

**SUBMITTAL TO THE BOARD OF DIRECTORS OF THE
REDEVELOPMENT AGENCY
COUNTY OF RIVERSIDE, STATE OF CALIFORNIA**

325



FROM: Redevelopment Agency

SUBMITTAL DATE:
December 3, 2009

SUBJECT: Public Hearing – Amendment of Lakeland Village/Wildomar PAC Formation and Election Procedures

RECOMMENDED MOTION: That the Board of Directors:

1. Conduct a public hearing to receive public comments and consider the amendments to the Lakeland Village/Wildomar Project Area Committee (PAC) Election and Formation Procedures; and,
2. Adopt the amended Lakeland Village/Wildomar Project Area Committee (PAC) Election and Formation Procedures.

Background on next page

Robert Field
Executive Director

FINANCIAL DATA	Current F.Y. Total Cost:	\$ 0	In Current Year Budget:	No
	Current F.Y. Net County Cost:	\$ 0	Budget Adjustment:	No
	Annual Net County Cost:	\$ 0	For Fiscal Year:	N/A

COMPANION ITEM ON BOARD OF SUPERVISORS AGENDA:

SOURCE OF FUNDS:	Positions To Be Deleted Per A-30	<input type="checkbox"/>
	Requires 4/5 Vote	<input type="checkbox"/>

C.E.O. RECOMMENDATION:

APPROVE

BY:
Jennifer J. Sargent

County Executive Office Signature

FORM APPROVED COUNTY COUNSEL
BY: MICHELLE CLACK
DATE: 12/13/09
Supplemental Concurrence

Dept. Recomm.: Consent
 Per Exec. Ofc.: Consent
 Policy Policy

Prev. Agn. Ref.: 12/13/04: 4.4

District: All

Agenda Number:

ATTACHMENTS FILED
WITH THE CLERK OF THE BOARD

9.17

BACKGROUND:

On July 20, 1999, the Riverside County Board of Supervisors (“Board”) adopted, via Ordinance No. 793, a redevelopment plan amendment adding the Lakeland Village/Wildomar Sub-Area (“Sub-Area”) to the 1-1986 Redevelopment Project Area (“Project Area”). Pursuant to Section 33385 of the CRL, the Board adopted Project Area Committee (“PAC”) Formation and Election Procedures (“Procedures”) for the Project Area on June 16, 1998. On December 13, 2002, a judgment and settlement agreement was entered which required the PAC to be in existence for the life of the Redevelopment Plan rather than the typical three (3) years as detailed in Section 33385 of the CRL, and increased the size of the PAC. The PAC By-Laws, as amended in 2003, increased the size of the PAC to seventeen (17) members, to fulfill the requirement of the settlement agreement.

In April 2009, the PAC attempted to fill a vacancy pursuant to the previously adopted procedures. At this time, the PAC members and Agency staff determined that the existing Election and Formation Procedures need to be amended in order to allow for regularly scheduled elections for PAC members, as would be necessary for the extended life of the PAC. Amendments to the Procedures are proposed that will correct the election issue, as well as other ambiguities. Major clarifications included in the recommended procedures include:

- Elections will occur every three (3) years;
- PAC members may serve up to three (3) terms;
- Community Organizations are to be appointed via majority vote of the PAC;
- Noticing procedures for election to commence forty-five (45) days before election date;
- Minimum number of members required to carry out business increased from five (5) members to nine (9) members;
- Yearly verification of continuing eligibility to be provided by PAC members; and,
- Procedure for filling vacancies between elections
 - Vacancies will be filled by appointment of a majority approval of the PAC up to a PAC membership of ten (10) members;
 - Vacancies will be noticed at least thirty (30) days before appointments are made; and,
 - Interested candidates must submit PAC application to Agency at least fourteen (14) days before the meeting at which the appointment will occur.

Additionally, the City of Wildomar (“City”) was incorporated on July 1, 2008, and includes portions of the Sub-Area. In order to ensure adequate representation on the PAC from both the unincorporated and incorporated areas, Agency staff developed an allocation of PAC Board membership to adequately reflect representation from both the incorporated and unincorporated portions of the Sub-Area. The PAC is composed of seventeen (17) members. The recommended composition of the membership between the incorporated and unincorporated area for each category is as follows:

<u>Category</u>	<u>Number of Members</u>	
	<u>Unincorporated Area</u>	<u>Incorporated Area</u>
Residential Owner Occupants	5	4
Residential Tenants	2	2
Business Owners	1	1

On October 21, 2009, Agency staff presented amended Election and Formation Procedures to the Lakeland Village/Wildomar PAC. The PAC was given the opportunity to review and comment on the amended Procedures, and voted to recommend adoption of the Procedures on November 18, 2009.

