffic flow and cut-off from commercial interest. In particular Highway 99 and Business 80 diverted traffic from Franklin, Stockton, and Auburn boulevards and drastically changed their commercial vitality.

A third wave of redevelopment area adoptions responded to changes in national defense policies which closed the Army Depot, and Mather and McClellan Air Force Bases, leaving large underutilized areas of land with obsolescent buildings and infrastructure. These 1990's military closures and the related job losses had a debilitating effect on the City and County of Sacramento. Recently, Northgate Boulevard has been recommended as a redevelopment area, with potential final approval forthcoming in April 2002.

In total, there are currently 13 redevelopment project areas in the City and County of Sacramento (a map illustrating the areas is included as Attachment I). Of these, seven are wholly in the City of Sacramento, four are in the City and County of Sacramento, and two are wholly in the County of Sacramento. SHRA is responsible for all aspects of the redevelopment efforts for all but two of these redevelopment areas. The redevelopment efforts for the Downtown and Richards Boulevard areas are administered by the City's Downtown Department with SHRA staff providing housing development, legal and financial support services.

Four projects (Alkali Flat, Oak Park, Del Paso Heights and Downtown) will terminate by 2013 or earlier. Recent state legislation has been passed to allow extensions of these older areas. Such amendments will trigger increasing the housing set-aside portion from 20% to 30% and will require some deeper affordability requirement than those required by current California Redevelopment Law.

The remaining areas will terminate in 2020 or beyond. Attachment II lists each project area, along with the dates of adoption, plan termination and acreage. Approximately 10 % of the City's area is within a redevelopment area.

In the City of Sacramento, redevelopment has had successes but these successes have come after many years of effort and expenditure. The older redevelopment areas – Downtown, Alkali Flat, Oak Park, and Del Paso Heights -- provide clear evidence of that fact. Over the past 45 years, the Agency has invested over \$364 million in federal and local public dollars in the Merged Downtown Redevelopment Project. The City's redevelopment efforts have been the key factor in bringing the downtown area back from blight and stagnation and energizing it to fulfill a major role in the metropolitan economy. The activities accomplished include the development of Downtown Plaza, hotels, residential units of all types, offices and commercial buildings, public parks and open spaces as well as assistance to the development of light rail. In addition, it has

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fostered preservation of historic buildings, promoted the cultural arts and development of numerous social services with a primary focus to the needs of the homeless.

Alkali Flat, Oak Park, and Del Paso Heights were formed in the 1970's and have only recently been able to attract significant private reinvestment. Redevelopment activity in Oak Park has brought a new Food Source grocery store, Blockbuster Video, Walgreens, a U.S. Bank branch, and most recently the revival of the Woodruff/Guild complex. Del Paso Heights is home to a new building for the Greater Sacramento Urban League and a new "intown" subdivision, Del Paso Nuevo, which promises to bring 300 new homes to the area. Alkali's rehabilitated Victorian homes are now neighbors to a new Boys and Girls club and new homes at 13th and F streets. Numerous commercial rehabilitation projects have been completed along 12th Street including Legal Services of Northern California and mixed-use buildings at 12th and F streets. This level of activity, however, has taken almost thirty years to achieve.

To date, the Agency has overseen the reinvestment of over \$260,500,000 in tax increment dollars in the redevelopment areas. Of this amount, 79 % (approximately \$205,000,000) was reinvested in Downtown. These investments have been enhanced by the additional use of federal Community Development Block Grant, HOME, Low Income Housing Trust Fund and other local government dollars. Attachment III provides details on some of the key accomplishments in our existing redevelopment areas.

Redevelopment is clearly a long-term activity and the redevelopment designation's benefits come at a price. The adoption process itself takes from ten to twelve months and, in our experience, costs an average of \$180,000 for plan adoption, legal and environmental services as well as significant support from SHRA staff. In addition, the lengthy redevelopment process and its requisite public participation component can heighten community expectations that revitalization will immediately occur. That is often not the case because the adoption of a redevelopment area does not necessarily result in a near-term flow of dollars. That flow depends on the level of development activity and increases in the assessed valuation of real property. Areas like McClellan that promise to have significant amount of tax increment in the early years are the exception. Other areas such as Auburn Boulevard, Franklin, Stockton, and Richards boulevards have only recently generated any tax increment despite adoption from seven and eleven years ago.

In the implementation of the City's new Strategic Plan, it is important to review the use of redevelopment as a tool in accomplishing the goal to "enhance and preserve neighborhoods." The establishment of key principles will guide the use of redevelopment and enhance the City's ability to strategically apply its resources to meet the needs of Sacramento's neighborhoods. It is not possible to commit the financial and staff resources necessary to adopt numerous new areas, nor is redevelopment always the appropriate for addressing an area's needs.

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Financial Impact of Area Designation

Designation of a redevelopment area has an impact on the City's General Fund as well as other local taxing entities. Adoption of a redevelopment area allocates the majority of new property tax generated from the area for thirty or more years to redevelopment activities. Redevelopment adoption allows the Agency to capture a portion of the property tax growth that would go to all taxing entities receiving a portion of the property tax revenues for the area, including the City as the sponsoring jurisdiction. The actual formula for passthrough of property tax increment to taxing entities is set in California Redevelopment Law, starting out with the taxing entity receiving 20 percent of their share till year 10, then increasing to 36.8 percent in year 10 and up to 48 percent in year 30.

Understanding the importance of the services of the County and school, park and fire districts in the effort to revitalize blighted communities. California Redevelopment Law prescribes a formula for pass-through payments to each entity. California Redevelopment Law allows additional allocation of redevelopment funds for facilities that would benefit a taxing entity if findings can be made that this investment fulfills a redevelopment purpose. An example is the investment of \$2 million in Del Paso Heights tax allocation bond proceeds for improvements to Grant High School and the commitment of over \$1.6 million annually for Downtown tax increment funds for homeless services provided by the County in the Central City.

Principles and Strategies for Redevelopment Area Designation

In view of this background, there is value in looking strategically at the use of redevelopment and to ensure that the decision to proceed with an area's adoption is based on a thorough analysis of the benefits and the costs of that designation. Staff recommends that redevelopment area adoption should be based on the following findings:

1. The area's revitalization furthers policy objectives and goals outlined in the City's Strategic Plan, Economic Development Strategy, Smart Growth Policy, and Infill Strategy.
2. Public sector intervention is necessary to address disinvestment in an area. It is not reasonable to anticipate that significant reinvestment in the area will occur as a result of the private sector acting alone.
3. Redevelopment is the necessary tool to spur reinvestment. This requires an understanding of the root causes of disinvestment and a determination that other tools alone cannot successfully turn the area around.
4. The area's primary needs are physical in nature - deterioration of buildings and infrastructure, irregular parcelization, and structural obsolescence.
5. The area's characteristics and proposed projects must meet all of the requirements in California Redevelopment Law (substantial conditions of blight, predominately urbanized, undeveloped parcels in the area must constitute a limited percentage of the whole).

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6. There is a clearly articulated revitalization objective for the area and the area boundaries are limited to include only those areas critical to the realization of that defined objective.
7. Other financial resources can be committed to the area to stimulate activity in the early years following designation. (Recent examples include EDA funding for Mather; City Public Works funds for North Sacramento; CDBG funds for commercial rehabilitation on commercial corridors).
8. To assure resource flexibility, it is preferred that the area meet the blight tests established under Community Development Block Grant program. This would allow the use of CDBG in the area during the early years following designation while the level of tax increment is low. If the area does not meet the CDBG test, redevelopment may be constrained by lack of financial resources.
9. Projected tax increment generation from the area must be adequate to support a successful redevelopment program. The tax increment generation should be sufficient to finance key redevelopment projects within the first ten years following designation. This will likely be accomplished by a high percentage of the area being commercially zoned, because those areas have the potential to generate more property tax than residential uses.
10. Projections for tax increment generation are sufficient to cover redevelopment project expenses and administrative costs within five years of formation of the redevelopment area.
11. A review of how an area's designation will impact the City's General Fund will be considered during the initial study phase for a new area.

These guidelines are based upon local experience with redevelopment and will be used as a checklist for the formation of new redevelopment areas. Some areas have already been mentioned as potential candidates. Staff will review these areas and will return to Council with recommendations for redevelopment area designation.

FINANCIAL CONSIDERATIONS

This report recommends policy guidelines and does not have any direct financial considerations. The establishment of new redevelopment areas does have an impact on the Agency and the requisite taxing entities as outlined above.

POLICY CONSIDERATIONS

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The policy recommendations contained herein are intended to guide future decisions on the designation of new redevelopment areas in Sacramento.

ENVIRONMENTAL REVIEW

The proposed action does not constitute a project under CEQA per Guidelines Section 15378(b)(2), or federal action under NEPA per 40 CFR 1508.18(a).

M/WBE CONSIDERATIONS

This report does not involve federal funding thus there are no M/WBE considerations.

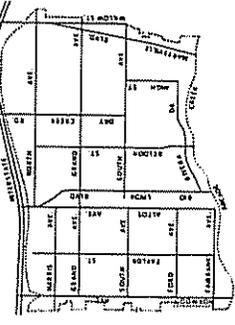
Respectfully submitted,

ANNE M. MOORE
Executive Director

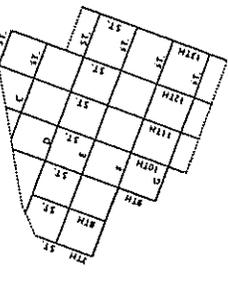
Transmittal approved,

ROBERT P. THOMAS
City Manager

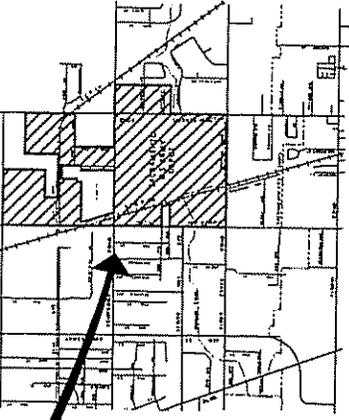
DEL PASO HEIGHTS



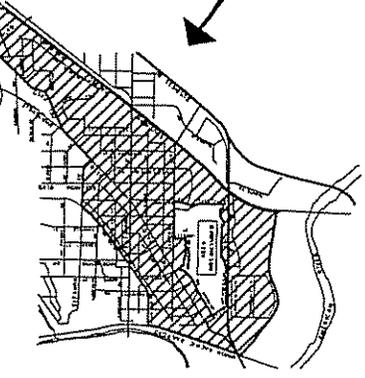
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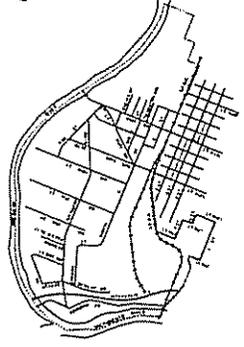
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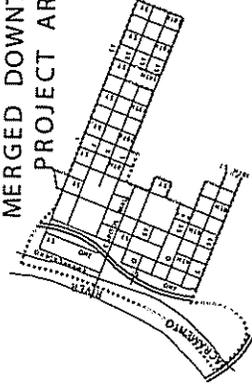
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RICHARDS BOULEVARD



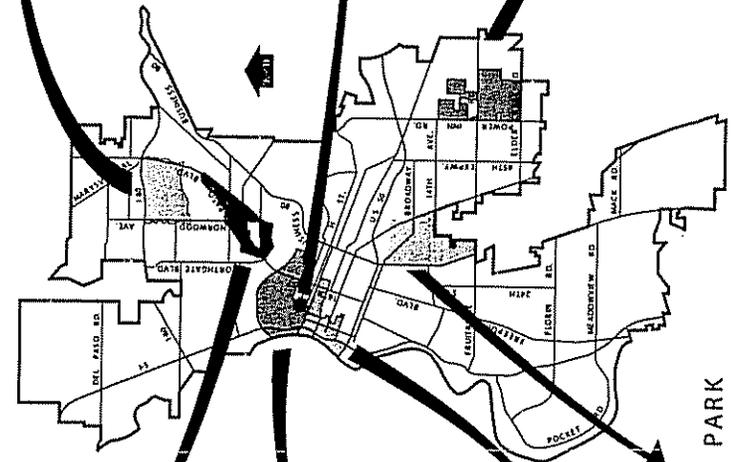
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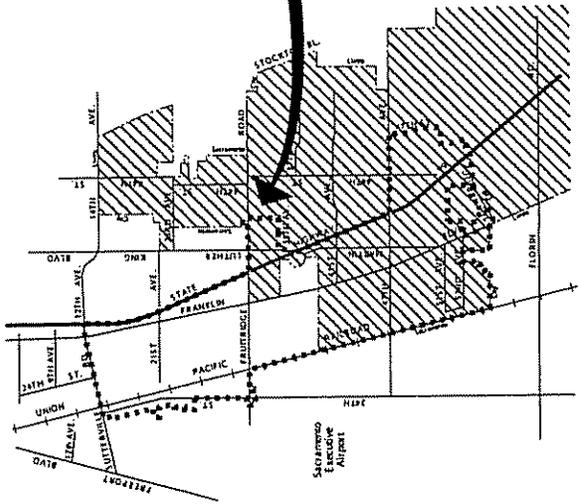
OAK PARK

