

**Agenda Of The Regular Meeting – Oversight Board to the Successor Agency to the
Redevelopment Agency of the City of National City
Council Chambers
Civic Center
1243 National City Boulevard
National City, California
Wednesday – March 16, 2016 – 3:00 P.M.**

Open To The Public

Please complete a request to speak form prior to the commencement of the meeting and submit it to the Oversight Board Secretary.

It is the intention of your National City Oversight Board to be receptive to your concerns in this community. Your participation in local government will assure a responsible and efficient City of National City. We invite you to bring to the attention of the Board Chairman any matter that you desire the National City Oversight Board to consider. We thank you for your presence and wish you to know that we appreciate your involvement.

ROLL CALL

Pledge of Allegiance to the Flag by Chairman Ron Morrison

Public Oral Communications (Three-Minute Time Limit)

NOTE: Pursuant to state law, items requiring National City Oversight Board action must be brought back on a subsequent National City Oversight Board Agenda unless they are of a demonstrated emergency or urgent nature.

Upon request, this agenda can be made available in appropriate alternative formats to persons with a disability in compliance with the Americans with Disabilities Act. Please contact the City Clerk's Office at (619) 336-4228 to request a disability-related modification or accommodation. Notification 24-hours prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting.

**It is Requested That All Cell Phones
And Pagers Be Turned Off During The Meetings**

OVERSIGHT BOARD ACTIONS

1. Approval of the Minutes of the Regular Meeting of the Oversight Board to the Successor Agency to the Community Development Commission as the National City Redevelopment Agency meeting held on January 20, 2015.
2. Resolution of the Oversight Board to the Successor Agency to the Community Development Commission as the National City Redevelopment Agency approving an Administrative Budget for the ROPS 15-16B period (January 1, 2016-June 30, 2016) (Reso 2016-02)

REPORTS

3. Update on Redevelopment Issues

ADJOURNMENT

Adjourn to the next Regular meeting of the Oversight Board to the Successor Agency to the Community Development Commission as the National City Redevelopment Agency scheduled on April 20, 2016 at 3:00 p.m. in Council Chambers, Civic Center.

**MINUTES OF THE REGULAR MEETING OF THE OVERSIGHT BOARD TO THE
SUCCESSOR AGENCY TO THE REDEVELOPMENT AGENCY OF
THE CITY OF NATIONAL CITY**

JANUARY 20, 2016

This Regular Meeting of the Oversight Board to the Successor Agency to the Community Development Commission as the National City Redevelopment Agency was called to order at 3:04 pm by Chairman Ron Morrison.

ROLL CALL

Board Members Present: Fellows, Carson, Morrison, Perri, McCarthy, Kerl

Board Members Absent: Desrochers

OTHER STAFF PRESENT: Brad Raulston, Executive Director; Claudia Silva, Successor Agency Counsel; Carlos Aguirre, Community Development Manager; Alfredo Ybarra, Director of Housing, Grants and Asset Management; Janel Pehau, Accountant

PLEDGE OF ALLEGIANCE by Chairman Morrison

PRESENTATIONS: None

OVERSIGHT BOARD ACTIONS

- 1. SUBJECT:** Approval of the Minutes of the Special Meeting of the Oversight Board to the Successor Agency to the Redevelopment Agency of the City of National City Meeting held on December 16, 2015.

RECOMMENDATION: Approve minutes as presented.

ACTION: Motion by Perri, seconded by Fellows to approve the minutes of the Regular Meeting of the Oversight Board meeting held December 16, 2015.

Motion carried by the following vote:

Ayes: Fellows, Carson, , Perri, Morrison, Kerl

Absent: Desrochers, McCarthy

Note: Member McCarthy arrived at 3:05 pm

- 2. SUBJECT:** Resolution of the Oversight Board to the Successor Agency to the Community Development Commission as the National City Redevelopment Agency approving the Recognized Obligations Payment Schedule (ROPS) for the Period July 1, 2016 through June 20, 2017. (ROPS 16-17) (Reso 2016-01)

Item presented by Brad Raulston, Executive Director and Janel Pehau, Successor Agency Accountant

RECOMMENDATION: Approve the Resolution (**Resolution 2016-01**).

ACTION: Motion by Carson, seconded by Perri to approve the Resolution (2016-01).

Motion carried by the following vote:

Ayes: Fellows, Carson, Perri, Morrison, Kerl, McCarthy

Absent: Desrochers

REPORTS

3. Update on Redevelopment Issues

Brad Raulston, Executive Director gave updates on approval of Long Range Property Management Plan by DOF, SB 107, and process moving forward. Compensation package will be presented at the February meeting.

ADJOURNMENT

The regular meeting was adjourned to the next Regular Meeting of the Oversight Board to the Successor Agency to the Community Development Commission as the National City Redevelopment Agency to be held on February 17, 2016 at 3:00 p.m., Council Chambers – National City Civic Center, California.