Pursuant to Section 19 of the Election Procedures, the Board may amend the Election and Formation Procedures after conducting a duly noticed public hearing. Agency staff recommends that the Board adopt the Lakeland Village/Wildomar PAC Formation and Election Procedures.

PART ONE

**PROCEDURES FOR THE FORMATION OF THE
PROJECT AREA COMMITTEE
FOR THE
LAKELAND VILLAGE/WILDOMAR SUB-AREA OF REDEVELOPMENT
PROJECT AREA No. 1-1986**

1.0 GENERAL

1.1 Purpose

The purpose of these Procedures for the Formation of the Project Area Committee (PAC) for the Lakeland Village/Wildomar sub-area of Redevelopment Project Area No. 1-1986 (the "Formation Procedures") is to set forth procedures, as required by the California Community Redevelopment Law, Health & Safety Code Sections 33000, *et seq.* (the "CRL"), relating to the formation and elections of a project area committee (the "PAC") for the Lakeland Village/Wildomar sub-area of Redevelopment Project Area No. 1-1986 (the "Project Area"). The Redevelopment Agency of the County of Riverside ("Agency") shall comply with these Formation Procedures and the Procedures for the Elections of the Project Area Committee for the Lakeland Village/Wildomar sub-area of Redevelopment Project Area 1-1986 (the "Election Procedures"; Part Two herein) to form and select the PAC.

Pursuant to Section 33386 of the CRL, the purpose of the PAC is to consult with and advise the Agency on policy matters which deal with the planning and provision of residential facilities, replacement housing for those to be displaced by project activities (if any), and on other matters which affect the residents of the Project Area.

1.2 Authority

These Formation Procedures are adopted pursuant to Sections 33385 through 33388, inclusive of the CRL.

2.0 DEFINITIONS

Whenever the following terms are used in these Formation Procedures, unless otherwise defined, such terms shall have the meaning ascribed to them.

2.1 Agency

"Agency" means the Redevelopment Agency of the County of Riverside and any officers, employees, contractors, and agents who may be assigned the duties and responsibilities of the Agency for implementing these Procedures.

2.2 Board of Supervisors

"Board of Supervisors" means the legislating body of the County of Riverside.

2.3 Election Administrator

"Election Administrator" means the person or entity selected pursuant to Part Two, Election Procedures, Section 17.1, to administer the elections and the staff, if any, of such person or entity.

2.4 Business

"Business" means any person or legal entity which carries on any lawful activity for the manufacture, processing, or marketing of products, commodities, or any other personal property, or for the sale of such products, commodities, personal property or services to the public, from a facility within the Project Area. Such real property includes industrial property, retail property, and other commercial property. Proof of Business includes a business card, business license, tax registration certificate issued by the Franchise Tax Board, or other proof deemed appropriate by the Election Administrator.

2.5 Business Owner

"Business Owner" means a person who has a substantial ownership interest in a Business, or who holds a management position with a Business and has been authorized by the Business to represent that Business at the PAC election.

2.6 County

"County" means the County of Riverside, California.

2.7 Existing Community Organization

"Existing Community Organization" means any non-profit, non-governmental association of persons and/or entities (including religious institutions) which seeks to participate, is not carried on primarily to obtain representation on the PAC, and has a primary focus on one or any combination of two or more of the following:

1. The provision of charitable support services within the Project Area such as shelter, food, clothing, counseling, and medical assistance;
2. The enhancement of the Project Area through an improvement in business conditions, planning, or quality of life;
3. The preservation of ethnic culture, historical preservation, education, music, theater, dance, art or similar programs within the Project Area.

2.8 Person

"Person" means, but is not limited to, an individual, household, family, proprietorship, partnership, business trust, joint venture, syndicate, corporation, limited liability company, or association.

2.9 Project Area

"Project Area" means the area within the existing geographical boundaries of the proposed amended Redevelopment Project Area No. 1-1986 as defined in the Preliminary Plan adopted May 5, 1998, by the Planning Commission.

2.10 Project Area Committee

"Project Area Committee" or "PAC" means the committee to be formed and selected pursuant to Sections 33385 through 33388, inclusive, of the CRL and in accordance with these Formation Procedures and the Election Procedures.

2.11 Redevelopment Project

"Redevelopment Project" means the Redevelopment Project Area No. 1-1986.

2.12 Resident

"Resident" means any person who owns, leases, rents, or resides in, a residential dwelling unit within the Project Area and who occupies the same as his or her principal residence.

2.13 Residential Owner-Occupant

"Residential Owner Occupant" means any Resident who owns all or a substantial fee interest in the dwelling unit within the Project Area which he or she occupies.

