

**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, May 16, 2018 – 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 Special Meeting of the Oversight Board to the Successor Agency to the Community Development Commission as the National City Redevelopment Agency meeting held on January 23, 2018.
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 of \$125,000 for Recognized Obligation Payment Schedule (ROPS) 18-19A (July 1, 2018 through December 31, 2018) and \$125,000 for ROPS 18-19B (January 1, 2019 through June 30, 2019).

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 June 20, 2018 at 3:00 p.m. in Council Chambers, Civic Center.

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

January 23, 2018

This Special 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 3:14 p.m. by Chair Ron Morrison.

ROLL CALL

Board Members Present: Morrison, Carson, Desrochers, Kerl
Board Members Absent: Perri, McCarthy

OTHER STAFF PRESENT: Deputy City Manager Brad Raulston, Financial Analyst Janel Pehau, Director of Finance Mark Roberts

PLEDGE OF ALLEGIANCE by Chair Ron Morrison

PRESENTATIONS: None.

OVERSIGHT BOARD ACTIONS

1. **SUBJECT:** 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 September 20, 2017.

RECOMMENDATION: Approve the minutes as presented.

ACTION: Motion by Desrochers, seconded by Kerl to approve 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 September 20, 2017.

Motion carried by the following vote:

Ayes: Morrison, Carson, Desrochers, Kerl
Abstain: None.
Absent: Perri, McCarthy

Motion approved.

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 Obligation Payment Schedule (ROPS) for the Period July 1, 2018 through June 30, 2019 (ROPS 18-19) with Expenditures Totaling \$10,660,702.

Introduced by Deputy City Manager Brad Raulston and presented by Financial Analyst Janel Pehau.

RECOMMENDATION: Approve the resolution as presented.

ACTION: Motion by Kerl, seconded by Desrochers to approve Resolution of the Oversight Board to the Successor Agency to the Community Development Commission as the National City Redevelopment Agency Approving the Recognized Obligation Payment Schedule (ROPS) for the Period July 1, 2018 through June 30, 2019 (ROPS 18-19) with Expenditures Totaling \$10,660,702.

Motion carried by the following vote:

Ayes: Morrison, Carson, Desrochers, Kerl
Abstain: None.
Absent: Perri, McCarthy

Motion approved.

REPORTS

3. Update on Redevelopment Issues, Resignation of Board Member Fellows:

Deputy City Manager Brad Raulston announced the resignation of Oversight Board Member Michael Fellows.

In response to a question posed by Member Desrochers, Mr. Raulston spoke to the remediation of the park adjacent Paradise Creek and advised that it would occur during the construction of the park. He stated that park construction was anticipated to begin by early summer 2018.

In closing, Member Desrochers asked if the former Redevelopment Agency had funds to purchase the 921 National City Blvd. site, previously occupied by the Trophy Lounge. Mr. Raulston advised that no monies were available. He further stated that the City was working with Southwestern College and exploring other options for development of the site.

The meeting adjourned at 3:22 p.m.

Clerk

Secretary

The foregoing minutes were approved at the Regular Meeting of May 16, 2018.

Oversight Board Chairman

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

MEETING DATE: May 16, 2018

AGENDA ITEM NO.

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 of \$125,000 for Recognized Obligation Payment Schedule (ROPS) 18-19A (July 1, 2018 through December 31, 2018) and \$125,000 for ROPS 18-19B (January 1, 2019 through June 30, 2019).

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 upcoming six-month period and submit it to the Oversight Board for approval. The proposed administrative budget is to include estimated amounts for Successor Agency administrative costs, the proposed sources of payment for those costs, and proposals for arrangements for administrative and operations services. The total estimated administrative costs for ROPS 18-19 is \$250,000, split equally between the 18-19A (July 1, 2018 through December 31, 2018) and 18-19B (January 1, 2019 through June 30, 2019) periods. The administrative costs will be funded entirely by Redevelopment Property Tax Trust Fund (RPTTF) revenues. Administrative and operations services are provided through a combination of City of National City staff and outside contractors. See Exhibit A to the resolution for budget details. The Successor Agency Board reviewed and approved the administrative budget for ROPS 18-19A and 18-19B on May 15, 2018 and requests approval by the Oversight Board.

FINANCIAL STATEMENT:

APPROVED:  Finance

ACCOUNT NO.

APPROVED: _____ MIS

The proposed administrative budget totals \$250,000 for the ROPS 18-19 period as a whole, and will be funded entirely by RPTTF revenues.

