

**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 17, 2017 – 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 March 15, 2017.
2. Consideration of Appointment of Legal Counsel to the Oversight Board.
3. 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 \$153,805 for Recognized Obligation Payment Schedule (ROPS) 17-18A (July 1, 2017 through December 31, 2017) and \$153,805 for ROPS 17-18B (January 1, 2018 through June 30, 2018).

## **REPORTS**

4. 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 14, 2017 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**

**March 15, 2017**

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 3:08 p.m. by Chair Ron Morrison.

**ROLL CALL**

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

Board Members Absent: Kerl, Desrochers

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

**PLEDGE OF ALLEGIANCE** by Chair 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 21, 2016.

**RECOMMENDATION:** Approve the minutes as presented.

**ACTION:** Motion by Fellows, seconded by Carson to approve the minutes of the regular meeting held on September 21, 2016.

**Motion carried by the following vote:**

Ayes: Morrison, McCarthy, Perri, Fellows, Carson

Abstain: None.

Absent: Keri, Desrochers

2. **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 January 18, 2017.

**RECOMMENDATION:** Approve the minutes as presented.

**ACTION:** Motion by Perri, seconded by McCarthy to approve the minutes of the regular meeting held on January 18, 2017.

**Motion carried by the following vote:**

Ayes: Morrison, McCarthy, Perri, Fellows

Abstain: Carson

Absent: Kerl, Desrochers

3. **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 February 15, 2017.

**RECOMMENDATION:** Approve the minutes as presented.

**ACTION:** Motion by Carson, seconded by Fellows to approve the minutes of the regular meeting held on February 15, 2017.

**Motion carried by the following vote:**

Ayes: Morrison, McCarthy, Perri, Fellows, Carson

Abstain: None.

Absent: Kerl, Desrochers

4. **SUBJECT:** Resolution of the Oversight Board to the Successor Agency to the Community Development Commission as the National City Redevelopment Agency authorizing the Chairman of the Successor Agency to execute a First Amendment to the Agreement with NHA Advisors, LLC for municipal advisory services for the period January 17, 2017 through December 31, 2019 with two additional one-year options, regarding errors and omissions insurance.  
(Resolution 2017-05)

**RECOMMENDATION:** Approve the Resolution

**ACTION:** Motion by Carson, seconded by Perri to approve Resolution (2017-05).

**Motion carried by the following vote:**

Ayes: Morrison, McCarthy, Perri, Fellows, Carson

Abstain: None.

Absent: Kerl, Desrochers

**REPORTS**

5. Update on Redevelopment Issues: Deputy City Manager Brad Raulston announced that the Department of Finance had approved the most recent Recognized Obligation Payment Schedule. He further stated that a Request for Proposals was to be released that afternoon seeking a development partner for two downtown parcels.

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 April 19, 2017 at 3:00 p.m., Council Chambers – National City Civic Center, California.

The meeting adjourned at 3:15 p.m.

\_\_\_\_\_  
Clerk

\_\_\_\_\_  
Secretary

The foregoing minutes were approved at the Regular Meeting of May 17, 2017.

\_\_\_\_\_  
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 17, 2017

**AGENDA ITEM NO. 2**

**ITEM TITLE:** Consideration of Appointment of Legal Counsel to the Oversight Board.

**PREPARED BY:** Brad Raulston, Deputy City Manager **DEPARTMENT:** Successor Agency

**PHONE:** 619-336-4256

**APPROVED BY:** 

**EXPLANATION:**

As of March 13, 2017, Edward Kotkin resigned from his position as legal counsel to the Oversight Board. The Board's direction is needed on whether to appoint a replacement. If the Board decides to appoint a replacement direction on how to seek candidates is needed, e.g., issue a Request for Proposals/Qualifications or appoint a replacement based on a recommendation from Successor Agency staff.

**FINANCIAL STATEMENT:**

**APPROVED:** \_\_\_\_\_ **Finance**

**ACCOUNT NO.**

**APPROVED:** \_\_\_\_\_ **MIS**

**ENVIRONMENTAL REVIEW:**

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

**ORDINANCE:** INTRODUCTION:  **FINAL ADOPTION:**

**STAFF RECOMMENDATION:**

Staff recommends not appointing a full time replacement and advises seeking legal counsel on a case-by-case basis.

**BOARD / COMMISSION RECOMMENDATION:**

**ATTACHMENTS:**

None.

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

**MEETING DATE:** May 17, 2017

**AGENDA ITEM NO. 3**

**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 \$153,805 for Recognized Obligation Payment Schedule (ROPS) 17-18A (July 1, 2017 through December 31, 2017) and \$153,805 for ROPS 17-18B (January 1, 2018 through June 30, 2018).

**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 estimated administrative costs for the ROPS 17-18A (July 1, 2017 through December 31, 2017) and 17-18B (January 1, 2018 through June 30, 2018) periods total \$153,805 for each period. For the 17-18A period, \$153,294 is authorized statutorily to be funded by Redevelopment Property Tax Trust Fund (RPTTF) revenues. For the 17-18B period the RPTTF funded amount is \$153,293. The remaining costs of \$511 and \$512 for the respective periods is the estimated value of services to be provided by the General Fund of the City over and above the RPTTF funding limit. 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 17-18A and 17-18B on May 16, 2017 and requests approval by the Oversight Board.

**FINANCIAL STATEMENT:**

**APPROVED:**  Finance

**ACCOUNT NO.**

**APPROVED:** \_\_\_\_\_ MIS

The proposed administrative budget totals \$307,610 for the ROPS 17-18 period as a whole, with \$306,587 being funded by RPTTF revenues and \$1,023 by the City's General Fund.