2.14 Residential Tenant

"Residential Tenant" means any Resident who occupies, as a permanent residence, his or her dwelling unit within the Project Area by right under a lease, sublease, rental agreement, or other agreement evidencing occupancy for not less than twenty-eight (28) days prior to the PAC election meeting.

3.0 PUBLICIZING THE OPPORTUNITY TO SERVE ON THE PAC

The Agency shall publicize the opportunity to serve on the PAC in accordance with the CRL, and may take any or all of the following actions to publicize such opportunity.

3.1 Posting Notice

In addition to publicizing the opportunity to serve on the PAC in a newspaper and via first-class mail, the Agency may post notices in conspicuous locations throughout the Project Area. Such notices may also be posted in the following locations:

1. Office of the County Clerk;
2. Public buildings within the Project Area, including the Agency's site office, if any; and
3. Other public places likely to be frequented by potential candidates, including public buildings in the vicinity of the Project Area and major commercial centers serving the Project Area.

3.2 Display Advertisement

The Agency may place notice of the opportunity to serve on the PAC in a display advertisement in a newspaper of general circulation within the City or within the Project Area, at least ten (10) days prior to the date for the hearing or election.

3.3 Public Announcement

The Agency may make an announcement to the general public at any of its regular meetings held prior to any public meetings or hearings required by these Formation Procedures, announcing the

the EDA website. Notice of the election must state the date, time, and location of the election.

5.2 Notice by Mail

The Agency shall provide written notice to all Residents, Business Owners, and Existing Community Organizations in the Project Area of all meetings, hearings or plebiscites conducted by, or on behalf of, the Agency or the Board of Supervisors relative to the formation and selection of the PAC. The mailed notice requirement shall only apply when mailing addresses to all the individuals and businesses, or to all occupants, are obtainable by the Agency at a reasonable cost. The notice shall be mailed by first-class mail, but may be addressed to "OCCUPANT" in the event that names are not available. In lieu of providing separate notice for each meeting, hearing, or plebiscite, the Agency may provide combined notices pursuant to this Section stating all or some of the dates, times and locations of such meetings, hearings and plebiscites.

If the Agency has acted in good faith to comply with the notice requirements of this Section, the failure of the Agency to provide the required notice to Residents, Business Owners, and Existing Community Organizations unknown to the Agency or whose addresses could not be obtained at a reasonable cost, shall not, in and of itself, invalidate the formation or actions of the PAC.

5.3 Other Forms of Notice

The Agency may post notices, distribute flyers or undertake such other actions as it deems necessary or advisable in order to further inform Residents, Business Owners, and Existing Community Organizations within the Project Area of the formation and selection of the PAC.

6.0 PAC MEMBERSHIP CATEGORIES

6.1 Categories

In accordance with the CRL, the PAC shall be representative of the Project Area. The PAC shall be composed of no more than seventeen (17) members and shall be divided into the following categories and number per category:

- 1. Residential Owner Occupants (9)
- 2. Residential Tenants (4)
- 3. Business Owners (2)
- 2. Existing Community Organizations (2)

6.2 Membership Composition

The City of Wildomar "City" was incorporated on July 1, 2008. Portions of the Lakeland Village/Wildomar sub-area are located within the City limits, as shown on Attachment A. In order to ensure adequate representation from both the unincorporated and incorporated areas, the PAC's categories in Section 6.1 above shall be allocated according the following distribution:

PART TWO

PROCEDURES FOR THE ELECTION OF THE PROJECT AREA COMMITTEE (PAC) FOR THE LAKELAND VILLAGE/WILDOMAR SUB-AREA OF REDEVELOPMENT PROJECT AREA No. 1-1986

9.0 PURPOSE

The purpose of these Procedures for the Election of the Project Area Committee (PAC) for the Lakeland Village/Wildomar sub-area of Redevelopment Project Area No. 1-1986 (the "Election Procedures") is to set forth procedures, as required by the California Community Redevelopment Law, Health & Safety Code Sections 33000, *et seq.* (the "CRL"), relating to the formation and elections of a project area committee (the "PAC") for the Lakeland Village/Wildomar sub-area of Redevelopment Project Area No. 1-1986 (the "Project Area"). The Redevelopment Agency of the County of Riverside (the "Agency") shall comply with these Election Procedures and the Procedures for the Formation of the Project Area Committee for the Lakeland Village/Wildomar sub-area of the Redevelopment Project Area 1-1986 (the "Election Procedures"; Part Two herein) to form and select the PAC.

Pursuant to Section 33386 of the CRL, the purpose of the PAC is to consult with and advise the Agency on policy matters which deal with the planning and provision of residential facilities or replacement housing for those to be displaced by project activities (if any), and on other policy matters which affect the residents of the Project Area.

10.0 USE OF PROCEDURES

These Election Procedures shall apply to all elections of the PAC members. It is the responsibility of the Agency to ensure that all election processes are conducted pursuant to these Election Procedures.