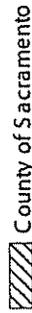
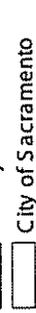


CITY OF SACRAMENTO REDEVELOPMENT AREAS

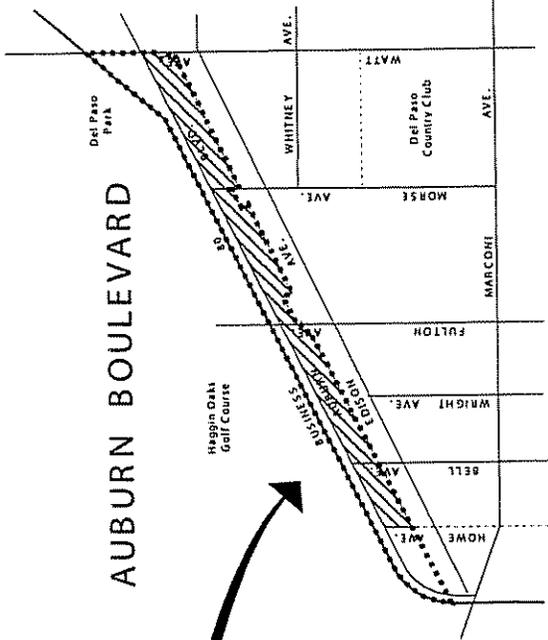


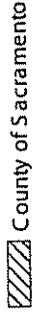
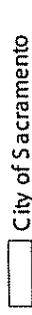
FRANKLIN BOULEVARD



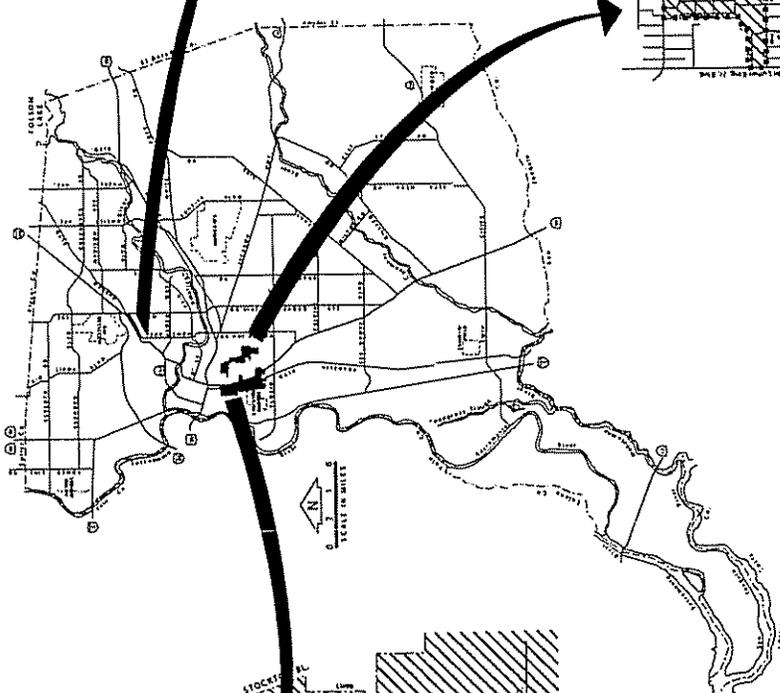
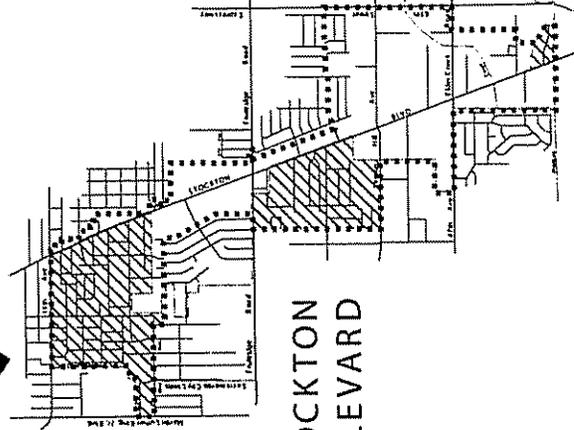
 County of Sacramento
 City of Sacramento

AUBURN BOULEVARD



 County of Sacramento
 City of Sacramento

STOCKTON BOULEVARD



CITY & COUNTY OF SACRAMENTO
REDEVELOPMENT AREAS

EXISTING REDEVELOPMENT AREAS

<u>Name of Area</u>	<u>Acreage</u>	<u>Year of Adoption</u>	<u>Expiration</u>
Merged Downtown*	296	1955	2011
Del Paso Heights	1,071	1970	2010
Alkali Flat	78.5	1972	2012
Oak Park	1,305	1973	2013
Walnut Grove	14.6	1982	2022
Richards Boulevard*	1,368	1990	2020
North Sacramento	1,186	1992	2022
Auburn Boulevard	118	1992	2027
Franklin Boulevard	1,441	1993	2028
Stockton Boulevard	925	1994	2024
Mather	4,012	1995 (merged w/ McClellan in 2001)	2025
Army Depot	485	1995	2025
McClellan	3,490	2000 (merged w/ Mather in 2001)	2030

*AREAS ADMINISTERED BY CITY'S DOWNTOWN DEPARTMENT

CITY REDEVELOPMENT AREA ACCOMPLISHMENTS
(including joint City/County areas)

Alkali Flat

- Purchased land and provided financing for construction of 16 Townhomes at 13th & F.
- In conjunction with private funds, financed the construction of the Boys and Girls Club.
- Renovated two historic mixed-use structures at the intersection of 12th and F.
- Assisted in the development and expansion of the Maria Hastings Child Care center.
- Two historic structures were renovated for Legal Services of Northern California utilizing Agency loans.
- Financed the 40-unit Las Victorianas Elderly Housing Complex.
- Financed a 40-unit new construction project at 1111 G Street.
- Received McKinney Act funding for the 21 SRO units at the former Midtown Motel.
- In cooperation with Rural California Housing Corporation, funded eight self-help housing units.
- Constructed Washington Square, a 143-unit apartment complex.
- Developed 12 units of multi-family housing on scattered sites.
- Relocated and preserved ten historic structures through the Historic Infill Program.
- Funded over 120 scattered residential rehabilitation projects.
- Completed extensive alley and sidewalk reconstruction.
- Assisted in the development of Zapata Park.
- Financed the renovation of over 120 scattered residential units.

Army Depot

- Implementation of a federal Weed and Seed neighborhood revitalization strategy.
- Assisted with the redevelopment of the Depot for commercial uses including Packard Bell.
- Implemented the Pre-Apprenticeship Construction Training program in Avondale/Glen Elder resulting in three new homes and the training of individuals in the construction field.

Auburn Boulevard

- Financed a new Hampton Inn.
- In conjunction with tax credit financing, financially assisted in the conversion of Dodge City Motel into 137 senior apartments (underway).
- Assisted in the conversion of the former Town & County motel into the 78-unit Auburn Square Senior Apartments.
- Financially participated in the renovation of the Ramada Inn.

- Provided funding for an extensive new water line for the Boulevard required for any new development on the Boulevard.

Del Paso Heights

- Successfully applied for \$10.5 million HUD EDI Grant and Loan for construction of infrastructure to support development of 300 homes in the Del Paso Nuevo Homeownership Zone. Model homes are open and many of the 54 homes planned in Phase 1 are sold and under construction.
- Funded a \$2 million landscape, gateways, fencing and signage improvement project for Grant Union High School, which partners with almost \$8 million in State classroom modernization funds, and \$200,000 City funds.
- Facilitated and/or sponsored community workshops and design charettes that led to the development of the following: Vision Manual for Grant Union High School; Marysville Boulevard Urban Design Plan; and Mims Hagginwood Community Center Master Plan.
- Renovated the empty Del Paso Heights firehouse for use as the Firehouse Community Center.
- In conjunction with HUD and private donations, funded the new \$4.5 million dollar headquarters for the Greater Sacramento Urban League – Vic Fazio Workforce Development Center on Marysville Boulevard.
- Financed over \$1 million of improvements to the bike trail and Altos Avenue.
- Developed the Family Housing Demonstration Project that combined 28 residential units with a new childcare center and supportive services.
- Participated in the funding of the new construction of 44 affordable units in the Mutual Housing Corporation's Norwood Estates.
- With the City, developed the Robertson Community Center.
- Purchased land for the Del Paso Heights Library site and the medical arts building (now home to Terkensha).
- Partnered with UC Davis, Grant Union High School, and Mutual Assistance Network on youth agri-business and educational program called GEO (Grant's Environmental Organization).
- Renovated a block of homes in a collaborative project with Rebuilding Together with Christmas in April, the City of Sacramento, 500 volunteers, and block residents.
- Constructed 10 homes through the Construction Training and YouthBuild programs.
- Funded and/or partnered in funding improvements to Robertson and Mims Hagginwood Community Centers.
- Funded Commercial Revitalization Loan and Rebate program on businesses including Market Basket, 3 B's Barber and Salon, and others.
- Provided funding toward the renovation of the formerly abandoned building that is now home to the Prince Hall Masons and provides meeting and gathering halls for community use.
- Funded 16 units of Self-help Housing through RCHC and six homes through Habitat For Humanity.

- Provided financing for Village Park Townhouses, consisting of 50 new rental units constructed by RCHC.
- Provided facility improvement and start-up funding for Ms. Barbara's ABC Learning Center.
- Funded the construction and operations of Woodhaven Senior Residences, a 104-unit senior apartment complex.
- Completed over \$9 million in street improvements to provide curb, gutters, sidewalks, streetlights, sewer connections and drainage to most of the streets in the project area.
- Painted over 300 houses through the Reaching New Heights Paint and Beautification program and Community Colors.
- Funded infrastructure improvements for Norwood/I-80 Business Park.
- Acquired key parcel at the northwest corner of Marysville Blvd. and Grand Avenue for future site of Mutual Assistance Network (MAN) "Neighborhood Central" project.
- Purchased four parcels adjacent to Greater Sacramento Urban League for future "Town Center" development opportunity.

Merged Downtown

- Contributed to the financing and implementation of the Embassy Suites project.
- Funded the construction of the new Sheraton Hotel.
- Renovated the Memorial Auditorium.
- Saved the historic Morey's Place and assisted the American Youth Hostel with the building's move and restoration.
- Assisted in the development of the Downtown Plaza Mall Development and subsequent renovation.
- Facilitated the U.S. Bank Office Project in conjunction with expansion of Central Library.
- Financially participated in the Hyatt Hotel Development.
- Funded K Street Mall Streetscape Improvements.
- Construction of Public Parking Structures – Downtown Plaza Garage and Library Parking Structure.
- Developed Parks – Cesar Chavez Plaza, St. Rosa Lima Park and Bishop Gallegos Square.
- Rehabilitated the Ramona, Travelers and California Fruit Buildings.
- Participated in the development of the Holiday Inn Hotel.
- Provided renovation assistance funding for the Crest Theatre.
- Developed Riverview Plaza.
- Implemented the Public Market in Old Sacramento.
- Renovation of the Shasta and Argus single-room occupancy hotel.

Franklin Boulevard

- Financially participated in renovations at Campbell Soup in order to retain this valuable business and employer; Campbell Soup's reinvestment surpassed \$102 million.
- Completed Façade Improvements for over 24 properties.
- Developed the Franklin Boulevard Master Plan.
- Financed improvements to La Familia Counseling Center.
- Rehabilitation of Mulberry Commons into 12 four-bedroom townhomes managed by the Housing Authority; a new SETA Headstart childcare facility was also part of the project.
- Leveraged Agency and City funds for over \$3 million in streetscape improvements.

North Sacramento

- Funded the renovation of the 55-unit Evergreen Estates Apartment complex with more extensive improvements to begin this year in conjunction with 21 units of new construction at the Lexington Apartments.
- Nearing construction of Surreal Estates, an 11 unit artist live-work complex.
- Working with McCuen Properties in the conversion of the former Blue Diamond Warehouse into the headquarters for SETA and a Headstart child care center.
- Completed the Building on the Boulevard as an arts/entertainment mixed-use venue.
- Façade Improvements and commercial loans for over 55 businesses, with 14 applications pending.
- Financially assisted development of new Sacramento business, LIMN Gallery.
- Provided loan and grant funds for improvements to the American Federation of Musicians' Hall.
- Funded the conversion of a former grocery store into office use, currently used by Sacramento Employment and Training Agency.

