

PLAN ADOPTION PROCESS
REVISED: 10/27/87

PLAN #	REQUIRED ACTION	ACTION OR DOCUMENTS REQUIRED	DATE PLANNED	REVISED DATE	DATE COMPLETED	ACTION BEFORE	ACTION AFTER	RESPONSIBLE PARTY(S)
1.	City Council gives first reading to ordinance declaring need for Community Redevelopment Agency to function and declaring Council to act as agency.	Documents: 1) Ordinance 2) Newspaper Advertisements (as appropriate for city ord.)			DONE			
2.	City Council gives second reading to ordinance declaring need for Community Redevelopment Agency to function and declaring Council to act as agency.				DONE			
3.	City clerk transmits Certified Copy of Ordinance to Secretary of State upon effective date of Ordinance.	Documents: 1) Transmittal Letter 2) Certified Copy of Ordinance			DONE			
4.	Consultants and staff complete Survey Study and transmit to City Council.	Documents: 1) Survey Study 2) Transmittal memo 3) Resolution, with Map			DONE			
5.	City Council designates Survey Area.	Documents: 1) Resolution, with Map #387 2) Survey Study			DONE			
6.	Agency Members adopt By-Laws.	Documents: 1) By-laws 2) Resolution						
7.	Agency Members appoint officers.	Documents: 1) Resolution			DONE			
8.	Agency designates newspaper of general circulation.							
9.	City Council loans money to Agency by establishment of Administrative Fund (3/2/87) and appropriating money into it, based on Proposed Agency Budget.	Documents: 1) Resolution 2) Staff Report						
10.	Agency members authorize use of consultants and/or City Staff and all else necessary to carry out activities. (should include expenditure authorization for consultants, Agency Counsel, Engineering for legal description, and legal mailing-noticing costs.	Documents: 1) Resolution #9 (BFH) 2) Resolution #10 (G&G)			OCT '87 10/23/87			

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11.	Agency members approve and adopt budget.	Documents: 1) Resolution			DONE			
11.1	G&G 60 day review.		12/15/87 TU					
12.	Agency members accept loan and authorize expenditures after City Council resolution is adopted.	Documents: 1) Resolution			DONE			
13.	Agency adopts Personnel Rules with Conflict of Interest Disclosure, per Government Code provisions.	Documents: 1) Resolution 2) Personnel Rules 3) Conflict of Interest Forms		1984 Readopted in 1987	CITY DONE AGENCY NOT DONE			
14.	Agency staff files with Secretary of State and County Clerk re: Roster of Public Agencies, per Government Code provisions.				DONE			
15.	Agency Board Members, Planning Commission, Staff and Contractors file Financial Interest Disclosures, per Health and Safety Code and other provisions of State Law. (including PAC)	Documents: 1) Financial Disclosure Statements				13.		
16.	Planning Department Staff transmits Survey Study and Council Resolution to Planning Commission for their information.	Documents: 1) Survey Study 2) Council Resolution #414			DONE			
17.	Planning Commission meeting to review role of Commission in redevelopment.	Documents: 1) Staff Report		1984	DONE			
18.	Engineer prepares Legal Description and Official Map of Project Area.	Documents: 1) Legal Description 2) Official Map			DONE			
19.	Agency staff and consultants prepare:							
19.1	Preliminary Plan.	Action or Document required: 1) Preliminary Plan			DONE			G&G
19.2.1	Section 33344.5 Preliminary Report-A	Action or Document required: 1) Section 33344.5 Prelim. Report			DONE		30.1	
19.2.2	Section 33344.5 Preliminary Report-B	Agenda Meeting	12/16/87 W 12/21/87 M					G&G