11.0 FREQUENCY OF ELECTIONS, NOTICING PROCEDURES, COMMUNITY ORGANIZATION SELECTION

11.1 Frequency

Commencing on January 1, 2010, elections for PAC members will take place every three (3) years, for the life of the Redevelopment Plan, including any extensions or amendments. All seats on the PAC will be up for consideration during each election. Elections will be conducted at the November PAC meeting, and the terms of the newly elected PAC members will become effective on January 1 the following year.

11.2 Noticing Procedures

Elections must be noticed in a local newspaper of general circulation within the Project Area and on the Agency's Website at least forty-five (45) days prior to the election date. Notice of the election will be published once a week for three (3) consecutive weeks following the initial election notice, in the local newspaper of general circulation within the Project Area and on the Agency's website. Notice of the election must state the date, time, and location of the election.

11.3 Community Organization Selection

Pursuant to Section 33385(b)(6) of the CRL, community organizations shall be appointed by the newly elected PAC. The PAC shall appoint community organizations via vote by simple majority, subsequent to eligibility verification.

12.0 NUMBER OF MEETINGS

12.1 Pre-Election Informational Meeting

12.1.1 Elections shall be announced by Agency staff at the two (2) PAC meetings immediately preceding the meeting during which the election will take place. This will provide interested candidates with sixty (60) days notice of the election. These meetings shall be known as "Pre-election Informational" Meetings.

12.1.2 The Pre-election Informational Meeting(s) shall provide information regarding the election process, procedures and responsibilities of PAC membership.

12.1.3 *Project Area Committee Information Packet(s)* (Attachment A) and *Application(s) for the Lakeland Village/Wildomar Project Area Committee* (Attachment B) will be made available to all interested candidates at the Pre-election Informational Meetings.

12.2 Election Meeting

At the Election Meeting, prior to voting, the Agency shall provide a briefing to attendees regarding the following; election procedures, PAC roles and duties, how individuals may participate, disclosure requirements, and the provisions of the Ralph M. Brown Act. In addition, the Agency will register voters, provide an opportunity to hear speeches from qualified candidates, and will supervise the PAC election.

13.0 QUALIFYING CANDIDATES AND VOTERS

Pursuant to Section 33385(c) of the CRL, a project area committee shall only include, when applicable, the categories of membership as defined below:

13.1 Categories of Membership

13.1.1 Residential Owner-Occupant

Eligible candidates for the Residential Owner-Occupant membership category will meet the criteria pursuant to Section 2.13 of the Formation Procedures.

13.1.2 Residential Tenant

Eligible candidates will meet the criteria for the Residential Tenant membership category pursuant to Section 2.14 of the Formation Procedures.

13.1.3 Business Owner

Eligible candidates for the Business Owner membership category will meet the criteria pursuant to Section 2.5 of the Formation Procedures.

13.1.4 Existing Community Organization

Eligible candidates will meet the criteria for the Community Organization membership category pursuant to Section 2.7 of the Formation Procedures.

13.2 Required Proof of Eligibility for All Candidates and Voters

Eligibility requirements are the same for PAC candidates and voters. Proof of eligibility must include; in all instances, the following:

- a. A form of current photo identification such as a passport, California driver's license, or identification card.
- b. All candidates and voters must be at least 18 years of age and a member of at least one (1) membership category.
- c. Documentation listed below to establish eligibility for each membership category. Past service on a previous PAC or Citizens' Advisory Committee (CAC) will not be accepted as a substitute for providing proper documentation.

Person(s) without the above documentation will not be allowed to vote or be a candidate. Proof of eligibility must be submitted by candidates with a completed PAC Application Packet and a completed Attachment B pursuant to Section 14.2 of these Election Procedures. Proof of eligibility must be submitted by voters pursuant to Section 15.4.1 of these Election Procedures.

The documentation required to establish eligibility for each membership category is listed below.

13.2.1 Residential Owner-Occupant

Persons seeking to vote or apply for a PAC position in the category of Owner-Occupant must prove their eligibility by providing a property tax bill and a utility bill, or other similar documentation which demonstrates residence within the Project Area.

13.2.2 Residential Tenant

Persons seeking to vote or apply for a PAC position as a Residential Tenant must prove their eligibility by providing evidence of their current residential tenancy such as:

- a. A copy of a lease, sub-lease, or rental agreement for property located within the boundaries of the Project Area;
- b. Rent receipts, utility bill or permits; or,
- c. Similar documentation evidencing occupancy or tenancy.

13.2.3 Business Owner

With respect to the Business Owner Category, a person seeking to vote or apply for a PAC position must prove eligibility by providing evidence that demonstrates that such person is a Business Owner with respect to such business, or is authorized by the business to represent the business at the PAC election, and that such business has a valid Business License or Tax Registration Certificate.

