

AMENDED

RESOLUTION NO. 2001-783

ADOPTED BY THE SACRAMENTO CITY COUNCIL

ON DATE OF NOV 27 2001

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 PROCEDURES 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.

HEATHER FARGO

MAYOR

ATTEST:

SHIRLEY CONCOLINO

CITY CLERK

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

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**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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