**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 17-18A and 17-18B Proposed Administrative Budgets for the Successor Agency
2. OB Resolution 2017- 06

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

**Administrative Budget: ROPS 17-18A and 17-18B**

**Expenditures**

|   | Annual Salaries & Benefits | % Allocated | Annual Cost    | Six Month Cost Admin Budget ROPS 17-18A | Six Month Cost Admin Budget ROPS 17-18B |
|---|----------------------------|-------------|----------------|---|---|
| <b>Personnel*</b>                                       |                            |             |                |   |   |
| Executive Director                                      | 246,000                    | 20%         | 49,200         | 24,600                                  | 24,600                                  |
| Executive Secretary                                     | 79,000                     | 60%         | 47,400         | 23,700                                  | 23,700                                  |
| City Manager  | 295,000                    | 10%         | 29,500         | 14,750                                  | 14,750                                  |
| Executive Assistant                                     | 75,000                     | 5%          | 3,750          | 1,875                                   | 1,875                                   |
| City Attorney   | 260,000                    | 8%          | 20,800         | 10,400                                  | 10,400                                  |
| Executive Assistant                                     | 95,000                     | 3%          | 2,850          | 1,425                                   | 1,425                                   |
| City Clerk/Records Management Officer                   | 154,000                    | 8%          | 12,320         | 6,160                                   | 6,160                                   |
| Executive Secretary                                     | 92,000                     | 8%          | 7,360          | 3,680                                   | 3,680                                   |
| Community Development Manager                           | 147,000                    | 5%          | 7,350          | 3,675                                   | 3,675                                   |
| Director of Finance                                     | 199,000                    | 5%          | 9,950          | 4,975                                   | 4,975                                   |
| Financial Services Officer                              | 147,000                    | 5%          | 7,350          | 3,675                                   | 3,675                                   |
| Management Analyst                                      | 117,000                    | 10%         | 11,700         | 5,850                                   | 5,850                                   |
| Financial Analyst (part time)                           | 40,000                     | 90%         | 36,000         | 18,000                                  | 18,000                                  |
| Senior Accountant                                       | 102,000                    | 8%          | 8,160          | 4,080                                   | 4,080                                   |
| Accountant  | 83,000                     | 4%          | 3,320          | 1,660                                   | 1,660                                   |
| Accountant  | 87,000                     | 10%         | 8,700          | 4,350                                   | 4,350                                   |
| Buyer   | 79,000                     | 2%          | 1,580          | 790                                     | 790                                     |
| Administrative Technician                               | 68,000                     | 2%          | 1,360          | 680                                     | 680                                     |
| Accounting Assistant                                    | 66,000                     | 2%          | 1,320          | 660                                     | 660                                     |
| Accounting Assistant                                    | 66,000                     | 2%          | 1,320          | 660                                     | 660                                     |
| Accounting Assistant                                    | 66,000                     | 2%          | 1,320          | 660                                     | 660                                     |
| Various as needed                                       | N/A                        | N/A         | 25,000         | 12,500                                  | 12,500                                  |
| <b>Total Personnel</b>                                  |                            |             | <b>297,610</b> | <b>148,805</b>                          | <b>148,805</b>                          |
| <b>Maintenance &amp; Operations</b>                     |                            |             |                |   |   |
| Contract Services - Legal Services for Successor Agency |                            |             | 2,000          | 1,000                                   | 1,000                                   |
| Contract Services - Legal Services for Oversight Board  |                            |             | 4,000          | 2,000                                   | 2,000                                   |
| Other Miscellaneous Expenditures                        |                            |             | 4,000          | 2,000                                   | 2,000                                   |
| <b>Total M&amp;O</b>                                    |                            |             | <b>10,000</b>  | <b>5,000</b>                            | <b>5,000</b>                            |
| <b>Total Expenditures</b>                               |                            |             | <b>307,610</b> | <b>153,805</b>                          | <b>153,805</b>                          |
| <b>Funding Sources</b>                                  |                            |             |                |   |   |
| RPTTF - Administrative Allowance                        |                            |             | 306,587        | 153,294                                 | 153,293                                 |
| City of National City General Fund                      |                            |             | 1,023          | 511                                     | 512                                     |
| <b>Total Funding</b>                                    |                            |             | <b>307,610</b> | <b>153,805</b>                          | <b>153,805</b>                          |

\* 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, and the Mayor who also serves as the Chair of the Oversight Board.



RESOLUTION NO. 2017 – 06

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 \$153,805 FOR RECOGNIZED  
OBLIGATION PAYMENT SCHEDULE (ROPS) 17-18A (JULY 1, 2017 THROUGH DECEMBER  
31, 2017) AND \$153,805 FOR ROPS 17-18B (JANUARY 1, 2018 THROUGH JUNE 30, 2018)

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 16, 2017, the Successor Agency's Executive Director submitted to its Board a proposed administrative budget for both the Recognized Obligation Payment Schedule (“ROPS”) 17-18A and 17-18B 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 17, 2017, 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 17-18A period, beginning July 1, 2017 and continuing through and including December 31, 2017, and for the ROPS 17-18B period, beginning January 1, 2018 and continuing through and including June 30, 2018, with expenditures totaling \$153,805 for each period and attached hereto and incorporated by this reference herein as Exhibit A (the “Administrative Budget: ROPS 17-18A and 17-18B”), 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 17<sup>th</sup> day of May, 2017.

AYES:  
NOES:  
ABSENT:  
ABSTAIN:

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Ron Morrison, Chairman

ATTEST:

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Brad Raulston, Executive Director  
Secretary to the Oversight Board

APPROVED AS TO FORM:

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