13.2.4 Existing Community Organization

Existing Community Organizations wishing to participate in elections pursuant to these Election Procedures must provide an annual report and/or statement to the Election Administrator that describes 1) the activities conducted within the Project Area, and 2) illustrates the level of commitment to and involvement in the Project Area.

Existing Community Organization members wishing to be considered for PAC membership must provide documentary evidence from the organization to the Election Administrator for verification. Acceptable documentation must include at least one of the following:

- a. Articles of Incorporation;
- b. Organization's By-Laws and membership procedures;
- c. Non-profit status;
- d. Membership roster;
- e. Dues statement; or,
- f. Letter from Board or Presiding Officer that approves candidacy.

13.2.5 Multiple Qualifying Conditions

Voting is restricted by category, (e.g., Resident Owners may only vote for candidates in the Resident Owner category), with the exception of the appointment of Community Organizations, pursuant to Section 11.3 of these Election Procedures. Any eligible candidate or voter qualifying for more than one category within the Residential Owner-Occupant, Residential Tenant, and Business Owner categories must choose one category in which to participate. Proof of eligibility to vote or stand for election must be provided in the category chosen, pursuant to Section 13.2 of these Election Procedures.

13.2.6 Verification of Continuing Eligibility

Proof of continuing eligibility must be provided to Agency by sitting PAC members on an annual basis by June 30 of each year of his or her term. Agency staff shall subsequently verify that PAC members continue to qualify in the category for which they were elected, and the composition of the PAC is in compliance with Section 6.1 and Section 6.2 of the Formation Procedures. If, during the verification procedure, it is discovered that any member of the PAC no longer qualifies within the category elected, the PAC member shall resign, and the vacancy will be filled pursuant to the procedures detailed in Section 6.3 of the Formation Procedures.

14.0 CANDIDACY PROCEDURES

The following procedures must be followed by all candidates wishing to participate in the PAC Election:

- 14.1 Potential candidates must obtain a *Project Area Committee Information Packet* (Attachment A) and an *Application for the Lakeland Village/Wildomar Project Area Committee* (Attachment B), and be willing to fulfill all requirements as outlined.
- 14.2 Interested candidates must submit an *Application for the Lakeland Village/Wildomar Project Area Committee* (Attachment B) in person at the Agency offices or by U.S. Mail to the EDA

Redevelopment Director, Riverside County Economic Development Agency, P.O. Box 1180, Riverside, CA 92502. Applications must be submitted at least thirty (30) days before the scheduled election.

- 14.3 Applications shall be evaluated for validity by Agency staff, including verification of documentation as proof of eligibility pursuant to Section 13.2 of the Election Procedures. A roster of official candidates shall be compiled with name and membership category, and published for review in local newspaper and the EDA website once a week for the two (2) weeks preceding the scheduled election. All PAC Applications verified as eligible shall be available to the general public for review at the Agency beginning on the business day following submittal. All PAC applications of official candidates shall be available at the Election Meeting.
- 14.4 Challenges to applicant eligibility shall be presented in writing to Agency within one (1) week after PAC Applications are made available for review. Agency staff shall review challenges, and provide, in writing, a determination of applicant eligibility. All conclusions reached by Agency shall be deemed final.
- 14.5 Agency will prepare separate election ballots for each membership category based on the applications received. (Attachment C).
- 14.6 Membership categories for which voters can vote will be detailed on each category ballot, and will follow the voting procedures pursuant to Section 15.4 of the Election Procedures. Write-in candidates are not allowed.
- 14.7 Agency staff will announce the results of the election after tallying the ballots pursuant to the procedure in Section 15.5 of the Election Procedures.

15.0 ELECTION MEETING AND PROCEDURES

The following procedures shall be conducted in the Election Meeting.

15.1 Informational Aspect of Meeting

Agency staff shall provide a briefing regarding Election Meeting procedures, pursuant to Section 12.1 of the Election Procedures.

15.2 Prior to Commencement of the Election

Prior to the commencement of the Election Meeting, all candidates for PAC membership must qualify and submit PAC applications pursuant to Section 13.0 of the Election Procedures.

15.3 Election Materials

The Agency shall provide ballot forms and other materials necessary to conduct the election.

15.4 Voting Procedures

The following voting procedures shall be conducted as necessary or appropriate to select PAC membership.

15.4.1 Voter Check-In

Voters shall check in with the Election Administrator at the Election Meeting. At that time, voters shall provide proof of eligibility to vote pursuant to Section 13.2 of these Election Procedures, and will be checked in for the membership category for which they provide documentation of eligibility (see Attachment E). Eligible voters will be provided with a ballot for the membership category for which they are eligible.