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:

Resolution 2018-02 w/ Exhibit A – Proposed Administrative Budget for the Successor Agency: ROPS 18-19A and 18-19B

RESOLUTION NO. 2018 – 02

RESOLUTION OF THE OVERSIGHT BOARD TO THE SUCCESSOR AGENCY
TO THE COMMUNITY DEVELOPMENT COMMISSION
AS THE NATIONAL CITY REDEVELOPMENT AGENCY
APPROVING AN ADMINISTRATIVE BUDGET OF \$125,000 FOR RECOGNIZED
OBLIGATION PAYMENT SCHEDULE (ROPS) 18-19A (JULY 1, 2018 THROUGH DECEMBER
31, 2018) AND \$125,000 FOR ROPS 18-19B (JANUARY 1, 2019 THROUGH JUNE 30, 2019)

WHEREAS, the Oversight Board (“Oversight Board”) to 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-RDA”) 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 May 15, 2018, the Successor Agency’s Executive Director submitted to its Board a proposed administrative budget for both the Recognized Obligation Payment Schedule (“ROPS”) 18-19A and 18-19B periods, and said budgets were discussed, deliberated upon, and approved in public session, for submission to the Oversight Board to the Successor Agency to the Community Development Commission as the National City Redevelopment Agency (“Oversight Board”); and

WHEREAS, on May 16, 2018, the Oversight Board reviewed said administrative budgets and determined that they meet the statutory requirement.

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

Section 1. The administrative budgets for the ROPS 18-19A period, beginning July 1, 2018 and continuing through and including December 31, 2018, and for the ROPS 18-19B period, beginning January 1, 2019 and continuing through and including June 30, 2019, with expenditures totaling \$125,000 for each period and attached hereto and incorporated

by this reference herein as Exhibit A (the “Administrative Budget: ROPS 18-19A and 18-19B”), are 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 May, 2018.

AYES:
NOES:
ABSENT:
ABSTAIN:

Ron Morrison, Chairman

ATTEST:

Brad Raulston, Executive Director
Secretary to the Oversight Board

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

Administrative Budget: ROPS 18-19A and 18-19B

Expenditures

	Annual Salaries & Benefits	% Allocated	Annual Cost	Six Month Cost Admin Budget ROPS 17-18A	Six Month Cost Admin Budget ROPS 17-18B
Personnel*					
Executive Director	257,400	15%	38,610	19,305	19,305
Executive Secretary	86,000	25%	21,500	10,750	10,750
City Manager	308,200	5%	15,410	7,705	7,705
Executive Assistant	98,700	5%	4,935	2,468	2,468
City Attorney	277,000	4%	11,080	5,540	5,540
Executive Assistant	98,200	3%	2,946	1,473	1,473
City Clerk/Records Management Officer	155,400	8%	12,432	6,216	6,216
Executive Secretary	76,000	8%	6,080	3,040	3,040
Community Development Manager	164,200	10%	16,420	8,210	8,210
Director of Finance	200,200	3%	6,006	3,003	3,003
Financial Services Officer	149,000	5%	7,450	3,725	3,725
Management Analyst	89,600	3%	2,688	1,344	1,344
Financial Analyst (part time)	40,000	90%	36,000	18,000	18,000
Senior Accountant	103,100	7%	7,217	3,609	3,609
Accountant	86,300	4%	3,452	1,726	1,726
Accountant	91,300	6%	5,478	2,739	2,739
Buyer	77,700	2%	1,554	777	777
Administrative Technician	73,800	3%	2,214	1,107	1,107
Accounting Assistant	68,500	4%	2,740	1,370	1,370
Accounting Assistant	68,500	2%	1,370	685	685
Accounting Assistant	68,500	2%	1,370	685	685
Various as needed	N/A	N/A	36,500	18,250	18,250
Total Personnel			243,452	121,726	121,726
Maintenance & Operations					
Contract Services - Legal Services for Successor Agency			2,000	1,000	1,000
Other Miscellaneous Expenditures			4,548	2,274	2,274
Total M&O			6,548	3,274	3,274
Total Expenditures			250,000	125,000	125,000
Funding Sources					
RPTTF - Administrative Allowance			250,000	125,000	125,000
Total Funding Sources			250,000	125,000	125,000

* 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 contracts with vendors (including, but not limited to, the WI-TOD housing project), 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 Members who serve as the Board for the Successor Agency.