

March 2

**East Palo Alto
Schedule and Procedural Guide
for the Adoption of the
University Circle Redevelopment Plan
July 21, 1987**

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| Agency Staff | 1. | Identify property ownership and business interests, if any, of Agency, Council, Planning commissionmembers, other city officials and PAC members when selected in the proposed Project area. |
| Agency Staff
July 7 Tuesday | 2a. | Prepare Redevelopment Preliminary Plan. |
| Planning Commission
July 13, Monday | 2b. | Select Project Area boundaries, approve Preliminary Plan and forward Preliminary Plan to Agency. |
| | | Action or document required:
Planning commission Resolution No. PC87-1,
with Preliminary Plan attached. |
| Economic Development
Task Force
Chamber of Commerce
Human Services Commission
July 22, Wednesday | 2c. | Establish special committee to recommend Project Area Committee Members and advise Agency, Council and Staff on impact of project on overall economic-development strategy of the City. |
| Redevelopment Agency
July 22, Wednesday | 3. | Agency Accepts Preliminary Plan, directs preparation of Redevelopment Plan and authorizes transmittal of information to taxing agencies and officials. |
| | | Action or document required:
Agency Resolution No. _____. |
| Agency Staff
July 23, Thursday | 4. | Agency staff transmits (a) legal description and map of boundaries of Project area, (b) statement that a Redevelopment Plan is being prepared, and (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. |
| | | Action or document required:
Letter and Documents; Filing Fee (to State Board of Equalization). |

5. Special Redevelopment Counsel Selection.
- Agency Staff
July 23 Thursday
- 5a. Send RFP for Redevelopment Agency Counsel.
- Agency Staff
July 31, Friday
- 5b. Receive and analyze proposals; make recommendation.
- Redevelopment Agency
August 3, Monday
Special Meeting
- 5c. Select Redevelopment Agency Counsel (Interview candidate/execute contract).
6. Redevelopment Consultants Selection.
- Agency Staff
completed
- 6a. Develop list of Redevelopment Consultant candidates.
- Agency Staff
July 22, Wednesday
- 6b. Interview candidates and make recommendation.
- *July 23, Thursday
- 6c. Send RFP to selected consultants (see below).
- Agency Staff
*July 29
- 6d. Receive and analyze proposals; make recommendation (see below).
- Redevelopment Agency
August 3
Special Meeting
- 6e. Select Redevelopment Consultants (Interview candidate/execute contract).
- Consultants
August 4, Tuesday
7. Commence informal discussion with all affected taxing agencies regarding waiver of Fiscal Review.
- Agency Staff
Consultants
August 4, Tuesday
7. Commence preparation of (i) Section 33344.5 Preliminary Report, (ii) Redevelopment Plan and (iii) Section 33352 Report, which 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, analysis of same by the Agency, etc.
- Action or document required:
Section 33344.5 Preliminary Report;
Redevelopment Plan; Section 33352 Report.
- Agency Staff
Consultants
August 4, Tuesday
9. Mail, certified mail, return receipt requested, Notice of Preparation of Draft EIR to all "responsible Agencies:", and to all affected taxing entities (H&SC Sec. 3333.3).

* If Agency doesn't accept staff/redevelopment joint selection of project team, RFP will be sent to selected group of consultants.

Agency Staff
Consultants
August 4, Tuesday

10. Commence preparation of a Draft Environmental Impact Report.

Action or document required:
Draft EIR

Agency Staff
Consultants
Scheduled City
Newsletter
August 10, Monday

11. Give notice in local newspaper of general circulation advising community that an EIR is being prepared for the proposed Project and inviting comments; include in regularly scheduled City newsletter information to sollicit comments from East Palo Alto citizens and to notify citizens of the establishment of a Special Committee to recommend the members of the Project Area Committee.

Agency Staff
Consultants
Start August 10,
Monday

12. Consult with each taxing agency that receives taxes from property in the Project Area and prepare a summary of the consultation.

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.

Special Committee
August 28, Friday

- 13a. Make Project Area Committee candidates recommendation to Agency Staff. Must be received by August 28 for staff to make recommendations to Agency on Sept. 8.

City Council
September 8, Tuesday
(not later than
September 11)

- 13b. Select Project Area Committee members.

Action or document required:
Council Resolution No. ____.

NOTES: If the project will displace a substantial number of low- and moderate-income families, a Project Area Committee must be approved within 60 days after the Project Area is selected by the Planning Commission on July 13th.

Project Area
Committee

14. The determination under #1 above must now be made relative to the selected Project Area Committee members. Disclosures must be completed and submitted by PAC members no later than September 11.

- EIR Responsible Agencies
September 2, Wednesday
15. All comments due in response to Notice of Preparation of Draft EIR (30 days from receipt of NOP).
- City Council
September 8, Tuesday
16. Elect to receive all or a portion of the tax revenues allocated to the Agency attributable to tax rate increases imposed for the City and annual assessed value increases calculated under Revenue and Taxation Code 110.1 (currently 2%).
- Action or document required:
Council Resolution No. _____
- Affected Taxing Agencies
5:00 p.m.
September 21, Monday
17. County Fiscal Report (33328 Report) due within 60 days of the date of filing by the Agency with the State Board and is submitted to Redevelopment Agency and all affected taxing agencies.
- Action or document required:
County Fiscal Report.
- Redevelopment Agency
October 5, Monday
18. Approve Preliminary Report and refer it to each affected taxing agency; results from Item #8 started August 4, Tuesday.
- Action or document required:
Agency Resolution No. _____;
Preliminary Report; Transmittal Letter.
- Affected Taxing
October 7, Wednesday
19. Receive Preliminary Report.