

PLEASANT HILL REDEVELOPMENT AGENCY
BYLAWS

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BYLAWS OF THE REDEVELOPMENT AGENCY
OF THE
CITY OF PLEASANT HILL

ARTICLE 1 - THE AGENCY

Section 1. Name. The official name of the Agency shall be "Redevelopment Agency of the City of Pleasant Hill." This name in usage may be shortened to "Pleasant Hill Redevelopment Agency" or "Agency."

Section 2. Office and Place of Meeting. The main office of the Agency shall be at Pleasant Hill City Hall, 100 Gregory Lane, Pleasant Hill, California. The Agency shall hold its meetings in the City Council Chambers.

Section 3. Powers. The powers of the Agency are vested in its members then in office, who reserve to themselves the right to delegate by resolution such powers as are appropriate, within a suitable framework.

Section 4. Compensation. The members shall receive compensation of \$30.00 per meeting for each meeting of the Agency attended by that member. No member shall receive compensation for attending more than four meetings of the Agency during any calendar month. In addition, members shall receive their actual and necessary expenses, including travel expenses, incurred in the discharge of their duties.

Section 5. Seal. The seal of the Agency shall be in a form of a circle around the perimeter of which shall appear the name of the Agency and the City and State, to wit: PLEASANT HILL REDEVELOPMENT AGENCY, PLEASANT HILL, CALIFORNIA. In the center of the seal shall appear the year of its founding - 1973.

ARTICLE 2 - MEMBERS

Section 1. Voting Members. The Agency shall consist of five voting members, each of whom shall be a duly elected member of the Pleasant Hill City Council. The chair and vice chair shall be voting members.

Section 2. Non-voting Members. The Agency may add other non-voting members which shall serve in an ex officio capacity as directed.

ARTICLE 3 - OFFICERS

Section 1. Regular Officers. Regular officers of the Agency are the chair, vice chair, treasurer, secretary, executive director and general counsel.

Section 2. Additional Officers and Assistant Officers. The Agency may by resolution appoint such additional officers, establish their terms of office and define their duties, as the Agency determines necessary or desirable.

Section 3. Chair. The chair of the Agency shall be elected at the time of the election of the mayor and vice mayor of the City of Pleasant Hill, which will be the first meeting after the second Tuesday in November. The chair presides at all meetings of the Agency. At each meeting the chair shall submit such information and recommendations to the Agency as the chair considers proper concerning the business, policies, and affairs of the Agency. Except as otherwise authorized by resolution of the Agency, the chair signs all contracts, deeds and other instruments executed by the Agency.

Section 4. Vice Chair. The vice chair shall be elected at the time of the election of the mayor and vice mayor of the City of Pleasant Hill, which will be the first meeting after the second Tuesday in November. The vice chair performs the duties of the chair in the absence or incapacity of the chair.

In the absence of the chair and vice chair, the Agency members shall select a member present as temporary chair for the purpose of conducting meetings and performing the duties of the chair.

Section 5. Secretary. The executive director shall appoint the secretary of the Agency. The secretary keeps the records of the Agency, acts as secretary of the meetings of the Agency and records all votes, keeps a record of the proceedings of the Agency in a journal of proceedings to be kept for such purpose, and performs all duties incident to the office. The secretary shall maintain a record of all proceedings of the City Council of the City of Pleasant Hill relevant to the Agency and the redevelopment program.

The secretary shall also perform such other duties assigned by the executive director.

Section 6. Executive Director. The executive director is appointed by the Agency and serves at the pleasure of the Agency. The executive director is the chief executive of the Agency, and is responsible for: formulating and executing the city's redevelopment program and its projects, carrying out the Agency's policies; authorizing and certifying budgets and related documents involved in the financial affairs of the Agency; supervising the staff of the Agency; acting as liaison with other agencies participating in the program, and providing public information. When authorized by resolution of the members, he may act for the Agency.