15.4.2 Commencement and Termination of Voting

- a) Voters who wish to participate in the election of the PAC members shall divide into their respective membership groups.
- b) Candidates who have submitted their required proofs of eligibility and PAC application to the Agency in accordance with the procedures in Section 13.0 of these Election Procedures will be entitled to give a three (3) minute speech at the Election Meeting to the group he or she seeks to represent.
- c) The membership category order for speeches is as follows: Residential Owner-Occupant, Residential Tenant, and Business Owner.
- d) Each membership group shall elect by ballot the number of PAC members permitted in Sections 6.1 and Sections 6.2 of the Formation Procedures. Each ballot (Attachment C) details the number of votes within each membership category, pursuant to Section 6.1 and Section 6.2 of the Formation Procedures.

15.4.3 No Absentee or Proxy Voting

Absentee or proxy voting shall not be permitted.

15.5 Tallying the Votes

15.5.1 At least two (2) Agency members, (can include the Election Administrator), shall count the votes for each membership category and tally the results in writing (see Sample Tally in Attachment D).

15.5.2 Those candidates who receive the greatest number of votes in their respective membership category shall be named to the PAC. If there are two (or more) representatives required in a certain membership category, then the two (or number required) candidates receiving the highest number of votes in that membership category shall be named members of the PAC.

15.5.3 If a runoff is necessary, it shall be announced and held immediately.

15.5.4 The results of the election will be announced by the Election Administrator, and copies of the written tally of the election results shall be posted on the Agency website.

16.0 FILLING OF VACANCIES

Vacancies shall be filled in accordance with Section 6.3 of the Formation Procedures.

17.0 INTERPRETATION OF ELECTION PROCEDURES

17.1 Election Administrator

The Election Administrator shall be an employee of the Agency.

17.2 Election Presentation of PAC to Board

After the election of the PAC has been conducted, the results shall be presented to the Riverside County Board of Supervisors ("Board") at a public meeting, within thirty (30) days of the election. The Board shall adopt a finding that all procedures, as previously adopted by the Board, were followed in the election. If there are no challenges to the election, the Board shall declare the election valid and direct the Agency to convene the PAC within thirty (30) days. If challenges are made to the election, the procedure shown in Section 17.3 of the Election Procedures will be followed.

Notice of the date of presentation of the results to the Board shall be announced at the PAC Election Meeting, if such date of presentation has theretofore been determined. Notice of the presentation of the results to the Board shall be provided to residents and businesses within the Project Area in accordance with the established procedures for providing notice of public meetings of the Board and the Agency.

17.3 Challenges

Any interested person may appeal any decision made by the Election Administrator, in connection with a challenge, relating to any proceeding, act or omission which may be material to the election. Pursuant to Section 33385(d)(2), a challenge to the election or electoral procedure shall be filed with the County Clerk of the Board no more than fifteen (15) calendar days after the election.

The Board shall determine the validity of all challenges properly brought before it pursuant to the Formation Procedures and the Election Procedures within thirty (30) days following the date of the election. If the Board determines that a valid challenge to the election of the PAC or an election procedure exists, then the Board shall direct the Agency to reconvene the PAC election meeting within forty-five (45) days.

18.0 AMENDMENT OF PROCEDURES

The Board of Supervisors may amend these Election Procedures at any time, after a public hearing, to make any adjustments or changes necessary or appropriate for the formation and selection of a representative PAC.

In the event that the CRL changes so as to modify or invalidate any section of these Election Procedures, such changes in the CRL shall govern whether or not these Election Procedures are formally amended.

PROJECT AREA COMMITTEE INFORMATION PACKET

Redevelopment Project Area No. 1 – 1986 Lakeland Village/Wildomar Sub-Area

All elections of PAC members shall be conducted in accordance with the PAC Formation and Election Procedures as adopted by the Board of Supervisors (the "Board") on June 16, 1998, and amended on July 29, 2003. The PAC reviewed various redevelopment and environmental documents prepared by the Redevelopment Agency of the County of Riverside (the "Agency") prior to the adoption of the Project Area on June 22, 1999. In the future, the PAC will advise the Board of Supervisors and the Agency on redevelopment issues, activities and programs in the Project Area.

In accordance with the amended Formation and Election Procedures, the PAC must be organized to be generally representative of the Project Area.¹ As such, the PAC is composed of the following four (4) membership categories: residential owner-occupant, residential tenant, business owner-operator, and community organization.

The PAC is an official elected body of the County of Riverside. As such, PAC members are required to file a statement of financial disclosure with the County Clerk in accordance with State law. All PAC meetings must be properly noticed and open to the public in accordance with the Ralph M. Brown Act.

Attached is a Project Area Committee Information Packet, a brief description of financial disclosure requirements and open meeting laws. If you are interested in being elected to the PAC, please submit a PAC Membership Application.