Oak Park

- Entered into agreements for the renovation of the former Woodruff Hotel into apartments and commercial space (restaurant, bookstore, barber shop) and the historic rehabilitation of the Guild Theatre into a performance theatre. An adjacent historic Victorian structure will be moved and rehabilitated as part of the project.
- Acquired the Broadway Victorian and provided funding and development assistance for its renovation and the construction of a parking lot.
- Completed the Broadway & Stockton Urban Design Plan.
- Completed the Broadway/Stockton Special Planning District (SPD) in conjunction with the City Planning Department. The SPD establishes customized planning

requirements on Broadway and Stockton Boulevard to help guide development, facilitate infill development, and discourage undesirable uses.

- Completed the Broadway/Stockton Streetscape Beautification Master Plan, the next step towards implementing the streetscape component of the Broadway/Stockton Urban Design Plan.
- Leveraged approximately \$4.2 million (so far-some pending) in Agency, City, and County allocated funds for implementation of the Broadway/Stockton Master Plan. Design for future phases to begin early 2002.
- Acquired eleven properties on the west side of Stockton Boulevard between 9th and 10th Avenues for the future development of an administrative headquarters and training facility for the Child Abuse Prevention Council.
- Released a Request for Proposals to solicit interest in the development of a vacant site located behind the former Donner School, between 8th and 9th Avenues, and 45th Street.
- Acquired four properties on the east side of Stockton Boulevard between 9th and 10th Avenues for the future development of a landscaped parking lot to serve area businesses.
- Façade Improvements for over 67 properties.
- Consolidated parcels and solicited the development of a new Food Source Grocery Store; Walgreens and Blockbuster Video are now part of the center.
- Worked with the City to fund McClatchy Park Stage Improvements.
- Active financial support for the Neighborhood Housing Services, a non-profit active in the rehabilitation of housing in Oak Park.
- Funded the acquisition of property and the construction of the Oak Park Community Center Complex.
- Financially assisted in the development of the Oak Park Firehouse # 6.
- Financially assisted in the development and disposition of the former Donner School.
- Developed the Partnership Housing Program , which resulted in 30 rehabilitated units.
- Implemented the Pre-Apprenticeship Construction Training Program, which added eight new homes to Oak Park while training youth and adults in the construction field.
- Completed 8 new homes through the RCHC's self-help program and 7 through Habitat for Humanity.
- Partnered with the Salvation Army in the construction of their new Gymnasium.
- Assisted the renovation of a building, installation of historic streetlights and the reconfiguration of the 3rd Avenue to provide additional on-street parking to attract a new U.S. Bank Branch.
- Funded the Broadway commercial strip public improvements.

Richards Boulevard

- Completed capitol improvements and financial assistance to retain Blue Diamond Growers.
- In conjunction with the City, completed improvements to Richard Boulevard.

- Assisted in funding the Detoxification Center construction.
- Renovated the 168-units in the Dos Rios Housing Complex and added a new Headstart childcare center.
- Funded the construction of the Francis Quinn Cottages (60 units).
- Instrumental in the planning for 7th Street Improvements and Intermodal Facility with the 7th Street improvements due to begin this year.
- Social Service Complex Construction (underway; project will add 392 bed/units).

Stockton Boulevard

- Leveraged \$1.6 million in Agency, City, and County allocated funds for the design and construction of streetscape improvements on Stockton Boulevard between Fruitridge Road and El Paraiso Avenue. Construction to begin by spring of 2002.
- Formed a Property and Business Improvement District (PBID) on Stockton Boulevard between 2nd Avenue and 48th Avenue. The District will provide additional funds for services and programs identified by stakeholders to enhance Stockton Boulevard.
- Façade Improvements for over 32 properties.
- Assisted in the financing of the Sacramento City Unified School District Adult Skills and Business Education Center.
- Using CDBG funds completed the Lemon Hill Street Improvements.
- Using CDBG funds completed street improvements at the corner of Fruitridge Road and Stockton Boulevard.
- Funded renovations to the Kwong Shopping Center, a center containing 12 businesses.

RESOLUTION NO. 2001-058

ADOPTED BY THE REDEVELOPMENT AGENCY OF THE CITY OF SACRAMENTO

ON DATE OF

NOV 20 2001

ADOPTION OF REDEVELOPMENT POLICY GUIDELINES

BE IT RESOLVED BY THE REDEVELOPMENT AGENCY OF THE CITY OF SACRAMENTO:

Section 1. The attached redevelopment policy guidelines are hereby approved.

HEATHER FARGO

CHAIR

ATTEST:

VALERIE BURROWES

SECRETARY

FOR CITY CLERK USE ONLY

RESOLUTION NO.: **2001-058** (17)

REDEVELOPMENT POLICY GUIDELINES

1. The area's revitalization furthers policy objectives and goals outlined in the City's Strategic Plan, Economic Development Strategy, Smart Growth Policy, and Infill Strategy.
2. Public sector intervention is necessary to address disinvestment in an area. It is not reasonable to anticipate that significant reinvestment in the area will occur as a result of the private sector acting alone.
3. Redevelopment is the necessary tool to spur reinvestment. This requires an understanding of the root causes of disinvestment and a determination that other tools alone cannot successfully turn the area around.
4. The area's primary needs are physical in nature - deterioration of buildings and infrastructure, irregular parcelization, and structural obsolescence.
5. The area's characteristics and proposed projects must meet all of the requirements in California Redevelopment Law (substantial conditions of blight, predominately urbanized, undeveloped parcels in the area must constitute a limited percentage of the whole).
6. There is a clearly articulated revitalization objective for the area and the area boundaries are limited to include only those areas critical to the realization of the defined objective.
7. Other financial resources can be committed to the area to stimulate activity in the early years following designation. (Recent examples include EDA funding for Mather; City Public Works funds for North Sacramento; CDBG funds for commercial rehabilitation on commercial corridors).
8. To assure resource flexibility, it is preferred that the area meet the blight tests established under the Community Development Block Grant program. This would allow the use of CDBG in the area during the early years following designation while the level of tax increment is low. If the area does not meet the CDBG test, redevelopment may be constrained by lack of financial resources.
9. Projected tax increment generation from the area must be adequate to support a successful redevelopment program. This will likely be accomplished by a high percentage of the area being commercially zoned, because those areas have the potential to generate more property tax than residential uses.
10. Projections for tax increment generation are sufficient to cover redevelopment project expenses and administrative costs within five years of formation of the redevelopment area.
11. A review of how an area's designation will impact the City's General Fund will be considered during the initial study phase for a new area.

(18)

FOR CITY CLERK USE ONLY

RESOLUTION NO.: 2001-058

DATE ADOPTED: NOV 20 2001



**Sacramento
Housing &
Redevelopment
Agency**

November 17, 2004

City Council of the City of Sacramento
Redevelopment Agency of the City of Sacramento
Sacramento, California

Honorable Members in Session:

SUBJECT: PUBLIC HEARING ON FIVE YEAR IMPLEMENTATION PLANS AND RELATED AFFORDABLE HOUSING POLICIES FOR ALKALI FLAT, DEL PASO HEIGHTS, DOWNTOWN, FRANKLIN BOULEVARD, NORTH SACRAMENTO, OAK PARK, RICHARDS BOULEVARD, SACRAMENTO ARMY DEPOT, 65TH STREET, AND STOCKTON BOULEVARD REDEVELOPMENT PROJECT AREAS

LOCATION & COUNCIL DISTRICT

Redevelopment Project Areas - Districts 1, 2, 3, 5 and 6

RECOMMENDATION

Staff recommends that the Redevelopment Agency (Agency) conduct a public hearing regarding the five year Implementation Plans noted above and related affordable housing policies.

Following the public hearing, staff recommends that the Redevelopment Agency adopt the attached resolution which adopts and amends Implementation Plans and approves matters relative to the production of affordable housing and use of housing set aside funds for outside of such project areas listed above.

Staff also requests that the City Council adopt the following resolution which approves the use of housing set aside funds outside of such project areas listed above.

CONTACT PERSONS

Lisa Bates, Director, City Community Development, 440-1312
Wendy Saunders, Economic Development Director, 808-8196
Donna Melendez, Management Analyst, 440-1399 x1279

FOR THE COUNCIL MEETING OF November 30, 2004

630 I Street, Sacramento, CA 95814

SACRAMENTO HOUSING AND REDEVELOPMENT AGENCY

City Council and Redevelopment Agency
November 17, 2004
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SUMMARY

Under California Redevelopment Law, redevelopment agencies must have implementation plans covering a five year period for every project area. The current implementation plans for most of the Agency's project areas expire on December 31, 2004. For the past year, staff, consultants, and various neighborhood-based advisory committees have been developing new or amending current Implementation Plans.

The proposed 2005 Implementation Plans ("Plans") for all City and joint City/County redevelopment project areas are included as Attachment II. The Plans present the Agency's five-year redevelopment and affordable housing programs within the Project Areas, as well as requisite information pertaining to the Agency's affordable housing program (see Attachment I).

Adoption of the Implementation Plans requires a noticed public hearing. As part of this public hearing, staff recommends that the Agency also adopt the following housing policies:

- establishing a goal of expending an additional five percent of the tax increment funds annually on affordable housing projects in all Project Areas except Downtown, Richards and Del Paso Heights which have or plan to have policies that exceed the minimum state required 20 percent contribution to affordable housing; and,
- Aggregation of affordable housing production needs among its Project Areas, and expenditure of housing set aside funds outside of Project Areas for administrative and State reporting purposes.

PAC/RAC ACTION

The 2005 Implementation Plans were developed with input from their respective Project Area citizen advisory committees. The Downtown Partnership reviewed the Downtown Implementation Plan and the Capital Station District reviewed the Richards Boulevard Plan. The following Redevelopment Advisory Committees (RACs) and Project Area Committees (PACs) likewise contributed to their plans and voted as follows:

Redevelopment Areas	Plan	20% to 25%	Expenditure of funds outside of redevelopment area
Alkali Flat	Yes	Yes	Authority already exists
Army Depot	Yes	No	Authority already exists
Del Paso Heights	Yes	N/A	Authority already exists
Franklin Boulevard	Yes	Yes	Yes
North Sacramento	Yes	Yes	Authority already exists
Oak Park	Yes	Yes	No
65 th Street	Yes	Yes	Authority already exists
Stockton Boulevard	Yes	Yes	Yes

SACRAMENTO HOUSING AND REDEVELOPMENT AGENCY

City Council and Redevelopment Agency

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COMMISSION ACTION

It is anticipated that at their meeting of November 17, 2004, the Sacramento Housing and Redevelopment Commission will adopt a motion recommending approval of the implementation plans for the Alkali Flat, Del Paso Heights, Franklin and Stockton Boulevards, Sacramento Army Depot and 65th Street Redevelopment Project Areas. The implementation plans for the Downtown and Richards Boulevard areas were submitted to the Commission for information only. In the event they fail to do so, you will be advised prior to your November 30, 2004 meeting.

BACKGROUND

California Community Redevelopment Law (Law) requires that redevelopment agencies periodically adopt implementation plans for redevelopment project areas covering a five year term. These implementation plans include the goals of each redevelopment plan; the proposed projects, programs and expenditures for the five year period; and demonstrate how the proposed projects and programs would alleviate blighting conditions in the project area. In addition, the Implementation Plans contain certain information regarding the Agency's affordable housing program and specify how the Agency will meet housing production, replacement housing, and income targeting requirements.

A summary of the 2005 Implementation Plan format is presented below:

- **Redevelopment Strategies:** The 2005 Implementation Plans set out the near term redevelopment and affordable housing initiatives for the Agency. The strategy provides the reader a context for the redevelopment projects contained in the Plan, as well as the Agency's vision for the future.
- **New Legal Requirements:** In 2000, the Law added new requirements for including a recap of past affordable housing activities and expenditures. The Agency must also target housing set aside fund expenditures to very low and low income categories, and families (non-seniors) over a ten year period. The new expenditure requirements are in addition to inclusionary housing production requirements.
- **Housing Policies:** The new Implementation Plans provide broader capabilities for meeting housing program goals in the future as summarized below:
 - Additional Five Percent Housing Expenditure Goal: Affordable housing remains a high priority for the region and the City. Though the Agency actively invests its 20 percent housing set aside funds and other housing funding sources within project areas, there are instances where additional

SACRAMENTO HOUSING AND REDEVELOPMENT AGENCY

City Council and Redevelopment Agency

November 17, 2004

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housing funds may still be needed. Staff is recommending that a goal of spending up to an additional five percent of the tax increment revenues on an annual basis be established to expand resources for affordable housing projects. This is a five year goal, however, it will be reviewed annually to determine progress toward meeting the goal.