Section 7. Treasurer. The executive director shall appoint the treasurer of the Agency. The treasurer's duties shall include, but not be limited to, the following:

1. Implementation and enforcement of procedures to account for all Agency assets-liabilities and revenues-expenditures.
2. Custodianship of all funds of the Agency for deposit in the name of the Agency in such bank or banks as the Agency selects.
3. Approval of all Agency checks for payment and assurance that any bank checking, bank savings, debt, or related financial transaction are signed by any two of the following: treasurer or executive director and chair or vice chair of the Agency.
4. Coordination of the preparation of all budgets and financial reports required by the Agency.
5. Advisement of the executive director on all matters involving financial or budgetary problems.
6. Performance of related duties as requested by the executive director.

Reconciliation of the Agency bank accounts shall be done by someone other than the Agency treasurer.

Section 8. General Counsel. The general counsel is appointed by the Agency and serves at the pleasure of the Agency. The general counsel is the chief legal officer of the Agency and is responsible for the preparation of all contracts, resolutions, and other legal documents required by the Agency, preparation of all legal actions to carry out the Agency's policies and defense of the Agency from all actions brought against it or its officers.

Section 9. Additional Duties. The officers of the Agency shall perform such other duties and functions as may from time to time be required by the Agency or the bylaws or rules and regulations of the Agency.

Section 10. Vacancies. If an officer other than chair or vice chair becomes vacant, the Agency shall appoint a successor within a reasonable time or by resolution determine that such office shall remain vacant for a definite or indefinite period of time.

Section 11. Additional Personnel. The Agency may from time to time appoint or employ such permanent and temporary agents, officers, counsel and employees as it considers necessary to exercise its powers and duties as prescribed by statute, and to determine their qualifications, duties, and compensation subject to statutory limitations and the availability of funds.

Section 12. Election of Officers. Officers other than chair and vice chair shall be elected at the last regular meeting in November or at a special meeting called for that purpose. If officers are not elected in November, election of officers shall be the first order of business at the first meeting of the Agency held during the month of December.

ARTICLE 4 - MEETINGS

Section 1. Regular Meetings. Regular meetings shall be held at Pleasant Hill City Hall, 100 Gregory Lane, Pleasant Hill, California, on the first and third Mondays of each month. The meetings on the first Mondays will start immediately following the City Council meetings and the meetings on the third Mondays will start at 7:30 p.m. If the regular meeting is a legal holiday, a special meeting may be held.

Section 2. Special Meetings. Special meetings of the Agency may be called for any time and place by the chair or by a majority of the members of the Agency, by delivering personally or by mail written notice to each member of the Agency and to each local newspaper of general circulation, radio or television station requesting such notice in writing. Such notice must be delivered personally or by mail at least 24 hours before the time of such meeting as specified in the notice. The order shall specify the time and place of the special meeting and the business to be transacted. No other business shall be considered at the meeting.

Section 3. Cancellation of Meetings. Any meeting may be canceled by the Chair or a majority of the members of the Agency, provided that one meeting shall be held each month and that there is no agency business, excluding approval of minutes, that needs to be conducted on that date. Notification of such cancellation shall be provided by delivering personally or by mail written notice to each member of the Agency and to each local newspaper of general circulation, radio or television station requesting such notice in writing. Such notice must be delivered personally or by mail at least 72 hours before the time of such meeting.

Section 4. Notice of Meetings. The secretary shall have all notices of regular and special meetings, together with an agenda of the items to be discussed, posted and distributed to the media as required by law.

Section 5. Attendance. All meetings of the Agency shall be open and public and all persons shall be permitted to attend any meetings of the Agency, except that closed sessions may be held as prescribed by law.

Section 6. Quorum. Three members of the Agency constitute a quorum for the purpose of conducting its business and exercising its powers and for all other official purposes.

Section 7. Voting. Every official act of the Agency shall be adopted by a majority vote. A "majority vote" means majority of all members present when a quorum is present.

Section 8. Order of Business. At regular meetings of the Agency, the following shall be the order of business:

1. roll call
2. public comment
3. consent calendar
4. public hearings
5. approval of minutes
6. agency director's report
7. agency member's report
8. adjournment.

The approval of minutes may be combined with the consent calendar, when deemed appropriate by the executive director.

Section 9. Parliamentary Procedure. The Agency may adopt rules governing meetings of the Agency.

ARTICLE 5 - AMENDMENTS

Section 1. Amendments to Bylaws. These bylaws may be amended by the Agency at any regular or special meeting by a majority vote, provided that the proposed amendment to any particular section is included in the notice of such meeting.

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