The meeting adjourned at 3:23 p.m.

Clerk

Secretary

The foregoing minutes were approved at the Regular Meeting of March 16, 2016.

Oversight Board Chairman

**OVERSIGHT BOARD TO THE SUCCESSOR AGENCY TO
THE COMMUNITY DEVELOPMENT COMMISSION
AS THE NATIONAL CITY REDEVELOPMENT AGENCY
AGENDA STATEMENT**

MEETING DATE: March 16, 2016

AGENDA ITEM NO. 2

ITEM TITLE: Resolution of the Oversight Board to the Successor Agency to the Community Development Commission as the National City Redevelopment Agency Approving an Administrative Budget for the ROPS 15-16B period (January 1, 2016 through June 30, 2016)

PREPARED BY: Brad Raulston, Executive Director **DEPARTMENT:** Successor Agency

PHONE: 619 336-4256

APPROVED BY: 

EXPLANATION:

Health and Safety Code section 34177(j) requires the Successor Agency to prepare a proposed administrative budget for each Recognized Obligation Payment Schedule (ROPS) period and submit it to the Oversight Board for approval. The proposed administrative budget is to include estimated amounts for Successor Agency administrative costs for the current ROPS period, the proposed sources of payment for those costs, and proposals for arrangements for administrative and operations services. The estimated administrative costs for the ROPS 15-16B period total \$234,873, of which \$220,000 is authorized to be funded by Redevelopment Property Tax Trust Fund (RPTTF) revenues. The remaining \$14,873 represents the estimated value of services to be provided by the General Fund of the City for which no reimbursement will be received. Administrative and operations services are provided through a combination of City of National City staff and outside contractors. See attached table for the details. The Successor Agency Board reviewed and approved the ROPS 15-16B administrative budget on March 15, 2016 and requests approval by the Oversight Board.

FINANCIAL STATEMENT:

APPROVED:  Finance

ACCOUNT NO.

APPROVED: _____ MIS

The proposed administrative budget totals \$234,873 for the ROPS 15-16B period.

ENVIRONMENTAL REVIEW:

This is not a project and, therefore, not subject to environmental review.

ORDINANCE: INTRODUCTION: FINAL ADOPTION:

STAFF RECOMMENDATION:

Adopt the Resolution.

BOARD / COMMISSION RECOMMENDATION:

Successor Agency Board: Adopt the Resolution

ATTACHMENTS:

1. ROPS 15-16B Proposed Administrative Budget for the Successor Agency
2. OB Resolution 2016-02

**Successor Agency to the Community Development Commission
as the National City Redevelopment Agency**

ROPS 15-16B Administrative Budget

Expenditures

	Annual Salaries & Benefits	% Allocated	Annual Cost	Six Month Cost ROPS 15-16B
Personnel*				
Executive Director	221,300	40%	88,520	44,260
Executive Secretary	65,500	75%	49,125	24,563
City Manager	252,130	15%	37,820	18,910
Executive Assistant	87,155	5%	4,358	2,179
City Attorney	266,775	10%	26,678	13,339
Executive Assistant	82,600	3%	2,478	1,239
City Clerk/Records Management Officer	138,285	15%	20,743	10,371
Administrative Secretary	71,100	10%	7,110	3,555
Property Agent	41,800	50%	20,900	10,450
Community Development Manager	125,400	50%	62,700	31,350
Planning Technician	67,600	5%	3,380	1,690
Director of Finance	172,300	5%	8,615	4,308
Financial Services Officer	127,300	5%	6,365	3,183
Management Analyst	104,400	10%	10,440	5,220
Financial Analyst (part time)	40,000	90%	36,000	18,000
Senior Accountant	90,900	10%	9,090	4,545
Accountant	72,900	4%	2,916	1,458
Accountant	77,300	10%	7,730	3,865
Buyer	68,500	5%	3,425	1,713
Accounting Assistant	58,500	5%	2,925	1,463
Accounting Assistant	55,200	5%	2,760	1,380
Accounting Assistant	58,500	5%	2,925	1,463
Accounting Assistant	54,900	5%	2,745	1,373
Various	N/A	N/A	40,000	20,000
Total Personnel			<u>459,747</u>	<u>229,873</u>
Maintenance & Operations				
Contract Services - Legal Services for Successor Agency				1,000
Contract Services - Legal Services for Oversight Board				2,000
Other Operating Expenditures**				2,000
Total M&O				<u>5,000</u>
Total Expenditures				<u><u>234,873</u></u>
Funding Sources				
RPTTF - Administrative Allowance				220,000
General Fund				14,873
Total Funding				<u><u>234,873</u></u>

* Personnel responsibilities include, but are not limited to, providing executive direction and legal guidance for the operations of the SA, scheduling and maintaining records of the meetings of the Successor Agency and the Oversight Board, preparing agenda materials for the SA and the Oversight Board, managing litigation, developing the ROPS for each annual period, projecting and managing the cash flow of the SA, managing the assets of the SA, implementing a long range property management plan, managing contracts with vendors, managing the payments to vendors, accounting for all transactions of the SA in the general ledger, and preparing annual financial statements. Not represented on this schedule, but playing an important policy role in the administration of the Successor Agency are the City's Mayor and Council who serve as the Board for the Successor Agency, and the Mayor who also serves as the Chair of the Oversight Board.