As proposed, all City and County Project Areas would be subject to this goal except for Del Paso Heights (where the housing set aside is 30 percent), Downtown (where the housing set aside will increase to 30 percent with the conclusion of the ongoing plan amendment next year), and Richards Boulevard (where more stringent inclusionary housing requirements exist).

- Administratively Combining Low/Mod Funds

The Agency is required to both produce and expend affordable housing funds for very low and low income housing. Many redevelopment agencies meet this obligation by administratively combining or "aggregating" their housing funds from different project areas into one fund for the purpose of reporting to the State Department of Housing and Community Development (HCD). By combining the fund among project areas the Agency can achieve the following:

- ⇒ Flexibility in meeting the state expenditure and production requirements; and

- ⇒ Ability to count units produced one-for-one among all the project areas. (A unit produced in one redevelopment area may help count for a unit needed in another area.)

To combine funds for reporting to HCD, two findings must be made:

1. That the combining of funds will not result in the over-concentration of affordable housing in any one project area which would exacerbate racial, ethnic or economic segregation; and
2. That expending housing funds outside of the project area is a benefit to the project area.

Staff is committed to creating and restoring safe, decent, and affordable housing in a manner that is strategic, supports the goals of the redevelopment program, and responds to the needs and priorities of the residents in the project areas. The proposed changes are administrative in nature, in terms of how we meet our reporting requirements. More importantly, they provide the flexibility required to deliver much-needed housing in a way that best supports our citizens, project areas and the City and

SACRAMENTO HOUSING AND REDEVELOPMENT AGENCY

City Council and Redevelopment Agency
November 17, 2004
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County of Sacramento. The changes do not affect our current processes for collaborative planning, citizen participation, project financing, or governing body approvals.

Similar to the adoption of the implementation plans, the proposed actions may only occur following a noticed public hearing. The noticing for this public hearing was published in the Daily Recorder three consecutive weeks, posted in prominent locations in all redevelopment areas, mailed to interested parties, and made available for review at the Agency.

FINANCIAL CONSIDERATIONS

Adoption of these Implementation Plans does not approve any specific project, program, or expenditure. The Agency will consider projects on a case-by-case basis through the budget and project approval process. The Plans as proposed establish a five year goal of spending up to an additional five percent of the Agency's tax increment revenues (which will be reviewed annually) on affordable housing activities within certain Project Areas, and outside of the project areas.

POLICY CONSIDERATIONS

The proposed actions in this staff report meet the Agency's goals of eliminating blight and increasing economic opportunities, as well as promoting the City of Sacramento's goal of preserving and enhancing neighborhoods. The Implementation Plans comport with the goals established in the redevelopment plans for the respective project areas.

Per the Law, the Agency must conduct a public hearing on the Implementation Plans and pertinent housing policies.

ENVIRONMENTAL REVIEW

Adoption of the Implementation Plans is exempt from environmental review pursuant to Health and Safety Code Section 33490 because the Plans do not constitute approval of any specific program, project, or expenditure. Environmental review for each project to be undertaken pursuant to an Implementation Plan will be subject to environmental review at the time of approval of that project, to the extent required under CEQA.

The National Environmental Policy Act (NEPA) does not apply.

SACRAMENTO HOUSING AND REDEVELOPMENT AGENCY

City Council and Redevelopment Agency
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M/WBE CONSIDERATIONS

The items discussed in this report have no M/WBE impact; therefore, M/WBE considerations do not apply.

Respectfully submitted,

ANNE M. MOORE
Executive Director

Transmittal approved,

ROBERT P. THOMAS
City Manager

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SUPERCEDED- SEE CLERK FOR FINAL
RESOLUTION NO. _____

ADOPTED BY THE REDEVELOPMENT AGENCY OF THE CITY OF SACRAMENTO

ON DATE OF

**ADOPTING FIVE YEAR IMPLEMENTATION PLANS AND MAKING FINDINGS
RELATIVE TO THE PRODUCTION OF AFFORDABLE HOUSING AND USE OF
HOUSING SET ASIDE FUNDS FOR THE 65TH STREET, ALKALI FLAT, DEL PASO
HEIGHTS, DOWNTOWN, FRANKLIN BOULEVARD, NORTH SACRAMENTO, OAK
PARK, RICHARDS BOULEVARD, AND STOCKTON BOULEVARD
REDEVELOPMENT PROJECT AREAS**

WHEREAS, the Redevelopment Plan for the 65th Street Redevelopment Project was adopted by the City Council of the City of Sacramento ("City Council") on June 29, 2004 by Ordinance No. ____; and

WHEREAS, the Redevelopment Plan for the Alkali Flat Redevelopment Project was adopted by the City Council on February 10, 1972 by Ordinance No. 3086 and subsequently amended from time to time; and

WHEREAS, the Redevelopment Plan for the Del Paso Heights Redevelopment Project was adopted by the City Council on May 12, 1970 by Ordinance No. 2284 and subsequently amended from time to time; and

WHEREAS, the Redevelopment Plan for the Downtown Redevelopment Project was adopted by the City Council on September 13, 1955 by Ordinance No. 1936 and subsequently amended from time to time; and

WHEREAS, the Redevelopment Plan for the Franklin Boulevard Redevelopment Project was adopted by the City Council on December 14, 1993 by Ordinance No. 93-071 and by the Board of Supervisors of the County of Sacramento ("Board of Supervisors") on December 14, 1993 by Ordinance No. 1427 and subsequently amended from time to time; and

FOR CITY CLERK USE ONLY

RESOLUTION NO.: _____

DATE ADOPTED: _____

WHEREAS, the Redevelopment Plan for the North Sacramento Redevelopment Project was adopted by the City Council on June 30, 1992 by Ordinance No. 92-028 and subsequently amended from time to time; and

WHEREAS, the Redevelopment Plan for the Oak Park Redevelopment Project was adopted by the City Council on May 30, 1973 by Ordinance No. 3278 and subsequently amended from time to time; and

WHEREAS, the Redevelopment Plan for the Richards Boulevard Redevelopment Project was adopted by the City Council on July 17, 1990 by Ordinance No. 90-037 and subsequently amended from time to time; and

WHEREAS, the Redevelopment Plan for the Stockton Boulevard Redevelopment Project was adopted by the City Council on May 17, 1994 by Ordinance No. 94-017 and by the Board of Supervisors on May 17, 1994 by Ordinance No. 1434 and subsequently amended from time to time; and

WHEREAS, Section 33490(a)(1)(A) of the California Community Redevelopment Law, Health and Safety Code 33000 et.seq. ("Law") requires all redevelopment agencies to adopt an implementation plan every five years, following a noticed public hearing; and

WHEREAS, Section 33490(a)(1)(A) requires that the Implementation Plan contain the specific goals and objectives of the agency for the project area, the specific programs, including potential projects, and estimated expenditures proposed to be made during the next five years, and an explanation of how the goals and objectives, programs, and expenditures will eliminate blight within the project area and implement the requirements of Sections 33334.2, 33334.4, 33334.6, and 33413 of Law; and

WHEREAS, pursuant to Section 33490 of the Law, the Redevelopment Agency of the City of Sacramento ("Agency") has prepared a 2005 Implementation Plan for the Alkali Flat, Downtown, Franklin Boulevard, North Sacramento, Oak Park, Richards Boulevard, and Stockton Boulevard Redevelopment Projects, contained herewith as Exhibit A; and

WHEREAS, in conjunction with the approval of a Report to the City Council on the 2003 Amendment to the Redevelopment Plan, the Agency the 2003 Implementation Plan for the Del

FOR CITY CLERK USE ONLY

RESOLUTION NO.: _____

DATE ADOPTED: _____

Paso Heights Redevelopment Project Area on _____ by Resolution No. _____, and has prepared an amended Implementation Plan for said Project Area contained within Exhibit A; and

WHEREAS, in conjunction with the approval of a Report to the City Council prepared for the adoption of the Redevelopment Plan, the Agency the 2004 Implementation Plan for the 65th Street Redevelopment Project Area on _____ by Resolution No. _____, and has prepared an amended Implementation Plan for said Project Area contained within Exhibit A; and

WHEREAS, Section 33413(b)(2)(A)(v) of the Law provides that the Agency may aggregate affordable housing production needs among its Project Areas if a finding is made that such aggregation will not exacerbate racial , ethnic or economic segregation; and

WHEREAS, Section 33334.2 of the Law requires that not less than twenty percent (20%) of all taxes so allocated be used by the Agency for the purpose of increasing, improving, and preserving the community's supply of low- and moderate-income housing available at affordable housing cost; and

WHEREAS, Section 33334.2(g) of the Law provides that the Agency may use such funds outside the Project Area if a finding is made by resolution of the Agency and the City Council that such use will be of benefit to the Project;

WHEREAS, it is the desire of the Agency to establish a goal of using up to five percent (5%) of its eighty percent (80%) tax increment revenues from the 65th Street, Alkali Flat, Franklin Boulevard, North Sacramento, Oak Park, and Stockton Boulevard Redevelopment Projects on an annual basis for additional housing projects at its discretion; and

WHEREAS, the Agency has conducted a duly noticed public hearing.

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

1. The five year Implementation Plans for the Alkali Flat, Downtown, Franklin Boulevard, North Sacramento, Oak Park, Richards Boulevard, and Stockton Boulevard Redevelopment Projects are hereby approved and adopted in the form attached herewith.

FOR CITY CLERK USE ONLY

RESOLUTION NO.: _____

DATE ADOPTED: _____

2. The 2003 Implementation Plan for the Del Paso Heights Redevelopment Project is hereby approved and amended in the form attached herewith.

3. The 2004 Implementation Plan for the 65th Street Redevelopment Project is hereby approved and amended in the form attached herewith.

4. That aggregation of housing production activities among the 65th Street, Alkali Flat, Del Paso Heights, Downtown, Franklin Boulevard, North Sacramento, Oak Park, Richards Boulevard, and Stockton Boulevard Redevelopment Project Areas will not cause or exacerbate racial or ethnic segregation.

5. That the use of taxes allocated from the 65th Street, Alkali Flat, Del Paso Heights, Downtown, Franklin Boulevard, North Sacramento, Oak Park, Richards Boulevard, and Stockton Boulevard Redevelopment Project Areas for the purpose of increasing, improving, and preserving the community's supply of low- and moderate-income housing available at affordable housing cost outside the Project Areas will be of benefit to the Projects.

6. That it is a goal of the Agency to expend up to an additional five percent (5%) of the eighty percent (80%) tax increment revenues of the 65th Street, Alkali Flat, Franklin Boulevard, North Sacramento, Oak Park, and Stockton Boulevard Redevelopment Projects on an annual basis for additional housing projects at its discretion. Such goal shall not impede its ability to meet financial obligations of the Agency.

7. The approval and adoption of the Implementation Plans for the Franklin Boulevard and Stockton Boulevard Redevelopment Projects is contingent upon approval and adoption of such Implementation Plans by the Redevelopment Agency of the County of Sacramento.

8. This approval and adoption of the Implementation Plans does not constitute approval or any specific program, project or expenditure, and does not change the need to obtain any required approval of a specific program, project, or expenditure from the Agency or City.