FINANCIAL DISCLOSURE REQUIREMENTS FOR PAC MEMBERS

Each person elected to the Project Area Committee is considered a "public official" as defined by the Political Reform Act. As such, PAC members are subject to gift and honorarium prohibitions and will be required to fully disclose their personal assets and income.

Disclosure information will be filed with the County Clerk and must be made available for inspection and copying by any member of the public. Disclosure is required with respect to interests in:

- Investments in stocks, bonds, business entities, trusts etc.,
- Real property,
- Income and business positions, and
- Income from loans, gifts, and travel payments.

PAC members will be subject to the requirements of the Political Reform Act, including:

- Disqualification from participating in decisions which affect personal financial interests,
- Prohibition on accepting gifts aggregating more than \$290 in a calendar year from a single source, and
- Prohibition on accepting any honorarium for any speech given, article published, attendance at a conference, convention, meeting or like gathering.

OPEN MEETING REQUIREMENTS FOR THE PAC

The Project Area Committee is considered a local “legislative body” and, as such is governed by the requirements of the Ralph M. Brown Act. The Brown Act requires that all aspects of the decision making process be conducted in public. All meetings of the PAC must be open and all persons must be permitted to attend any meetings.

The agenda of any PAC meeting, which must include a brief description of the actions to be taken, must be posted at least 72 hours in advance of the meeting. The PAC may generally only take action on items posted on the advance agenda. The agenda must provide an opportunity for public comment on agenda items and items of interest that are within the jurisdiction of the PAC.

The PAC is prohibited from taking action by secret ballot, conducting serial meetings (such as polling other members via telephone), and discussing business matters at informal gatherings.

DRAFT

ROLES AND RESPONSIBILITIES

1. Become knowledgeable of California law pertaining to the Brown Act and any specific laws pertaining to the organization to which you are making application.
2. Perform acts necessary or proper for carrying out the purposes of the advisory group to which you are making application.
3. Conduct all advisory group business at public meetings in accordance with the Ralph M. Brown Act, California Code, sections 54950 through 54962.
4. Submit annual Statements of Economic Interest (Form 700) in accordance with the Political Reform Act of 1974 required by Government Code.
5. Attend regular monthly, special and emergency board meetings except when prevented by sickness or other emergency situations (Government Code, section 1770 (g)).
6. Actively Participate in organizational activities.
7. Ensure legal and ethical integrity and maintain accountability.
8. Possess the educational background and experience necessary to serve in this position.

ATTACHMENT B

PROJECT AREA COMMITTEE MEMBERSHIP APPLICATION PACKET

Redevelopment Project Area No. 1 – 1986 Lakeland Village/Wildomar Sub-Area

Thank you for your interest in applying for election to the Project Area Committee for the Lakeland Village/Wildomar Sub-Area of Redevelopment Project Area No. 1 - 1986. Please read and review the following information regarding PAC membership.

All interested candidates must provide proof of eligibility for PAC membership, which must include, in all instances, a form of current photo identification such as a passport, California driver's license, or identification card. All candidates must be at least 18 years of age, and must qualify for at least one membership category. The Membership Categories are shown below, and candidates must provide additional documentation to demonstrate qualification for at least one category.

- **Residential Owner-Occupant** - must own and reside in residential property, which is my permanent address, within the boundaries of the Lakeland Village/Wildomar sub-area of Riverside County Redevelopment Project Area No. 1-1986 ("Project Area"). Candidates must provide evidence of current ownership of property within the Project Area by providing a copy of a property tax bill or similar documentation.
- **Residential Tenant** – persons who rent a dwelling unit and have occupied the dwelling unit as permanent residence for more than 28 days. Must provide evidence of current residential tenancy through documentation such as lease documents, tax bills, rent receipts, utility bills, etc.
- **Business Owner** – Must either provide Business License of Tax Registration Certificate, or can show proof of ownership of property that does not qualify as primary residence within the boundaries of the Project Area.
- **Community Organization** – Member of a Community Organization that provides services within the boundaries of the Project Area, to residents, businesses and/or tenants, or draws membership from the Project Area. Candidates must provide a letter from the organization (Board or Presiding Officer) that authorizes the candidate to represent the organization.

I understand that if I am elected as a Project Area Committee member, I will be required to complete a Statement of Economic Interest, which discloses certain personal financial information concerning any financial interest I have (including my family and my spouse, if applicable). I also acknowledge that I am eligible to serve on the Project Area Committee as a representative of the group I selected above, and that if elected, I will participate in the regular Project Area Committee meetings.

Signature

Date

ATTACHMENT B

APPLICATION FOR THE LAKELAND VILLAGE/WILDOMAR PROJECT AREA COMMITTEE

*Please print CLEARLY or type your answers. Use additional paper as needed.