** Other operating expenses include, but are not limited to, landscape maintenance district assessments, title searches, and miscellaneous other costs.

RESOLUTION NO. 2016 –02

RESOLUTION OF THE OVERSIGHT BOARD OF THE SUCCESSOR AGENCY
TO THE COMMUNITY DEVELOPMENT COMMISSION
AS THE NATIONAL CITY REDEVELOPMENT AGENCY
APPROVING AN ADMINISTRATIVE BUDGET FOR THE ROPS 15-16B PERIOD
(JANUARY 1, 2016 THROUGH June 30, 2016)

WHEREAS, the Oversight Board ("Oversight Board") of the Successor Agency to the Community Development Commission as the National City Redevelopment Agency ("Successor Agency") has been established to take certain actions to wind down the affairs of the now dissolved Community Development Commission as the National City Redevelopment Agency ("CDC") in accord with AB 26, as amended in AB 1484 and again in SB 107; and

WHEREAS, Health and Safety Code section 34177(j) requires that each Successor Agency prepare a proposed administrative budget for each upcoming six-month period and submit it to its oversight board for its approval; and

WHEREAS, such an administrative budget is to include estimated amounts for successor agency administrative costs, the proposed sources of payment, and proposals for arrangements for administrative and operations services provided by a city, county, city and county, or other entity; and

WHEREAS, SB 107 included a change in the approval process for administrative budgets in relation to each recognized obligation payment schedule ("ROPS"), *i.e.*, under Health and Safety Code Section 34179(h)(1), successor agencies are not required to submit an approved administrative budget to the California Department of Finance for approval; and

WHEREAS, despite the new annual ROPS approval process, SB 107 did not alter the provisions of Health and Safety Code Section 34177(j) requiring the submittal of administrative costs based on a six-month fiscal year increments; and

WHEREAS, on March 15, 2016, the Successor Agency's Executive Director submitted to its Board a proposed administrative budget for the Recognized Obligation Payment Schedule ("ROPS") 15-16B period, and said budget was discussed, deliberated upon, and approved in public session, for submission to the Oversight Board of the Successor Agency to the Community Development Commission as the National City Redevelopment Agency ("Oversight Board"); and

WHEREAS, on March 16, 2016, the Oversight Board reviewed said administrative budget and determined that it meets the statutory requirement.

NOW, THEREFORE, BE IT RESOLVED by the Oversight Board of the Successor Agency to the Community Development Commission as the National City Redevelopment Agency as follows:

Section 1. The administrative budget for the ROPS 15-16B period, beginning January 1, 2016 and continuing through and including June 30, 2016, with expenditures totaling \$234,873 and attached hereto and incorporated by this reference herein as Exhibit A (the "Administrative Budget"), is hereby approved.

Section 2. The Executive Director of the Successor Agency and his designees are hereby authorized and directed to evaluate and execute necessary changes to the Administrative Budget as may be appropriate and/or as required by law, whether pursuant to statute, by court order or as otherwise required or authorized by law, to capture all the costs the Successor Agency may have in the performance of its duties.

Section 3. The Executive Director of the Successor Agency, or designee, is hereby authorized and directed to take such other actions and execute such other documents as are necessary to effectuate the intent of this Resolution on behalf of the Oversight Board, such actions to include but not limited to posting and distributing the Administrative Budget as may be required by law.

Section 4. The Oversight Board concurs with the Successor Agency's determination that approval of this Resolution does not represent a "project" for purposes of CEQA, as that term is defined by Guidelines section 15378, because this Resolution is an organizational or administrative activity that will not result in a direct or indirect physical change in the environment, per section 15378(b)(5) of the Guidelines.

Section 5. The Oversight Board Secretary and/or Successor Agency Secretary shall certify to the adoption of this Resolution, and shall take all steps necessary to ensure that the Administrative Budget now approved is maintained as a public record.

Section 6. Pursuant to California Health and Safety Code Section 34179(h)(1)(B) as modified by SB 107, the State of California Department of Finance generally reviews Oversight Board actions, but has exempted administrative budgets from such review; therefore, this Resolution shall be effective immediately after its adoption and certification.

PASSED and ADOPTED this 16th day of March, 2016.

AYES:
NOES:
ABSENT:
ABSTAIN:

Ron Morrison, Chairman

ATTEST:

Brad Raulston, Executive Director
Secretary to the Oversight Board

APPROVED AS TO FORM:

Oversight Board Counsel
Edward Z. Kotkin, Esq.
Law Offices of Edward Z. Kotkin