PASSED AND ADOPTED at a regular meeting of the Redevelopment Agency of the City of Sacramento this __th day of November, 2004, by the following vote:

FOR CITY CLERK USE ONLY

RESOLUTION NO.: _____

DATE ADOPTED: _____

Vote

Members of the Redevelopment Agency

AYES:

NOES:

ABSENT:

ABSTAIN:

CHAIR

ATTEST:

SECRETARY

FOR CITY CLERK USE ONLY

RESOLUTION NO.: _____

DATE ADOPTED: _____

RESOLUTION NO. 2004-062

ADOPTED BY THE REDEVELOPMENT AGENCY OF THE CITY OF SACRAMENTO

ON DATE OF

**ADOPTING AND AMENDING IMPLEMENTATION PLANS AND APPROVING
MATTERS RELATIVE TO THE PRODUCTION OF AFFORDABLE HOUSING AND
USE OF HOUSING SET ASIDE FUNDS FOR THE 65TH STREET, ALKALI FLAT, DEL
PASO HEIGHTS, DOWNTOWN, FRANKLIN BOULEVARD, NORTH SACRAMENTO,
OAK PARK, RICHARDS BOULEVARD, SACRAMENTO ARMY DEPOT, AND
STOCKTON BOULEVARD REDEVELOPMENT PROJECT AREAS
OUTSIDE OF SUCH PROJECT AREAS**

WHEREAS, the Redevelopment Plan for the 65th Street Redevelopment Project was adopted by the City Council of the City of Sacramento ("City Council") on June 29, 2004 by Ordinance No. 2004-032; and

WHEREAS, the Redevelopment Plan for the Alkali Flat Redevelopment Project was adopted by the City Council on February 10, 1972 by Ordinance No. 3086 and subsequently amended from time to time; and

WHEREAS, the Redevelopment Plan for the Del Paso Heights Redevelopment Project was adopted by the City Council on May 12, 1970 by Ordinance No. 2284 and subsequently amended from time to time; and

WHEREAS, the Redevelopment Plan for the Downtown Redevelopment Project was adopted by the City Council on September 13, 1955 by Ordinance No. 1936 and subsequently amended from time to time; and

WHEREAS, the Redevelopment Plan for the Franklin Boulevard Redevelopment Project was adopted by the City Council on December 14, 1993 by Ordinance No. 93-071 and by the Board of Supervisors of the County of Sacramento ("Board of Supervisors") on December 14, 1993 by Ordinance No. 1427 and subsequently amended from time to time; and

WHEREAS, the Redevelopment Plan for the North Sacramento Redevelopment Project was adopted by the City Council on June 30, 1992 by Ordinance No. 92-028 and subsequently amended from time to time; and

WHEREAS, the Redevelopment Plan for the Oak Park Redevelopment Project was adopted by the City Council on May 30, 1973 by Ordinance No. 3278 and subsequently amended from time to time; and

FOR CITY CLERK USE ONLY

RESOLUTION NO.: 2004-062

WHEREAS, the Redevelopment Plan for the Richards Boulevard Redevelopment Project was adopted by the City Council on July 17, 1990 by Ordinance No. 90-037 and subsequently amended from time to time; and

WHEREAS, the Redevelopment Plan for the Sacramento Army Depot Redevelopment Project was adopted by the City Council on June 25, 1995 by Ordinance No. 95-034 and subsequently amended from time to time; and

WHEREAS, the Redevelopment Plan for the Stockton Boulevard Redevelopment Project was adopted by the City Council on May 17, 1994 by Ordinance No. 94-017 and by the Board of Supervisors on May 17, 1994 by Ordinance No. 1434 and subsequently amended from time to time; and

WHEREAS, the California Community Redevelopment Law, Health and Safety Code Section 33000 et seq. ("Law"), as set out in Section 33490 requires the Redevelopment Agency of the City of Sacramento ("Agency") adopt an Implementation Plan for each Project Area every five years, and that existing Implementation Plans be reviewed during the second or third year after the Plan was adopted; and

WHEREAS, Section 33490 also requires that the Implementation Plan for each Project Area contain the Agency's goals and objectives; the specific programs, including potential projects, and the estimated expenditures proposed to be made during the next five years; an explanation of how the goals and objectives, programs, and expenditures will eliminate blight; and how the Agency has in the past and will in the future implement the affordable housing program requirements as set out in the Law; and

WHEREAS, the Agency has prepared Implementation Plans for the 2005-2009 period for the Alkali Flat, Downtown, Franklin Boulevard, North Sacramento, Oak Park, Richards Boulevard, Sacramento Army Depot, and Stockton Boulevard Redevelopment Project Areas; and

WHEREAS, the Agency recently adopted Implementation Plans for the 65th Street Project Area, which was approved as part of the Report to Council on April 20, 2004 by Resolution No. 2004-015, and for the Del Paso Heights Project Area on June 17, 2003 by Resolution No. 2003-038, and these Implementation Plans are proposed to be amended and restated for consistency with the Implementation Plans for the other Project Areas; and

WHEREAS, Section 33413 of the Law provides that the Agency may aggregate the affordable housing production needs among its Project Areas if a finding is made that such aggregation will not cause or exacerbate racial, ethnic or economic segregation; and

FOR CITY CLERK USE ONLY

2004-062

RESOLUTION NO.: _____

WHEREAS, Section 33334.2 of the Law requires that not less than twenty percent (20%) of all taxes that are allocated to the Agency from the foregoing Project Areas be used by the Agency for the purposes of increasing, improving, and preserving the community's supply of low- and moderate-income housing available at an affordable housing cost to persons and families that are extremely low, very low, low, or moderate income households; and

WHEREAS, Section 33334.2 of the Law also provides that the Agency may use its housing funds outside of a Project Area if a finding is made by the Agency and the City Council that such use will be of benefit to the Project Area; and

WHEREAS, it is the desire of the Agency to establish a goal of expending up to an additional five percent (5%) of its tax increment revenues from the 65th Street, Alkali Flat, Franklin Boulevard, North Sacramento, Oak Park, Sacramento Army Depot, and Stockton Boulevard Redevelopment Project Areas on an annual basis for affordable housing projects; and

WHEREAS, the Agency has conducted a duly noticed public hearing regarding the foregoing matters.

NOW, THEREFORE, BE IT RESOLVED BY THE REDEVELOPMENT AGENCY OF THE CITY OF SACRAMENTO:

Section 1. All of the evidence presented having been duly considered, the findings, including the environmental findings regarding this action, as stated in the staff report that accompanies this resolution, are approved. The adoption and amendment of the Implementation Plans as set out below does not constitute approval of any specific program, project or expenditure by the Agency, does not change the need to obtain any required approval of a specific program, project or expenditure from the Agency or the City Council unless the authority for which has been delegated to the Executive Director of the Agency, and all programs, project and expenditures are subject to environmental review to the extent required prior to their approval.

Section 2. The 2005-2009 Implementation Plans for the Alkali Flat, Downtown, Franklin Boulevard, North Sacramento, Oak Park, Richards Boulevard, Sacramento Army Depot, and Stockton Boulevard Redevelopment Project Areas, which are set out in Attachment 2 to the staff report, are hereby approved and adopted.

Section 3. The 2004-2008 Implementation Plan for the 65th Street Redevelopment Project Area is hereby amended and restated as set out in Attachment 2 to the staff report.

Section 4. The 2003-2007 Implementation Plan for the Del Paso Heights Redevelopment Project is hereby amended and restated as set out in Attachment 2 to the staff report.

FOR CITY CLERK USE ONLY

RESOLUTION NO.: 2004-062

DATE ADOPTED:

(223)

Section 5. The Agency finds that aggregation of affordable housing production requirements among the 65th Street, Alkali Flat, Del Paso Heights, Downtown, Franklin Boulevard, North Sacramento, Oak Park, Richards Boulevard, Sacramento Army Depot, and Stockton Boulevard Redevelopment Project Areas will not cause or exacerbate racial, ethnic or economic segregation based on the facts and the reasons set out in the staff report and in the Implementation Plans, will be a benefit to the Project Areas by facilitating the production of affordable housing, and for these reasons such aggregation is hereby approved.

Section 6. The use of tax increment revenues allocated from the 65th Street, Alkali Flat, Del Paso Heights, Downtown, Franklin Boulevard, North Sacramento, Oak Park, Richards Boulevard, Sacramento Army Depot, and Stockton Boulevard Redevelopment Project Areas, for the purpose of increasing, improving, and preserving the community's supply of low- and moderate-income housing available at an affordable housing cost to persons and families that are extremely low, very low, low, or moderate income households by funding projects located outside of a Project Area but within another Project Area or in the other portions of the City's jurisdiction, will be of benefit to that Project Area and such allocation is hereby approved.

Section 7. The Agency hereby adopts a goal of expending up to an additional five percent (5%) of the tax increment revenues of the 65th Street, Alkali Flat, Franklin Boulevard, North Sacramento, Oak Park, Sacramento Army Depot, and Stockton Boulevard Redevelopment Project Areas on an annual basis for affordable housing projects as long as such allocation does not impede the ability of the Agency to meet its financial obligations, such as to pay its bond indebtedness.

Section 8. The approval and adoption of the matters set out in this resolution for the Franklin Boulevard and Stockton Boulevard Redevelopment Project Areas, which are joint City and County Project Areas for which the City has not delegated its authority for plan implementation, is contingent upon approval by the Redevelopment Agency of the County of Sacramento of the same matters.

HEATHER FARGO

CHAIR

ATTEST:

SHIRLEY CONCOLINO

SECRETARY

FOR CITY CLERK USE ONLY

RESOLUTION NO.: 2004-062

DATE ADOPTED:

RESOLUTION NO. 2004-900

ADOPTED BY THE CITY COUNCIL OF THE CITY OF SACRAMENTO

ON DATE OF

NOV 30 2004

APPROVING THE USE OF HOUSING SET ASIDE FUNDS FROM THE 65TH STREET, ALKALI FLAT, DEL PASO HEIGHTS, DOWNTOWN, FRANKLIN BOULEVARD, NORTH SACRAMENTO, OAK PARK, RICHARDS BOULEVARD, SACRAMENTO ARMY DEPOT, AND STOCKTON BOULEVARD REDEVELOPMENT PROJECT AREAS OUTSIDE OF SUCH PROJECT AREAS

WHEREAS, the Redevelopment Plan for the 65th Street Redevelopment Project was adopted by the City Council of the City of Sacramento ("City Council") on June 29, 2004 by Ordinance No. 2004-032; and

WHEREAS, the Redevelopment Plan for the Alkali Flat Redevelopment Project was adopted by the City Council on February 10, 1972 by Ordinance No. 3086 and subsequently amended from time to time; and

WHEREAS, the Redevelopment Plan for the Del Paso Heights Redevelopment Project was adopted by the City Council on May 12, 1970 by Ordinance No. 2284 and subsequently amended from time to time; and

WHEREAS, the Redevelopment Plan for the Downtown Redevelopment Project was adopted by the City Council on September 13, 1955 by Ordinance No. 1936 and subsequently amended from time to time; and

WHEREAS, the Redevelopment Plan for the Franklin Boulevard Redevelopment Project was adopted by the City Council on December 14, 1993 by Ordinance No. 93-071 and by the Board of Supervisors of the County of Sacramento ("Board of Supervisors") on December 14, 1993 by Ordinance No. 1427 and subsequently amended from time to time; and

WHEREAS, the Redevelopment Plan for the North Sacramento Redevelopment Project was adopted by the City Council on June 30, 1992 by Ordinance No. 92-028 and subsequently amended from time to time; and

WHEREAS, the Redevelopment Plan for the Oak Park Redevelopment Project was adopted by the City Council on May 30, 1973 by Ordinance No. 3278 and subsequently amended from time to time; and

FOR CITY CLERK USE ONLY

RESOLUTION NO.: 2004-900

DATE ADOPTED: NOV 30 2004



WHEREAS, the Redevelopment Plan for the Richards Boulevard Redevelopment Project was adopted by the City Council on July 17, 1990 by Ordinance No. 90-037 and subsequently amended from time to time; and

WHEREAS, the Redevelopment Plan for the Sacramento Army Depot Redevelopment Project was adopted by the City Council on June 25, 1995 by Ordinance No. 95-034 and subsequently amended from time to time; and

WHEREAS, the Redevelopment Plan for the Stockton Boulevard Redevelopment Project was adopted by the City Council on May 17, 1994 by Ordinance No. 94-017 and by the Board of Supervisors on May 17, 1994 by Ordinance No. 1434 and subsequently amended from time to time; and

WHEREAS, the California Community Redevelopment Law, Health and Safety Code Section 33000 et seq. ("Law"), as set out in Section 33334.2, requires that not less than twenty percent (20%) of all taxes that are allocated to the Redevelopment Agency of the City of Sacramento (Agency) from the foregoing Project Areas be used by the Agency for the purposes of increasing, improving, and preserving the community's supply of low- and moderate-income affordable housing available at affordable housing cost to persons and families that are extremely low, very low, low or moderate income households; and

WHEREAS, Section 33334.2 of the Law also provides that the Agency may use its housing funds outside of a Project Area if a finding is made by resolution of the Agency and the City Council that such use will be of benefit to the Project Area; and

WHEREAS, the Agency has conducted a duly noticed public hearing regarding the foregoing matters.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SACRAMENTO:

Section 1. All of the evidence presented having been duly considered, the findings, including the environmental findings regarding this action, as stated in the staff report that accompanies this resolution, are approved.

Section 2. The use of tax increment revenues allocated from the 65th Street, Alkali Flat, Del Paso Heights, Downtown, Franklin Boulevard, North Sacramento, Oak Park, Richards Boulevard, Sacramento Army Depot, and Stockton Boulevard Redevelopment Project Areas, for the purpose of increasing, improving, and preserving the community's supply of low- and moderate-income housing available at an affordable housing cost to persons and families that are extremely low, very low, low, or moderate income households by funding projects located outside of a Project Area but within another other Project Area or in the other portions of the City's jurisdiction, will be of benefit to that Project Area and such allocation is hereby approved.

FOR CITY CLERK USE ONLY

RESOLUTION NO.:

2004-900

NOV 9 2004



RESOLUTION NO.: 2004-900

FOR CITY CLERK USE ONLY

CITY CLERK

SHIRLEY CONCOLINO

ATTEST:

MAYOR

HEATHER WELLS

Section 3. The foregoing approval of the allocation of housing set-aside tax increment revenues for the Franklin Boulevard and Stockton Boulevard Redevelopment Project Areas, which are joint City and County Project Areas for which the City has not delegated its authority for plan implementation, is contingent upon the approval by the Board of Supervisors of the County of Sacramento of the same allocation.



