

2004-071

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

ADOPTED BY THE REDEVELOPMENT AGENCY OF THE CITY OF SACRAMENTO

ON DATE OF **DEC 14 2004**

**DISSOLUTION OF THE OAK PARK PROJECT AREA COMMITTEE; FORMATION  
OF THE OAK PARK REDEVELOPMENT ADVISORY COMMITTEE; AND ADOPTION  
OF THE OAK PARK 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 Oak Park Project Area was adopted in 1973 and was most recently amended in 1998; 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 Oak Park Project Area.

Section 2: The Oak Park Project Area Committee is hereby dissolved.

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

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

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**FOR CITY CLERK USE ONLY**

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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 FARGO

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CHAIR

ATTEST:

SHIRLEY CONCOLINO

\_\_\_\_\_  
SECRETARY

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## OPERATING GUIDELINES FOR THE OAK PARK REDEVELOPMENT ADVISORY COMMITTEE

- I. **NAME:** The committee shall be known as the Oak Park Redevelopment Advisory Committee (“the Committee”).
- II. **PURPOSE.** Project 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.
- III. AREA OF JURISDICTION. The Committee shall have jurisdiction in the designated Oak Park Redevelopment Project Area (See Attachment I).
- IV. **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:
    1. Three Community Based Organizations by their officially designated representative, which organizations are headquartered or conducting substantial activities in the Redevelopment Area.

2. Three residential tenants residing in the Redevelopment Area.
3. Three persons who own and reside on residential property in the Redevelopment Area.
4. Three owners of a business in the Redevelopment Area or their designee.
5. A RAC may include a high school student who resides within the redevelopment project area, as a non-voting member.

This is the recommended composition for the Committee, however any category that is under represented following a recruitment effort may be filled with applicants from another category.

- 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 appointed by the City Council. 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.

## V. 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.

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.
    4. 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.

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.
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.
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. sea.*) 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.