

**Onizuka LRA Meeting: September 28, 2010****SUBJECT: Selection of Local Redevelopment Authority (LRA) Officers and Local Redevelopment Authority (LRA) Executive Committee Members****REPORT IN BRIEF**

The Department of Defense (DOD) formally recognized the City of Sunnyvale as the Local Redevelopment Authority (LRA) for Onizuka Air Force Station (AFS) on April 6, 2006. On April 11, 2006, the Onizuka LRA developed bylaws identifying operating rules and duties, and the process for appointing officers, subcommittees and task forces.

According to LRA Bylaws, the LRA shall annually select a Chairperson and Vice-Chairperson. The Bylaws also identify the role of and selection process for the LRA Executive Committee, which is composed of three LRA members: the Chair, Vice Chair and another LRA member. The Executive Committee members serve a one year term and were previously appointed on August 11, 2009.

Staff recommends that the LRA appoint a Chairperson, a Vice-Chairperson, and one additional LRA to constitute the three-member Executive Committee.

**BACKGROUND**

In 2005 the Secretary of Defense transmitted to the Defense Base Realignment and Closure (BRAC) Commission a list of military installations that the Secretary recommended for closure or realignment. Onizuka AFS was included in the list and by federal law must be closed by September 2011. DOD recognized the City as the LRA on April 6, 2006. The LRA is the primary community point of contact for all matters relating to planning, closure and implementation of Onizuka AFS reuse upon its anticipated closure in 2011 and subsequent conversion to civilian use.

**EXISTING POLICY**

**Legislative/Management Sub Element, Goal 7.3C** - Participate in intergovernmental activities, including national, state and regional groups, as a means to represent the City's interests, influence policy and legislation, and enhance awareness.

**DISCUSSION**

Reuse planning for Onizuka AFS proceeds according to BRAC requirements. On April 11, 2006, shortly after notification of its federal designation, the LRA

approved bylaws (Attachment A) to govern its selection of officers, task forces, operations and duties.

The current Executive Committee members are:

Authority Member Ron Swegles, Chairperson  
Authority Member Otto Lee, Vice-Chairperson  
Authority Member Christopher Moylan

The LRA Bylaws describe the duties of the Chairperson and Vice Chairperson and provide that the LRA may choose to discharge some of its functions through an Executive Committee. Executive Committee duties include managing LRA administrative matters, proposing changes to LRA programs and policies, appointing members to task forces and preparing periodic reports and budgets for LRA approval. The LRA may wish to consider whether it wants to continue to have an Executive Committee.

**FISCAL IMPACT**

There is no fiscal impact to this report.

**PUBLIC CONTACT**

Public contact was made by posting the Council agenda on the City's official-notice bulletin board outside City Hall, at the Sunnyvale Senior Center, Community Center and Department of Public Safety; and by making the agenda and report available at the Sunnyvale Public Library, the Office of the City Clerk and on the City's Web site.

**ALTERNATIVES**

1. Select a Chairperson, a Vice-Chairperson, and one additional LRA member to constitute the three-member LRA Executive Committee.
2. Select a Chairperson and Vice-Chairperson, but do not designate an LRA Executive Committee.

**RECOMMENDATION**

Staff recommends Alternative 1.

Approved by:

Hanson Hom, Director of Community Development

Approved by:

Gary M. Luebbbers, City Manager

**Attachment**

- A. Bylaws of the Onizuka AFS LRA

**BYLAWS OF THE ONIZUKA AIR FORCE STATION  
LOCAL REDEVELOPMENT AUTHORITY**

**ARTICLE I – NAME**

The name of the agency is the Onizuka Air Force Station Local Redevelopment Authority, hereinafter referred to as “Onizuka LRA.”

**ARTICLE II – PURPOSE**

To create a public agency to facilitate the discussion of issues and recommendations related to the community and economic development potential and reuse of Onizuka Air Force Station (AFS).

**ARTICLE III – MEMBERSHIP**

Section 1. Composition. The Onizuka LRA shall consist of seven members who are elected City Council members of the City of Sunnyvale. The Onizuka LRA may appoint members of the community to serve on taskforces created by the Onizuka LRA.

Section 2. Term of Membership. The term of membership for each member of the Onizuka LRA shall commence with certified election to Sunnyvale City Council and shall continue until a successor is elected and qualified or until the LRA is dissolved upon determination that it is in the best interest of the City (See Article XI).

Section 3. Voting Rights. Each member shall be entitled to one (1) vote on each matter submitted to a vote of the members. Members must be present to vote, and voting by proxy shall not be permitted.

Section 4. Transfer of Membership. Membership and its privileges is not transferable or assignable.

Section 5. Vacancies. Vacancies in the membership of Onizuka LRA may be filled in the same manner as provided in the Sunnyvale City Charter, Article VI, Section 604.

**ARTICLE IV – MEETINGS OF MEMBERSHIP**

Section 1. Annual Meeting. An annual meeting of the Onizuka LRA shall be held during the first month of the calendar year or at another date designated by the Chairperson for the purpose of electing officers and for the transaction of such other matters as may come before the meeting.

a. Election of Officers. The membership shall select from its members a Chair and Vice Chair. The Vice Chair shall serve as Chair in the absence of the Chair.

Section 2. Special Meetings. Special meetings of the Onizuka LRA may be called by the Chairperson or by vote of four or more members of the Onizuka LRA for the transaction of such business as may come before the LRA.

Section 3. Place of Meetings. All meetings shall be convened in the Council Chambers of Sunnyvale City Hall but may be thereafter adjourned to such other locations as may be selected by the Onizuka LRA. All meetings of the Onizuka LRA shall be open to the public. If, by reason of fire, flood, or other emergency, it shall be unsafe to meet in the place designated, the meetings may be held for the duration of the emergency at such place as is designated by the Chair, or, if he/she should fail to act, by four members of the Onizuka LRA.