May 4, 2005

City Council and the Redevelopment Agency of the City of Sacramento
Sacramento, California

Honorable Members in Session:

SUBJECT: DISSOLUTION OF THE ALKALI FLAT PROJECT AREA COMMITTEE, FORMATION OF THE ALKALI FLAT REDEVELOPMENT ADVISORY COMMITTEE AND ADOPTION OF ALKALI FLAT REDEVELOPMENT ADVISORY COMMITTEE OPERATING GUIDELINES

LOCATION & COUNCIL DISTRICT

Alkali Flat Redevelopment Project Area, Council District 1

RECOMMENDATION

Staff recommends adoption of the attached City Council resolution on page 7, which authorizes the City Manager to:

- dissolve the Alkali Flat Project Area Committee and approve an elected Alkali Flat Redevelopment Advisory Committee and Operating Guidelines for the Alkali Flat Redevelopment Advisory Committee.

Staff recommends adoption of the attached Redevelopment Agency resolution on page 9, which authorizes the Executive Director or her designee to:

- dissolve the Alkali Flat Project Area Committee and form an elected Alkali Flat Redevelopment Advisory Committee and Operating Guidelines for the Alkali Flat Redevelopment Advisory Committee.

CONTACT PERSONS

Lisa Bates, City Community Redevelopment Director, 440-1316
Chris Erias, Redevelopment Planner, 440-1399 x1293

FOR COUNCIL MEETING OF - May 17, 2005

SACRAMENTO HOUSING AND REDEVELOPMENT AGENCY

Redevelopment Agency
May 4, 2005
Page 2

SUMMARY

This report recommends that the elected Alkali Flat Project Area Committee (PAC) be dissolved and a newly elected Alkali Flat Redevelopment Agency (RAC) be formed to advise the Redevelopment Agency (Agency). The report also recommends the adoption of the Alkali Flat RAC Operating Guidelines, which provides the operating framework for the committee. These actions are consistent with the City Council's adopted policy for PACs and RACs. The policy was adopted by the City Council at its November 27, 2001 meeting. The Agency has since applied these rules to all committees.

PAC ACTION

At its meeting of March 28, 2005 the Alkali Flat PAC adopted a motion recommending approval of the attached resolutions along with an amendment which read, the Resident Tenant and Resident Home Owner category should be combined to make a Resident category. The votes were as follows:

AYES: Owen, Wright, Lough, Frankfield, Parra, Cuellar

NOES: None

ABSENT: Camacho, Lopez, Prosser, Rivera, Delgado

To better reflect the composition of the neighborhood, PAC members prefer to have no distinction between renters and owners in the resident category. The 2000 census indicates that Alkali Flat is 93% renter occupied.

COMMISSION ACTION

At its meeting of May 4, 2005 the Sacramento Housing and Redevelopment Commission adopted a motion recommending approval of the attached resolutions. The Commission recommended that one seat on the RAC be designated for a renting resident, one seat for a resident owner and four seats for either an resident owner or renting resident. The votes were as follows:

AYES: Burns, Burruss, Gale, Gore, Hoag, Platkowski, Shah, Simon,

Stivers

NOES: None

ABSENT: Coriano, Harland

SACRAMENTO HOUSING AND REDEVELOPMENT AGENCY

Redevelopment Agency
May 4, 2005
Page 3

BACKGROUND

California Redevelopment Law (CRL) requires an elected PAC when establishing or amending a redevelopment project area if there are a substantial number of low- or moderate-income families and the plan authorizes eminent domain for residential property or if the plan contains projects anticipated to displace a substantial number of low- and moderate-income families. The Agency is required to consult with a PAC for three years on matters related to displacement of residents or otherwise affecting the residents.

Despite having the option not to have a formal community group advising the Agency in redevelopment efforts after the three year period, the Agency and City value the long term community benefits of working with formal advisory committees. The Agency currently administers thirteen redevelopment project areas, of which nine operate with a RAC as an advisory body. The City administers the Richards Boulevard and Downtown Redevelopment areas which utilize the area business associations for input. The County areas of Mather/McClellan and Walnut Grove also use business and/or neighborhood associates to obtain community input.

In 2001, the City Council approved the Agency's PAC/RAC Policy. This policy provides more consistent guidelines on the composition and term limits for groups advising the Agency on redevelopment activities. The policy also recommends that an elected PAC transition to an appointed RAC after three years. All groups existing at the time of the adoption of the PAC/RAC Policy with the exception of Alkali Flat have transitioned from a PAC to a RAC.

The Alkali Flat Project Area Committee, Inc. was originally established in 1972 as a 501(C) 3 to receive federal Urban Development Action Grant (UDAG) funds. When the Agency adopted the Alkali Flat Project Area, it approved the non-profit corporation as the area's Project Area Committee. The Corporation and the area's Project Area Committee, although consisting of the same members, are not synonymous. Over the years, even though UDAG funds are no longer available, the non-profit corporation/PAC has continued to advise the Agency on redevelopment issues. Alkali Flat is not required to have a PAC under redevelopment law and currently the PAC does not meet the City/Agency requirements for advisory groups in terms of size, composition, or term limits.

To be consistent with City and Agency policy, the Agency is recommending transitioning Alkali Flat from a PAC to a RAC. This does not affect the existence or operation of the non-profit corporation, except that the non-profit will not be the advisory body to the

SACRAMENTO HOUSING AND REDEVELOPMENT AGENCY

Redevelopment Agency
May 4, 2005
Page 4

Agency or staffed by the Agency. Because Alkali Flat's PAC has been an elected body since its inception Council gave direction in 2001 relating to Alkali Flat that the RAC remain an elected rather than appointed body.

The new RAC will consist of twelve members instead of the current fifteen. The absentee landlord category will be removed. Other key changes include term limits and no crossing over of categories. Existing members of the PAC, as community members, are encouraged to run for a seat on the newly elected RAC. Staff plans to begin the election process upon Council approval of the transition.

This report also recommends the adoption of the Alkali Flat RAC Operating Guidelines. These guidelines will guide the RAC on items related to committee size, membership categories, office terms, elections, and operating procedures. The PAC/RAC Policy adopted by Council in 2001 does provide guidelines for the overall function of all PACs and RACs. However, it recommends that each advisory committee have a set of operating guidelines specific to that group. The Operating Guidelines are included as Attachment II. While new member's terms are to be two years each, the City Clerk's Office will provide for the staggering of terms in order to keep the number of members on the committee balanced at all times.

FINANCIAL CONSIDERATIONS

There are no financial considerations associated with this report.

POLICY CONSIDERATIONS

The actions proposed substantially follow the existing PAC/RAC guidelines adopted by Council in November 2001. An intent motion was approved by Council at its May 17, 2005 meeting to enact one change to the existing policy. The recommended change to the policy is as follows: The composition of the six seats reserved for residents shall be: 4 seats are reserved for renters and 2 seats are reserved for owner occupants.

ENVIRONMENTAL REVIEW

The proposed action is an administrative function that is not a "project" subject to environmental review per the CEQA Guidelines Section 15378 (b) (2). NEPA does not apply.

SACRAMENTO HOUSING AND REDEVELOPMENT AGENCY

Redevelopment Agency
May 4, 2005
Page 5

MWBE CONSIDERATIONS

The proposed policy in this report has no MWBE impact; therefore, MWBE considerations do not apply.

Respectfully submitted,

ANNE M. MOORE
Executive Director

Transmittal approved,

ROBERT P. THOMAS
City Manager

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Attachment II: Alkali Flat Operating Guidelines – Page 11

S 1145

RESOLUTION NO. 2005-037

ADOPTED BY THE REDEVELOPMENT AGENCY OF THE CITY OF SACRAMENTO

ON DATE OF

MAY 31 2005

DISSOLUTION OF THE ALKALI FLAT PROJECT AREA COMMITTEE; FORMATION OF THE ALKALI FLAT REDEVELOPMENT ADVISORY COMMITTEE; AND ADOPTION OF THE ALKALI FLAT REDEVELOPMENT ADVISORY COMMITTEE OPERATING GUIDELINES

WHEREAS, on November 27, 2001, the Redevelopment Agency adopted a resolution adopting the guidelines for the definition and functions of Project Area Committees and Redevelopment Advisory Committees; and

WHEREAS, the Alkali Flat Project Area was adopted in 1972 and was most recently amended in 2004; and

WHEREAS, the California Redevelopment Law requires a Project Area Committee when first establishing a redevelopment area and under limited circumstances when redevelopment plans are amended; and

WHEREAS, the City Council and Redevelopment Agency acknowledge the long-term community benefits that can be derived from working with advisory committees and will continue to have community groups advise the City and Agency on redevelopment matters.

BE IT RESOLVED BY THE REDEVELOPMENT AGENCY OF THE CITY OF SACRAMENTO:

Section 1: The Redevelopment Agency hereby finds that a Project Area Committee is no longer required for the Alkali Flat Project Area.

Section 2: The Alkali Flat Project Area Committee is hereby dissolved.

Section 3: A Redevelopment Advisory Committee (RAC) for the Alkali Flat Project Area is formed and approved.

Section 4: The Alkali Flat Redevelopment Advisory Committee Operating Guidelines attached as Attachment II to the staff report that accompanies this resolution are hereby approved as the rules for formation and operation of the RAC.

FOR CITY CLERK USE ONLY

(7)

RESOLUTION NO.: 2005-037

DATE ADOPTED: MAY 31 2005

Section 5. The Executive Director is authorized and directed to take all actions necessary to form the Redevelopment Advisory Committee in accordance with this resolution.

HEATHER PARGO
CHAIR

ATTEST:

SHIRLEY CONCOLINO
SECRETARY

FOR CITY CLERK USE ONLY (8)

RESOLUTION NO.: 2005-037
DATE ADOPTED: MAY 3 1 2005

**OPERATING GUIDELINES FOR THE ALKALI FLAT
REDEVELOPMENT ADVISORY COMMITTEE**

I. NAME: The committee shall be known as the Alkali Flat Redevelopment Advisory Committee ("the Committee").

PURPOSE. The Redevelopment Area Committee is established to encourage citizen participation in the redevelopment planning process and to provide community forums to propose and review community goals and objectives on matters within the Committee's jurisdiction.

The Committee is an advisory committee to the City Council of the City of Sacramento (City), the Sacramento Housing and Redevelopment Commission (Commission), and the Redevelopment Agency of the City of Sacramento (City Agency), (the Commission and City Agency are collectively the "Agency") regarding adoption of the Redevelopment Plan (Redevelopment Plan) for a Project Area (Project Area), and on all policy matters within the Agency's control that affect the Project Area.

The Committee is authorized to:

- a. Provide advice concerning those policy matters which deal with the planning and promotion of residential facilities or replacement housing, for those who may be displaced by project activities, and other policy matters which affect the residents of the Project Area, as requested by the Sacramento Housing and Redevelopment Agency (SHRA).
- b. Review and comment upon the planning and implementation of the redevelopment and community development plans and programs.

II. AREA OF JURISDICTION. The Committee shall have jurisdiction in the designated Alkali Flat Redevelopment Project Area (See Attachment I).

III. MEMBERSHIP:

- a. Size - The Committee shall consist of twelve members.
- b. Composition - Committee membership shall be limited to the specified number of persons from each of the following categories:

FOR CITY CLERK USE ONLY

RESOLUTION NO.:

2005-037

DATE ADOPTED:

MAY 31 2005

1. Three Community Based Organizations by their officially designated representative, which organizations are headquartered or conducting substantial activities in the Redevelopment Area.

2. Six resident residing in the Redevelopment Area with a minimum of four renters.

3. Three owners of a business in the Redevelopment Area or their designee.

4. A RAC may include a high school student who resides within the redevelopment project area, as a non-voting member.

c. Term of Office – The term of office for RACs shall be two years with a limit of two consecutive terms.

d. Vacancy – Vacancies on the Committee shall be elected by residents of Alkali Flat. Recruitment flyers and applications shall be distributed throughout the redevelopment project area to attract individuals who may wish to serve on the Committee. The existence of any vacancies shall not prevent the RAC from carrying out its duties.

e. Conflict of Interest/Disclosure Statement – Each member shall comply with the Conflict of Interest disclosure requirements as determined by the California Fair Political Practices Commission and with any other statutes, laws, rules, ordinances and regulations related to conflict of interest. At the request of the City Clerk, each member shall file a Conflict of Interest/Disclosure Statement.

f. Stipend – The members of the Committee shall receive a stipend to defray the costs of meeting attendance at regular and special meetings of the full Committee.

ORGANIZATION

a. Officers - The Committee shall have the following officers:

1. Chairperson - shall preside at all meetings, preserve order and decorum, and shall decide all questions of order at Committee meetings. The Chairperson shall be entitled to make or second any motion, discuss, vote on, and present any matter as a member of the Committee without having to relinquish the Chair.