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19.3	Draft Redevelopment Plan	Action or Document required: 1) Draft Redevelopment Plan "Administrative Draft"	11/13/87 F				23.	
19.4	Section 33352 Report; Includes reasons for selection of the Project Area, description of Project Area conditions, financing methods, relocation plan, neighborhood impact report, report of the County Fiscal Officer, and analysis of same by the agency.	Action or Document required: 1) Section 33352 Report Agenda Meeting	04/27/88 W 05/02/88 M				35. 45.	
19.5	Agency staff and consultants review General Plan for compliance with State law.		11/06/87 M				45.	
20.	Planning Commission selects Project Area boundaries approves Preliminary Plan and forwards Preliminary Plan to Agency. (H&SC 33322 and 33325)	Action or Document required: 1) Planning Commission Resolution # 87-1				DONE		
21.	Agency prepares Preliminary Plan, directs preparation of Redevelopment Plan and authorizes transmittal of information to taxing agencies and officials.	Action or Document required: 1) Agency Resolution #				DONE		
22.	Agency staff transmits: a) legal description and map of boundaries of Project Area b) statement that Redevelopment Plan is being prepared c) indication of the last equalized assessment roll proposed to be used for tax allocations, to the County Auditor, Assessor and Tax Collector, to the State Board of Equalization and to the governing bodies of all taxing agencies in the Project Area. [H&SC 33327 and 33328]	Action or Document required: 1) Letter and Documents; Filing Fee (to State Board of Equalization). Optional Actions or Documents: 1) Agency may also request County Auditor to include in its report assessed valuation data for the past five years (instead of standard preceding one year data only.				DONE 07/23/87	29.	

NOTES:
Upon receipt of this information County Fiscal Officer begins preparation of report identifying total assessed valuation of all taxable property within Project Area for the preceding years (or, if requested by the agency, for the preceding five years), each taxing agency receiving taxes, estimated taxes available to the Agency, etc. [H&SC 33328]
5 Year Requested

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23.	Agency staff mails, certified mail, return receipt requested, Notice of Preparation of Draft EIR to all "Responsible Agencies" [CEQA Guidelines 15082], and to all affected taxing entities [H&SC 33333.3]. (includes copy of Redevelopment Plan)	Action or Document required: 1) Notice of Preparation	11/13/87 F					
24.	Agency staff and consultants COMMENCE preparation of a Draft Environmental Impact Report.	Action or Document required: Draft EIR Agenda Meeting	11/13/87 F 01/27/88 W 02/01/88 M				34. 34. 34.	
25.	Agency staff consults with Project opponents for purpose of securing all conflicting views prior to final preparation of a Draft EIR.	Action or Document required: Notice (11/13/87) in local newspaper of general circulation advising community that an EIR is being prepared for the proposed Project and inviting comments; letters to Project Area owners and businesses; letters to other persons and groups; and/or staff and consultants hold community meeting for the purpose of providing a public forum for discussion of the proposed Project in terms of community concerns, Project alternatives and environmental issues related to the Project.						
26.	Agency staff consults with each taxing agency that receives taxes from property in the Project Area and prepares a summary of the consultation. [H&SC 33328 and 33352]	Notes: This must occur prior to publication of the notice of public hearing on adoption of the Redevelopment Plan. The summary of this consultation must be included as part of the Agency's Section 33352 Report.	10/23/87 TH					
27.	City Council determines need to form Project Area Committee [H&SC 33385].	Action or Document required: Council Resolution #				DONE		
28.	All comments due in response to Notice of Preparation of Draft EIR (30 days from receipt of NOP). [CEQA Guidelines 10582]		12/13/87 S				23.	

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29.	County Fiscal Report due within 90 days of the date of filing by the Agency to the State Board pursuant to Section 33327 and is submitted to the Agency and all affected taxing agencies. [H&SC 33328]	Action or Document required: 1) County Fiscal Report	10/23/87 F			22.		
30.1	Agency approves Preliminary Report and refers it to each affected taxing agency. [H&SC 33344.5]	Action or Document required: 1) Agency Resolution # 2) Preliminary Report 3) Transmittal Letter	12/21/87 M			19.2.1 19.2.2	31.	
30.2	Agency adopts Rules for Business Tenant Preference/ Owner Participation [H&SC 33345], and Guidelines for Relocation (State Guidelines), appoints Relocation Appeals Board. Guidelines; Owner Participation Preference Rules.	Action or Document required: 1) Agency Resolution #						
31.	Affected taxing agencies receive Preliminary Report.		12/23/87 W			30.1	32.	
32.	County or any affected taxing agency may call for creation of Fiscal Review Committee ("FRC") within 15 days of receipt of Preliminary Report and must notify Agency at time of such action. [H&SC 33353]	Action or Document required: 1) Notification to Agency of creation of FRC	01/07/88 TH			31.	33.	
33.	Agency consults with Fiscal Review Committee within 15 days of Agency's notification of FRC's creation, and prior to sending Redevelopment Plan to FRC. [H&SC 33353.3]				01/22/88 F			
34.	Agency determines: 1) Adequacy of Draft EIR 2) Approves Draft EIR for circulation [CEQA Guidelines 15084]	Action or Document required: 1) Agency Resolution # Agenda Meeting	01/27/88 W 02/01/88 M			24.		
35.	Agency refers proposed Redevelopment Plan to Planning Commission and, if applicable, to the Project Area Committee. [H&SC 33346 and 33347.5]	Action or Document required: 1) Agency Resolution # Agenda Meeting	01/27/88 W 02/01/88 M			19.3	40.	