Section 4. Notice of Meetings. Notice stating the place, day, and hour of any meeting of members shall be delivered, either personally, by email or by mail to each member before the date of such meeting, in conformance with the Ralph M. Brown Act, Government Code §54950 *et seq.*, by or at the direction of the Chairperson or a majority of the membership.

Section 5. Quorum. A majority of members of the Onizuka LRA shall constitute a quorum.

## **ARTICLE V – DUTIES OF THE ONIZUKA LRA**

The Onizuka LRA shall be the body responsible for all reuse planning activities, including development of the Reuse Plan and, if necessary, implementation of the redevelopment plan for Onizuka AFS. The duties of the Onizuka LRA shall be:

a. To serve as the single community point of contact for all matters relating to the closure of the base.

b. To serve as the single entity responsible for preparing the Onizuka AFS Reuse Plan, if necessary.

c. To serve as the primary agency for all grant/aid applications related to transition, reuse and redevelopment.

d. To serve as the lead agency for the California Environmental Policy Act (CEQA) review and to negotiate with and provide support to

regulatory agencies responsible for environmental remediation and other environmental assessments.

e. To facilitate community input and involvement in decision making related to reuse and economic development at Onizuka AFS through establishment of a taskforce representing diverse stakeholders within the City and the region.

f. To evaluate homeless needs in the City of Sunnyvale and balance those needs with other community development objectives during the reuse planning process.

g. To negotiate the final plan for disposition of Onizuka AFS with the Air Force.

## **ARTICLE VI – OFFICERS**

Section 1. Officers. The Officers of the Onizuka LRA shall be a Chairperson and Vice-Chairperson. Staff support to the Onizuka LRA will be provided by the City of Sunnyvale.

Section 2. Election of Office. The Officers shall be elected annually by the Onizuka LRA members from their own membership at the first annual meeting each year. If the election of officers is not held during the annual meeting, the Executive Committee shall cause the election to be held at a special meeting of the members called as soon thereafter as convenient.

Section 3. Duties. The Chairperson shall preside at all meetings of the members; the Vice-Chairperson, in the absence of the Chairperson, shall perform duties of the Chairperson. Sunnyvale's City Clerk shall record and preserve the minutes of all meetings of the membership.

## **ARTICLE VII – SUBCOMMITTEES AND TASKFORCES**

Section 1. Executive Committee. The Onizuka LRA may choose to discharge some of its functions through an Executive Committee. The Executive Committee shall consist of three members, including the Chairperson, the Vice-Chairperson and one other member selected by the members of the Onizuka LRA. The Executive Committee's duties shall include the following:

a. To meet regularly to manage the administrative matters of the Onizuka LRA's operation.

b. To appoint members to Taskforces.

c. To develop and propose to the Onizuka LRA changes in the Onizuka LRA's policies and programs.

d. To prepare, with staff assistance, periodic and annual budgets and reports which shall be presented to the Onizuka LRA for approval.

Section 2. Taskforces. Taskforces may be designated by the membership of the Onizuka LRA as needed. The Onizuka LRA Executive Committee shall be responsible for appointing members to taskforces.

a. Eligibility to Serve On Taskforces. Members of taskforces need not be members of the Onizuka LRA. Taskforce members are subject to the regulations of the Bylaws herein stated.

b. Term of Taskforces. Each member of a taskforce shall be appointed by the Executive Committee of the Onizuka LRA for renewable one-year terms.

c. Chairperson. One member of each taskforce shall be selected chairperson by members of that taskforce.

d. Quorum. A majority of members of a taskforce shall constitute a quorum.

e. Rules. Each taskforce shall abide by procedural rules for its own government, not inconsistent with the Bylaws or the rules adopted by the Onizuka LRA, and not in conflict with the rules, regulations, guidelines, and authority of the City of Sunnyvale.

f. Resignation and Termination of Membership. Any member may resign by filing a written resignation with the Chairperson of the taskforce. Any member who misses three (3) consecutive unexcused meetings shall be deemed to have resigned.

g. Vacancies. Vacancies in the membership of the taskforces may be filled in the same manner as provided in the case of the original selection.

## **ARTICLE VIII – BOOKS AND RECORDS**

The Onizuka LRA shall keep correct and complete books of records of accounts; and shall also keep minutes of the meetings of its membership; and shall keep, at its principal office, a record giving the names and addresses of the members entitled to vote. All books and records of the Onizuka LRA are subject to the California Public Records Act.

## **ARTICLE IX – FISCAL YEAR**

The fiscal year of the Onizuka LRA shall be July 1 to June 30 of each year.

## **ARTICLE X – DURATION OF THE REDEVELOPMENT AUTHORITY**

The Onizuka LRA will continue until the Reuse Plan is developed and implemented for Onizuka AFS or until dissolved by the Sunnyvale City Council.

## **ARTICLE XI – DISSOLUTION**

The Sunnyvale City Council shall have the authority to dissolve the Onizuka LRA if it determines that it is in the best interest of the City.

## **ARTICLE XII – AMENDMENTS**

These Bylaws may be altered, amended, or repealed and new Bylaws may be adopted by a majority vote of the Sunnyvale City Council. The Onizuka LRA may recommend to the City Council that the Bylaws be altered, amended, or repealed and new Bylaws be adopted by a majority vote of the Onizuka LRA membership in any meeting, provided that at least seven (7) days written notice be given of intention to alter, amend, repeal, or to adopt new Bylaws at such meeting.