TO: HONORABLE CITY COUNCIL
FROM: CITY MANAGER DEPARTMENT: CITY MANAGER
DATE: MAY 10, 2004 CMR: 216:04

SUBJECT: RECOMMENDATION TO AMEND THE BY-LAWS OF THE PALO ALTO REDEVELOPMENT AGENCY TO CHANGE THE REDEVELOPMENT ANNUAL MEETING FROM THE FIRST MEETING IN JANUARY TO A DATE TO BE DETERMINED ANNUALLY WITHIN THE LAST QUARTER OF THE CALENDAR YEAR

RECOMMENDATION

Staff recommends that the by-laws of the Palo Alto Redevelopment Agency be amended to change the Redevelopment Agency Annual meeting time from the first meeting in January to a meeting to be scheduled annually within the last quarter of the calendar year.

BACKGROUND

California redevelopment law requires that redevelopment agencies hold an annual meeting. The by-laws of the Palo Alto Redevelopment Agency specify that this meeting must be held during the first City Council session of the year.

The first meeting of the calendar year is traditionally the City Council meeting at which time the Mayor and Vice Mayor are elected, the prior year’s Mayor and outgoing Council Members are recognized, and new City Council members are seated. Although a Consent Calendar may also be scheduled, Council has requested that the Redevelopment Agency meeting be moved to another night.

DISCUSSION

Staff recommends that the date of the Palo Alto Redevelopment Agency Annual Meeting be changed in the by-laws of the Redevelopment Agency from the first meeting of the calendar year to a time to be determined annually within the last quarter of the calendar year.
Under state law, every redevelopment agency must present an annual report to its legislative body within six months of the end of the agency’s fiscal year. The legislative body must review the report and take any action which it deems appropriate on the report no later than the first meeting of the legislative body occurring more than 21 days from the receipt of the report.

By changing the date of the annual meeting, staff will more easily be able to meet these time frames for presenting the annual report to the Agency for its consideration.

PREPARED BY: ________________________________________
SUSAN ARPAN, Economic Development and Redevelopment Manager

CITY MANAGER APPROVAL: ______________________________
EMILY HARRISON, Assistant City Manager