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36.	Agency staff: 1) Files Notice of Completion with the Office of Planning and Research (Public Resour. Code 211611) 2) Circulates Draft EIR to concerned agencies and individuals and to each affected taxing agency for minimum 30-day review period. 3) Agency staff publishes notice inviting public comments on Draft EIR. [CEQA Guidelines 15087; H&SC 33333.3] (If State Clearinghouse is used, the review period is 45 days and the cover form required by the State Clearinghouse is used instead of the Notice of Completion form.)	Action or Document required: 1) Notice of Completion (or State Clearinghouse Form) 2) Public Notice	02/02/88 TU				41.1	
37.	If applicable, Agency staff HAND DELIVERS copy of proposed Redevelopment Plan and Draft EIR to chairperson of the FRC. [H&SC 33333.3 and 33353.4]	Action or Document required: 1) Transmittal Letter	02/02/88 TU					
38.1	FRC chairperson receives Draft EIR and Redevelopment Plan.		02/02/88 TU					
38.2	Project Area Committee reviews proposed Redevelopment Plan and submits report and recommendations to the Agency. [H&SC 33347.5]	Action or Document required: 1) Project Area Committee Report 2) Recommendations, if any	02/24/88 W			35.	45.	
39.	If applicable, FRC may conduct initial hearing on Redevelopment Plan not less than 25 days and not more than 40 days from receipt of such plan. The hearing may be continued but must be completed within 15 days of the initial hearing. [H&SC 33353.4]		between: 02/29/88 M & 03/15/88 TU			38.1	41.2	
40.	Planning Commission reviews proposed: 1) Redevelopment Plan 2) Draft EIR Submits report and recommendations concerning Redevelopment Plan to Agency within 30 days of referral. [H&SC 33347]	Action or Document required: 1) Planning Commission Resolution #	02/29/88 M (special mtg. 5th Monday)			35.	45.	
41.1	Last day for receipt of public comments on Draft EIR. Agency staff: 1) Evaluates comments 2) Reviews Draft EIR 3) Prepares Final EIR [CEQA Guidelines 15087] (J&A)	Public Hearing Public Hearing	03/18/88 F			36.		

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41.2		Action or Document required: 1) Final EIR	04/15/88 F			39.	45.	
42.	N/A							
43.	FRC sends report on fiscal impact of Redevelopment Plan to Agency within 30 days of conclusion and hearing. [H&SC 33353.5]	Action or Document required: 1) FRC Report	04/14/88 TH			39.	45.	
44.	N/A							
45.	Agency: 1) Adopts its "report to the Council on the Redevelopment Plan" 2) Submits 33352 Report 3) Proposed Redevelopment Plan 4) Final EIR to Council 5) Request holding joint public hearing on Redevelopment Plan and Final EIR. [H&SC 33351, 33352, and 33355]	Action or Document required: 1) Agency Resolution # 2) Council Resolution #						
		Agenda Meeting	04/27/88 W 05/02/88 M			19.4 38.2 40. 41.2		
46.	NOW (30.2)							
47.	N/A							
48.	Agency staff DELIVERS to Times Tribune notice of joint public hearing on Redevelopment Plan and Final EIR. The notice must contain a legal description of the boundaries of the Project Area and a general statement of the scope and objectives of the Redevelopment Plan. Newspaper publishes notices once per week for four successive weeks.	Action or Document required: 1) Notice of Joint Public Hearing	05/03/88 TU					
		Notices:	05/04/88 W 05/11/88 W 05/18/88 W 05/25/88 W					
49.	Agency staff mails copies of notices of joint public hearing and statement regarding property acquisition to property owners in Project Area, certified mail, return receipt requested. Notice and statement are mailed to last known assessee of each parcel of land at his/her last known address as shown on the last equalized assessment roll of the county, or to the owner of each parcel of land as shown on the records of the County Recorder 30 days prior to the date the notice is published. [H&SC 33349 and 33350]	Action or Document required: 1) Notice 2) Statement 3) Affidavit of mailing	05/03/88 TH					
50.	Agency staff mails, certified mail, return receipt requested, copies of joint public hearing to the governing body of each of the taxing agencies which receives taxes from property in the Project Area. [H&SC 33349]	Action or Document required: 1) Notice 2) Statement 3) Affidavit of mailing 4) 4 successive weeks published notice	05/03/88 TU					
51.	Agency obtains court reporter for public hearing transcript.		05/25/88 W					

