

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 16<sup>th</sup> 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

**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
<b>Personnel*</b>				
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
<b>Total Personnel</b>			<u>459,747</u>	<u>229,873</u>
<b>Maintenance &amp; Operations</b>				
Contract Services - Legal Services for Successor Agency				1,000
Contract Services - Legal Services for Oversight Board				2,000
Other Operating Expenditures**				<u>2,000</u>
<b>Total M&amp;O</b>				<u>5,000</u>
<b>Total Expenditures</b>				<u><u>234,873</u></u>
<b>Funding Sources</b>				
RPTTF - Administrative Allowance				220,000
General Fund				<u>14,873</u>
<b>Total Funding</b>				<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.