1) NAME: _____

2) CATEGORY (Check one):

Residential Owner Residential Tenant Business Owner Community Organization

3) BUSINESS NAME/COMMUNITY ORGANIZATION (if applicable): _____

4) HOME/BUSINESS/COMMUNITY ORGANIZATION ADDRESS: _____

5) MAILING ADDRESS (if different from above): _____

6) TELEPHONE: _____ 7) E-Mail: _____

8) DRIVER'S LICENSE: _____ STATE ISSUED: _____

9) PLEASE LIST ALL CURRENT PROFESSIONAL ORGANIZATIONS AND SOCIETIES OF WHICH YOU ARE A MEMBER:

Name: _____ Member Since: _____

10) HAVE YOU EVER BEEN AFFILIATED (AS AN OFFICER, OWNER, DIRECTOR, TRUSTEE, PARTNER, ADVISOR, OR CONSULTANT) WITH ANY INSTITUTIONS (CORPORATIONS, FIRMS, PARTNERSHIPS, BUSINESS ENTERPRISES, NON-PROFIT ORGANIZATIONS, ETC.) WITHIN THE PAST FIVE YEARS WHICH MIGHT PRESENT A POTENTIAL CONFLICT OF INTEREST ON THE PROJECT AREA COMMITTEE?

YES	NO
<input type="checkbox"/>	<input type="checkbox"/>

11) DO YOU OWN REAL PROPERTY, PERSONAL PROPERTY, FINANCIAL HOLDINGS OR RECEIVE INCOME FROM ANY SOURCE WHICH MIGHT PRESENT A POTENTIAL CONFLICT OF INTEREST OR APPEARANCE OF CONFLICT OF INTEREST WITH YOUR REQUESTED APPOINTMENT?

<input type="checkbox"/>	<input type="checkbox"/>
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12) ARE YOU A REGISTERED VOTER RESIDING WITHIN THE BOUNDARIES OF THE ADVISORY GROUP TO WHICH YOU ARE MAKING APPLICATION?

<input type="checkbox"/>	<input type="checkbox"/>
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ATTACHMENT B

AUTHORIZATION AND RELEASE

I understand that in connection with this application for election, an extensive investigation of my personal and/or business background may be conducted. I hereby authorize the release of any and all information pertaining to me or my business, including information of a confidential or privileged nature in the possession of government or private agencies or individuals. I hereby release all such agencies or individuals who furnish such information from a liability for damages which may result from furnishing the information requested. I am also being notified that a consumer credit report may be requested and used in connection with the application for election. The source of the report shall be a major national credit reporting agency, such as EXPERIAN, TRANSUNION, or EQUIFAX. In the event such a request is made, a copy of the report should be provided to me by the credit agency.

SIGNATURE

DATE

ATTACHMENT C
PAC ELECTION BALLOT
Residential Tenant Category
Date

Residential Tenant (Vote for a maximum of four (4) candidates)

- | | |
|---------------------------------------|---------|
| <input type="checkbox"/> Candidate #1 | Address |
| <input type="checkbox"/> Candidate #2 | Address |
| <input type="checkbox"/> Candidate #3 | Address |
| <input type="checkbox"/> Candidate #4 | Address |
| <input type="checkbox"/> Candidate #5 | Address |
| <input type="checkbox"/> etc | etc |



ATTACHMENT C

PAC ELECTION BALLOT
Business Owner Category
Date

Business Owners (Vote for a maximum of two (2) candidates)

- Candidate #1
- Candidate #2
- Candidate #3
- Candidate #4
- Candidate #5
- etc



Business Name
Business Name
Business Name
Business Name
Business Name
etc



ATTACHMENT D

PAC ELECTION TALLY SHEET

Date

Each voter may only vote for candidates within the same membership category

Residential Owner Occupant (Vote for a maximum of nine (9) candidates)

Number of Votes

Candidate #1	Address
Candidate #2	Address
Candidate #3	Address
Candidate #4	Address
Candidate #5	Address
Candidate #6	Address
Candidate #7	Address
Candidate #8	Address
Candidate #9	Address
etc	etc



Residential Tenant (Vote for a maximum of four (4) candidates)

Number of Votes

Candidate #1	Address
Candidate #2	Address
Candidate #3	Address
Candidate #4	Address
Candidate #5	Address
etc	etc



Business Owners (Vote for a maximum of two (2) candidates)

Number of Votes

Candidate #1	Business Name
Candidate #2	Business Name
Candidate #3	Business Name
Candidate #4	Business Name
Candidate #5	Business Name
etc	etc



ATTACHMENT E

PAC Election Category Verification Sheet
Date of Election

Name	Membership Category	Documentation Provided
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