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52.	Agency staff prepares Procedural Outline and attaches certified copies of exhibits for the joint public hearing, including: 1) Affidavit of Publication, 2) Affidavit of Mailing Notice to Property Owners, 3) Affidavit of Mailing Notice to Taxing Agencies 4) Certification of Certain Official Actions 5) Report of the Agency 6) Final EIR 7) Redevelopment Plan 8) Owner Participation Rules 9) Written Comments Received	Action or Document required: 1) Procedural Outline with exhibits listed above	05/18/88 W					
53.	Agency staff reminds all scheduled speakers of hearing and sends them copies of the Procedural Outline.		05/25/88 W					
54.	Agency staff prepares Agenda and form for speakers at hearing	Action or Document required: 1) Agenda 2) Speaker Form	05/25/88 W					
55.	NOW (38.2)							
56.	City Council and Agency hold joint public hearing on Redevelopment Plan and Final EIR: a) Agency and City Council hear all evidence and testimony for and against adoption of Redevelopment Plan and certification of Final EIR. b) Agency adopts resolution certifying completion of Final EIR. [CEQA Guidelines 15085 (g)] c) Agency adopts resolution finding that use of taxes allocated from the Project for the purpose of improving and increasing the community's supply of low and moderate-income housing outside the Project Area will be of benefit to the Project. [H&SC 33334.2] d) Agency adopts resolution approving Redevelopment Plan. e) City Council considers Report of Agency, Final EIR, report and recommendations of Planning Commission, report and recommendations of Project Area Committee, and all evidence for and against the proposed Redevelopment Plan and rules on all written or oral objections to the proposed Redevelopment Plan. [H&SC 33363] f) City Council adopts resolution finding that use of taxes allocated from the Project for the purpose of improving and increasing the community's supply of low and moderate-income housing outside the Project Area will be of benefit to the Project. [H&SC 33334.2] g) City Council adopts resolution making its findings based upon consideration of the Final EIR. h) If all objections are overruled or no objections	Action or Document required: 1) Agency Resolution # 2) Agency Resolution # 3) Agency Resolution # 4) Minute Motion 5) Council Resolution # 6) Council Resolution #	06/01/88 W					

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57.	City council has second reading and adopts Ordinance adopting Redevelopment Plan. [H&SC 33365]	Action or Document required: 1) Ordinance #	06/15/88 W					
58.	City Clerk delivers Ordinance to newspaper for publication.		06/16/88 TH					
59.	City Clerk delivers copy of Ordinance adopting Redevelopment Plan to the Agency. [H&SC 33372]	Action or Document required: 1) Letter from Clerk transmitting Ordinance	06/16/88 TH					
60.	City Clerk records, with County Recorder, description of land in Project Area and statement that redevelopment activities have been commenced. [H&SC 33373]	Action or Document required: 1) Letter from Clerk filing documents 2) Notice of adoption of Redevelopment Plan to be recorded	06/16/88 TH					
61.	Ordinance is published. [Government Code 36933]		06/20/88 M					
62.	City Clerk transmits, by certified mail, return receipt requested, a copy of Ordinance adopting the Redevelopment Plan, legal description of land within the Project Area and map or plat indicating boundaries.	Action or Document required: 1) Transmittal of foregoing documents	06/16/88 TH					