2. Vice Chairperson - shall assume and perform all duties of the Chairperson in the latter's absence from any meeting.

FOR CITY CLERK USE ONLY

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RESOLUTION NO.: 2005-037

DATE ADOPTED: MAY 31 2005

FOR CITY CLERK USE ONLY

- 3. Recording Secretary - shall record the official actions taken at regular and special meetings.
- b. The officers of the Committee shall be the Executive Committee.
 - Officers shall be elected annually by the Committee members. Each elected officer shall serve for one year. There are no limitations on the number of times a member may be re-elected to office.
- c. Subcommittees
 - 1. The Committee may form standing subcommittees and ad hoc subcommittees as needed.
 - d. Staff Responsibilities
 - 1. Meetings of the Full Committee: SHRA staff will provide staffing support for regular meetings, which will include preparation and mailing of the agenda and meeting minutes.
 - 2. Standing Subcommittees: Staff will prepare and mail agendas for standing redevelopment subcommittees, and may attend all meetings of such standing subcommittees. An officer of each subcommittee, or a designate, is responsible for preparing meeting minutes.
 - 3. Special Subcommittees: If short-term subcommittees or task forces are formed, staffing shall be provided by Committee members.
- Staff shall retain chronological files and audio recordings of all Committee and standing subcommittee meetings as a record of Committee activity.
- VI. OPERATIONS
 - a. Place of Meetings: All meetings of the Committee and subcommittees shall be open to the public and shall be held at a suitable place convenient to the residents and business owners of the Committee, as may be designated by the Officers. Agendas shall be duly posted 72 hours in advance of the meeting at the location of meeting.
 - b. The Ralph M. Brown Act: To insure that the deliberations, as well as the actions, of the Committee are performed at meetings open to the public and as to which the public has been given adequate notice, the provisions of the Ralph M. Brown Act (Government Code Sections 54950-54961) apply.

c. Regular Monthly Meetings: Regular general meetings shall be held once a month, as necessary. The meeting date and time shall be established by the Committee. Meetings may be canceled by the Chairperson, with concurrence of Agency staff, if there are insufficient agenda items to warrant a meeting. Staff will distribute meeting cancellation notices at least 72 hours in advance of the scheduled meeting.

d. Quorum: The quorum shall consist of a majority of the members then currently serving. A majority vote of the quorum shall constitute a sufficient number of members to transact any business, including the election of officers except as otherwise required by law.

e. Attendance

1. Unexcused Absences - A member who has had three consecutive unexcused absences from Committee meetings shall forfeit his or her membership.

2. Excused Absences - An absence shall be considered excused if a member notifies the Chairperson or appropriate staff member, prior to the meeting time that he or she will be unable to attend a specific meeting due to illness, vacation, or other unavoidable circumstances. The Executive Committee shall review the membership of any member who has three consecutive excused absences from Committee meetings and shall forward its recommendation, for or against forfeiture, to the Committee for action. The full Committee shall determine by a majority of the quorum whether to declare forfeiture of the membership.

3. Anyone with more than three absences within a 12 month period is subject to having membership review by the Executive Committee and referred to the full Committee as in Section VI.e.2. above.

f. Committee Rules for Conduct of Business:

1. Agendas will be prepared for each regular and special meeting of the Committee and shall be posted at the location of the meeting in a public place in the Project Area (community center, public library, etc.) at least 72 hours prior to the meeting.

2. Meetings of the Committee shall be conducted in accordance with the Ralph M. Brown Act (Government Code Section 54950 et. seq.). The Committee Chairperson, Vice Chairperson, or an Acting Chairperson shall preside at each meeting.

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3. Robert's Rules of Order shall serve as a general guideline for conduct of all meetings, but may be suspended for working sessions, field trips, and similar situations.

4. Any member who does not abide by Roberts Rules of Order and/or the established meeting procedures shall have forfeiture of their membership reviewed by the Executive Subcommittee and referred to the full Committee as in Section VI.e.2 above.

5. Recording Secretary shall record the minutes taken at regular and special meetings. Staff is responsible for *finalizing* minutes of the regular and special meetings of the full Committee and distributing the minutes with the Agenda. The Committee at its next meeting shall approve all minutes.

6. Committee votes will be made by roll call with the exception of the minutes. Results of votes will normally be recorded as "YES," "NO," "ABSTENTION," or as "UNANIMOUS" if that be the case. In the event of a tie vote, the Chairperson may withdraw or amend his or her vote to break the tie.

7. The Chairperson may revise the order of items on the agenda at meetings or add items if appropriate to the circumstances. No action can be taken on matters not on the agenda, except matters specifically allowed under the Ralph M. Brown Act.

8. The order of discussion of Committee matters should typically be as follows: presentation of report, Committee questions, public testimony by proponents and opponents, then Committee discussion/action. The Chairperson may, in advance, impose reasonable time limits on any speakers including members of the Committee. Time shall be given for public testimony on matters within the jurisdiction of the Committee.

9. The Committee may recommend "approval", "approval with conditions", "denial", or "further study", in regard to proposals considered by the Committee.

10. In extenuating circumstances or circumstances involving complex matters the Committee may continue hearings on proposals.

11. The Committee recommendations shall be forwarded by Staff to the appropriate City governing body on each matter considered.

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12. Special or emergency meetings of the Committee may be called by the staff, in consultation with the Executive Committee, as necessary subject to the requirements of the Ralph M. Brown Act. The Chairperson shall assure that advance notification of the meeting will be given to Committee members and shall include the date, time, meeting place, and agenda for the meeting.

13. Changing the time or date of regular meetings will be done in consultation with the Executive Committee.

14. The Committee may provide required notices to the press, residents, promoters of projects and others regarding Committee matters by mail, telephone, publications in the local press, through the body referring the matters, public posting, personal contact, or a combination of any, or all of these methods.

15. Agency shall distribute the roster of current Committee officers and members including their names, addresses, telephone numbers, and titles and duties to Committee members, and shall keep a copy on file in the Redevelopment Office and with the Office of the City Clerk. While this information is public information and can be obtained through the City Clerk, Committee members and the Agency shall release home addresses and telephone numbers of members to the public only if/as required by Public Law.

16. If a Committee officer position shall become vacant prior to the expiration of the official term, a special election will be held at the next regular Committee meeting to fill for the balance of the term the vacated office.

17. Election of Committee officers shall be secret ballot.

18. Elected Committee officers shall assume their new offices at the next meeting of the Committee following the election.

19. An elected Committee officer may be removed from office (but not from the Committee) by a two-thirds vote of the entire Committee membership taken by secret ballot.

20. Subcommittees, other than the Executive Committee, may be appointed by the Chairperson. Subcommittees may be standing committees or ad hoc committees. The term of the standing subcommittees shall be at the pleasure of the Committee Chairperson. The purpose of standing committees shall be to review projects and issues for consideration and actions as determined by the full Committee.

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21. Matters referred to the Committee should normally be considered by the Committee not later than the next regularly scheduled meeting.

22. The Committee may, by unanimous vote of members present, suspend a provision of these rules for a single action of the Committee subject to the requirements of the Ralph M. Brown Act. Immediately upon completion of such action, the full rules are automatically reinstated.

23. The Committee, as a committee of the whole or as individuals, shall not be allowed to use their position or their meetings to further personal or political purposes.

VII. INTERPRETATION OF RULES. These rules are adopted pursuant to California Health and Safety Code Section 33385. It is intended that these rules shall comply with said Section and the entire Community Redevelopment Law (California Health and Safety Code Section 33000 et. seq.) as of the date of their adoption. In the event of a conflict between these rules and all applicable laws, including the Community Redevelopment Law, the applicable law shall control.

VIII. OPERATING GUIDELINES. These rules shall become the Operating Guidelines of the Committee upon approval of the City Council and the Redevelopment Agency of the City of Sacramento. The operating guidelines can be amended by the Sacramento Housing and Redevelopment Commission.

IX. PROCEDURES FOR THE ELECTION OF MEMBERS OF REDEVELOPMENT ADVISORY COMMITTEES

1. [Sec. 100] GENERAL

A. [Sec. 101] Purpose

The purpose of this document is to set forth a set of Procedures relating to the election of Redevelopment Advisory Committee members.

B. [Sec. 106] Short Title

This Communitywide Procedure for the Election of RAC Members Thereof shall be known and cited, as the "RAC Procedures".

2. [Sec. 200] DEFINITIONS

Whenever the following terms are used in these RAC Procedures, unless otherwise defined, such terms shall have the meaning ascribed to them in this Section 200.

A. [Sec. 201] Agency

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"Agency" means the Redevelopment Agency of the City of Sacramento and any Agency staff, consultants, assignees, delegates and City Departments who may be assigned the duties and responsibilities for implementing these PAC Procedures.

B.

[Sec. 202] City

"City" means the City of Sacramento, California.

C.

[Sec. 203] City Council

"City Council" means the legislative body of the City of Sacramento.

D.

[Sec. 204] Project Area

"Project Area" means the area within the boundaries described in the Preliminary Plan for each Redevelopment Project approved and adopted or amended by resolution.

E.

[Sec. 205] Redevelopment Project

"Redevelopment Project" means the redevelopment project which is being considered for adoption or amendment pursuant to the CRL, for which proposed boundaries were selected by the said Planning Commission

F.

[Sec. 206] Redevelopment Advisory Committee

"Redevelopment Advisory Committee" means the committee formed and selected pursuant to Section 33385 of the CRL and in accordance with these RAC Procedures.

G.

[Sec. 207] Resident

"Resident" means any person who owns, rents, leases or otherwise lawfully occupies as his or her principal residence a dwelling unit with the Project Area.

H.

[Sec. 208] Resident Property Owner

"Resident Property Owner" means any Resident who presents satisfactory written evidence of ownership of all or a substantial fee interest in the dwelling unit which he or she occupies within the Project Area.

I.

[Sec. 209] Residential Tenant

"Residential Tenant" means any Resident who presents satisfactory evidence that he or she lawfully occupies a dwelling unit or is a party to a residential rental or lease agreement for a dwelling unit which he or she occupies within the Project Area.

J.

[Sec. 210] Business

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"Business" means any lawful enterprise conducted for the purpose of making a profit by a person or legal entity within the boundaries of the proposed Project Area primarily:

1. For the purchase, sale, lease, or rental of personal and real property, and the manufacture, processing, or marketing of products, commodities, or any other personal property; or
2. For the sale of services to the public; or
3. For any other legally defined business purpose.

K. [Sec. 211] Business Owner

"Business Owner" means any person or legal entity which presents evidence of ownership and operation of a business enterprise within the proposed Project Area, or the ownership of property in the Project Area for investment purposes and not for personal occupancy.

L. [Sec. 212] Community Based Organization

"Community Based Organization" means any existing nonprofit corporation or association of persons and/or entities, which has its headquarters or a site office within the Project Area, as defined by Section 204 above or has a substantial number of constituents who are persons and/or entities who reside or conduct business in the Project Area formed for the purpose of serving the community, and is generally recognized by persons within the Project Area as a community organization. Community Based Organizations also include religious institutions physically located within the Project Area.

M. [Sec. 213] Communitywide

The whole of persons residing within a Project Area, entities conducting business within a Project Area, owners of property within a Project Area, and community organizations, including religious institutions physically located within a Project Area.

3.

[Sec. 300] PUBLICIZING THE OPPORTUNITY TO SERVE ON THE PROJECT AREA COMMITTEE

A. [Sec. 301] Written Notice by Mail

The Agency shall publicize the opportunity to serve on the RAC by providing written notice by first-class mail to all residences, businesses, and community organizations, including religious institutions and other non-profit organizations, within the Project Area at least 30 days prior to the election of RAC members.

The notice(s) shall indicate the time, place, location and opportunity to serve on the RAC prior to any of the public meetings, hearings or plebiscite required by these RAC Procedures.

Additionally, the Agency shall mail written notice of all meetings, or hearings to be considered by or on behalf of the Agency or the City Council pursuant to these RAC Procedures relative to the formation and selection of the RAC, to all residents, business and community organizations in the Project Area, provided that the Agency can obtain mailing addresses for the individual residents, businesses or occupants at a reasonable cost. Such mailed notices shall be mailed by first-class mail, but may be addressed to "Occupant".

In lieu of providing separate notices for publicizing the opportunity to serve on the RAC and for each meeting, hearing, or plebiscite, the Agency may provide a single combined notice pursuant to this Section stating all of the dates, times, and locations of any meetings, hearings and plebiscites.

If the Agency has acted in good faith to comply with the notice requirements of this section, the failure of the Agency to provide the required notice to residents or businesses unknown to the Agency or whose addresses could not be obtained at a reasonable cost, shall not in and of itself, invalidate the information or actions of the RAC.

B. [Sec. 302] Publication
The Agency shall publish notice of the opportunity to serve on the RAC and all meetings, hearings or plebiscites to be conducted by or on behalf of the Agency or the City Council in accordance with these RAC Procedures relative to the formation and selection of the RAC.

The notice(s) shall be published at least one (1) time in a newspaper of general circulation within the City, and at least ten (10) days prior to the date established for each such meeting, hearing or plebiscite.

C. [Sec. 303] Public Meeting(s)
The Agency shall conduct a minimum of one (1) public meeting to explain the establishment and functions of, and the opportunity to serve on, the RAC (the "Information Meeting").

One basic purpose of the Information Meeting shall be to give the attendees sufficient information upon which to base a decision as to whether to become a candidate. This shall include information regarding the development plan (i.e., the status of the plan and examples of activities that would be undertaken in the Project Area) and the role of the RAC in the redevelopment process.

Information regarding the types of issues the RAC might be considering and the time commitments required by RAC members shall be available. Agency staff shall also inform the audience of the requirement for RAC members to file

Conflict of Interest Statements and copies of these forms shall be available upon request.

The categories of membership to be filled on the RAC and the qualifications for each category shall be reviewed with the audience. An overview of the election process shall be given, including the nature of documentation required for candidacy and voting, any special timing or other rules, and the provisions of Section 601 of these RAC procedures regarding filing a challenge to the election or election process.

Once all questions have been answered regarding the role of the RAC and the qualification of candidates, Candidate Information Forms, as defined in Section 509 of these RAC Procedures shall be made available to those attending the Information Meeting.

Interested persons shall be permitted to take the Candidate Information Form with them to be completed and returned at or prior to the time set forth in Section 510, if they chose to become a candidate.

Persons attending the information Meeting shall also be provided with a Voter Qualification Form. Voters may pre-qualify by returning the Voter Qualification Form along with the required documentation to the Agency offices prior to the election. Those who have not pre-qualified may be qualified at the Election Meeting described under Section 508 of these RAC Procedures.

Also at the Information meeting, the Agency shall distribute copies of the following documents:

1. These RAC Procedures;
2. A copy of the Redevelopment Plan for the Project Area; and
3. Any other materials the Agency Staff determines would be useful, including materials regarding conflicts of interest.

The number of copies of the above referenced documents and materials to be made available at the meeting shall be sufficient to meet the estimated number of attendees anticipated. Additional copies of the materials shall be available to the public at a place or places designated by the Agency.

The Agency may limit the number of documents or materials to be distributed to any one person, family or legal entity to one (1) set in order to avoid excessive and unnecessary costs. Any person or entity may request additional copies of the documents, at a reasonable duplication cost.

D. [Sec. 304] Posting and Distributing Notices

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The Agency may post notice or distribute flyers regarding the opportunity to serve on the RAC at conspicuous locations throughout the Project Area. Such notices may be posted in the following locations:

1. Office of the City Clerk;
2. City Hall Public notice board;
3. Public buildings in the Project Area.

E. [Sec. 305] Display Advertisement
The Agency may place notice of the opportunity to serve on the RAC in a display advertisement in a newspaper of general circulation within the City.

F. [Sec. 306] Public Service Announcements at Other Meetings
The Agency may make announcements to the general public at any of its regular meetings held prior to any of the public meetings, hearings or plebiscites required by these RAC Procedures, announcing the opportunity to serve on the RAC.

G. [Sec. 307] Foreign Languages
The Agency may determine to translate any of the notices or announcements referred to in these RAC Procedures into another language or languages and place advertisements in foreign language publications to effectively carry out the purpose of these RAC Procedures.

H. [Sec. 308] Other Mechanisms to Publicize Opportunity to Serve on PAC
The Agency may include notice of the opportunity to serve on the RAC in any published and/or mailed notice which the Agency circulates.

[Sec. 400] RAC MEMBERSHIP
A. [Sec. 401] Adequate Representation
The RAC shall only include when applicable, elected representatives of residential owner occupants, residential tenants, business owners, and community based organizations within the Project Area. Each group shall be adequately represented.

B. [Sec. 402] Categories and Numbers of Members in Each
The RAC shall consist of twelve members in the following representative categories and numbers:

Category	Number of Members
1. Residents (minimum of 4 renters)	6
3. Business Owners	3
4. Representatives of Community Based Organizations, Including Religious Institutions	3
TOTAL	12

C. [Sec.403] Insufficient Number of Candidates in Membership Categories
 In the event there is an insufficient number of candidates elected to any category of membership of the RAC, such seats will sit vacant until the next election. The existence of any vacancies shall not prevent the RAC from carrying out its duties as required.

D. [Sec.404] Filling Vacancies
 Should a RAC member resign or otherwise vacate his or her seat, the seat shall sit vacant until the total number of sitting members falls below seven (7). In the event the total RAC membership falls below seven, a special election will be held to fill the vacancies.

E. [Sec.405] Holding of Office
 No RAC member shall hold a seat more than two consecutive full terms. Terms shall be two years in length.

[Sec. 500] PAC ELECTION

A. [Sec. 501] Eligibility
 [Sec. 502] General Eligibility Requirements Applicable to Candidates and Voters in All Membership Categories

1. Any Resident, Business Owner, or representative from a Community Based Organization who is eligible for RAC membership is also eligible to vote in a RAC election.

2. [Sec. 503] Eligibility Requirements for Residents and Business Owners
 In order to qualify to vote for or serve as members of the Residents and Business Owners categories of the RAC a person must present proof that he or she is at least 18 years or older and is either a Resident, owns property, or is a Business Owner within the Project Area. Proof of eligibility shall consist of a California driver's license or California identification card and such other proof as required pursuant to the provisions set forth in Sections 504 and 505 of these RAC Procedures.

3. [Sec. 504] Required Proofs for Property Owner Categories
 Persons seeking to prove their eligibility for the categories relating to the ownership of real property in the Project Area, such as Residential Owners occupant, must, in addition to the proof required by Section 503, above, also provide evidence of current ownership of property within the project area by such means as a copy of a bill for the property, such as a recent mortgage, utility or property tax bill or similar documentation showing present

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property ownership. Agency may request further substantiation, such as a copy of a trust deed or rental agreement.

4. [Sec. 505] Required Proofs for Residential Tenant and Business Categories
Persons seeking to prove their eligibility for the categories relating to the holding of tenancies in the Project Area, such as (1) Residential Tenant or (2) Business Owner must also provide evidence of their current residential tenancy or business operation or ownership by such means as a copy of a lease of property within the Project Area, copies of rent receipts, utility bills, or copies of business licenses or permits or similar documentation.

5. [Sec. 506] Eligibility Requirements for Representatives of Community Based Organizations
In order to qualify to vote for the Community Based Organization representative(s), a person must present proof that he or she is 18 years of age or older and is a Resident, Business Owner or an eligible representative of a Community Based Organization within the Project Area. Proof of eligibility shall be as set forth in Sections 503 through 505, inclusive. If for any reason any reason, the person elected shall cease to represent the Community Based Organization, is authorized to appoint a replacement from within the organization to complete the remainder of the term.
In order to determine the eligibility of a representative from an Existing Community Based Organization for membership on the RAC, the following evidence must be submitted:

- a. Evidence of the existence and operation of the organization within the Project Area, such as articles of incorporation, by-laws, nonprofit status, income tax return, business license or such other documentation;
 - b. A resolution, letter or minutes of the organization's board of directors designating its single representative and authorizing such person to act on its behalf; and
 - c. Such other documentation which the Agency staff may deem necessary to carry out the intent of this Section.
- Each Community Based Organization shall designate in writing only one person to vote on its behalf for representatives of Community Based Organizations.

6. [Sec. 507] Multiple Qualifying Conditions
A person with multiple qualifying conditions shall be entitled to cast only one vote, regardless of the number of properties which that person owns or other conditions which otherwise provide the basis for qualification. All persons eligible to vote for residents and business owners are also eligible to vote for Community Based Organization representatives.

Entities and businesses, which are not natural persons, such as partnerships or corporations, shall select only one person to run for election or to vote on behalf of that entity, even if that entity may be qualified in more than one category. In addition, a business qualifying for multiple categories shall select one category in which to run or to vote. As an example and not as a limitation of the foregoing, if a partnership owns property in one part of the Project Area and conducts a business in another part of the

project Area, only one partner may run or vote in only one selected category; one partner may not run or vote in one category and other partner run or vote in another category.

Notwithstanding the foregoing, residents of the Project Area who share interests in residential (e.g., Residential Owner Occupants, Residential Tenants) qualifying them to run for a category on the RAC may each run or vote for that category, provided that there is a disclosure of their joint interest. For the purposes of these RAC Procedures, "Residents" excludes corporations or other business entities.

If at any time a RAC member's status changes such that the member no longer meets the qualifications of the position held, or the basis on which the qualification is made no longer applies, such RAC member must resign or be terminated by the RAC from the position.

B. [Sec. 508] Election Process

1. [Sec. 509] Candidate Information Forms

In order to facilitate the election of a representative RAC, any person desiring to serve must complete and provide the Agency with a "Candidate Information Form" no later than the time set by the Agency, which shall be no less than one week after the public meeting to explain the RAC as provided for in Section 303 of these RAC Procedures. Nominations for candidates may also be taken from the floor during the Information meeting in accordance with parliamentary procedure. Any person nominated from the floor shall submit the Candidate Information Form immediately after his or her nomination, not later than 5:00 PM on the following day. Copies of Candidate Information Forms will be made available at the Information Meeting and will otherwise be available by request at the office of the Agency.

The Candidate Information Forms will call for:

- a. The name and address of the candidate, including "qualifying address," if different;

- b. The membership category for which the candidate is running; and
- c. A brief statement of the candidate's qualifications to be made available for the Elections (no more than 75 words).

- d. Proof of eligibility as required in Section 505 and 506.

2. [Sec. 510] Election Registration

Persons desiring to vote must register at the polling site. Any person eligible to vote, or to be a candidate in more than one membership category (other than voting for representatives of Community Based Organizations) must choose only one of the categories. Proof of eligibility must be provided for the category chosen.

3. [Sec. 511] Balloting

Persons eligible to vote shall be entitled to cast votes only in the category for which he or she is eligible to vote, and for representatives of Community based Organizations. Persons representing Community Based Organizations shall only vote for candidates in that category.

Ballots shall be provided for each membership category. Voting shall be conducted by secret ballot. The Agency staff may set up private booths, but such booths are not required. The Agency staff shall make a reasonable effort to insure private voting. Simply folding the ballot and passing it to an authorized election assistant will suffice.

The tallying of ballots shall be completed by an independent third party paid or by the City Clerk's Office. Ballots, Candidate Information Forms and other records or documents relating to the election shall be maintained by the City Clerk or Agency staff for a period of at least two years.

4. [Sec. 512] Results

Agency staff shall post the verified winners of each category of membership as soon as possible after the tallying for each category. The candidate or candidates with the highest number of votes in the applicable membership category shall be elected. A tie vote will be broken by a predetermined procedure that is legally authorized by the Secretary of State Procedures.

[Sec. 600] RAC APPROVAL
a. [Sec. 601] Validity Challenges

Decisions made by the Agency regarding eligibility to become a RAC member candidate or to vote, the sufficiency of evidence provided in support of such eligibility, interpretation of these RAC Procedures, or any other matter pertaining to the implementation of these RAC Procedures shall be final; provided, however, that any person or group who believes that any such decision was arbitrary or not made in good faith, or who believes that any matter relating to the formation and selection of the RAC or these RAC procedures was or is unfair, arbitrary, unreasonable, unjust or illegal, may file a written challenge to the election or electoral process stating the facts of the situation and the reason why it is being challenged.

b. [Sec. 602] City Council Finding and Approval

After the election of the membership of the RAC, and adoption of a resolution by the Council determining the validity of any challenges to the election or electoral process filed with the City Clerk within the time prescribed in Section 601, the City Council shall adopt a resolution finding that the election and the electoral process complies with the provisions of these RAC Procedures, and approving the RAC as elected. This action shall take place only after the validity of all challenges has been determined by the City Council. Notice of the date of City Council finding regarding RAC formation and RAC approval shall be announced at the Information Meeting, and notice shall be provided to residents and businesses in accordance with Section 300 of these PAC Procedures.

City

7. [Sec. 700] GENERAL PROVISIONS

A. [Sec. 701] Implementation

The Agency, by its Executive Director, is authorized to formulate and take all actions necessary or appropriate to implement guidelines and interpretations consistent with these RAC Procedures.

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[Sec. 800] AMENDMENT OF PAC PROCEDURES

The City Council may amend these RAC Procedures to make any necessary adjustments or changes to effectively form and elect the RAC. Any such amendment shall be adopted only after a duly noticed public hearing.