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SAN PABLO OVERSIGHT BOARD SPECIAL MEETING AGENDA
(Oversight Board of the Local Successor Agency
Of the City of San Pablo)

MONDAY, JANUARY 23, 2017
12:00 NOON

13831 San Pablo Avenue
Council Chambers
San Pablo, CA 94806

* * * * *

- VACANT, County Board of Supervisor Appointment
- Rita Xavier, Contra Costa County Fire Protection District Appointment
- McKinley Williams, County Board of Supervisor Public Appointment
- John Hild, WCCUSD; County Superintendent Appointment
- Mariles Magalong, Contra Costa College District Appointment
- To Be Assigned, City of San Pablo
- Bradley Ward, City of San Pablo, Former RDA Employee Appointment

***Note:** Copies of the agenda are available for inspection in the City Clerk's Office, City Hall, 13831 San Pablo Avenue, Building #1, San Pablo, during regular business hours – 7:30 am to 6:00 pm, Monday through Thursday. The complete agenda packets are also available for viewing, downloading and printing on the City of San Pablo Website at www.SanPabloCA.gov.*

* * * * *

CALL TO ORDER/ PLEDGE OF ALLEGIANCE / ROLL CALL

PUBLIC COMMENT

The public is encouraged to address the Oversight Board on any matter listed on the agenda or any other matter within its jurisdiction subject to the rules of decorum to be described and acted on by the Board. If you wish to address the Board, please complete the Speaker Form provided at the speaker's podium and hand it to the Clerk. The Board will hear public comment on items listed on the agenda during discussion of the matter and prior to a vote.

CEREMONIAL MATTER

1. Introduction and Administration of Oath of Office to new board member Genevieve Calloway

CONSENT ITEMS

All matters listed in the Consent Items section will be considered routine by the Board and will be enacted by one motion. The disposition of the item is indicated, and there will be no separate discussion of these items. If discussion is requested, that item will be removed from the section entitled Consent Items and will be considered separately.

MINUTES:

2. Minutes of the meeting of October 17, 2016.
Recommended Action: Approve

*****END OF CONSENT CALENDAR*****

ITEMS FOR BOARD CONSIDERATION/ACTION:

3. Oversight Board Reorganization for CY 2017
Recommended Action: Nominate and Select Chair and Vice Chair
4. Resolution approving the Administrative Budget and adopting the Recognized Obligations Payment Schedule for Fiscal Year 2017-18 ("ROPS 17-18")
Recommended Action: Adopt Resolution

ADJOURNMENT

SAN PABLO OVERSIGHT BOARD
(to the Successor Agency of the Redevelopment Agency of the City of San Pablo)
MINUTES OF THE SPECIAL MEETING OF OCTOBER 17, 2016

CALL TO ORDER/ PLEDGE OF ALLEGIANCE/ ROLL CALL

The special meeting of the Oversight Board of the City of San Pablo as Local Successor Agency to the Redevelopment Agency ("Oversight Board") commenced at 12:02 pm. Present were Chair Cecilia Valdez, Vice Chair Bradley Ward and Directors Rita Xavier, John Hild, and Mariles Magalong. Absent was Director McKinley Williams. Also present were City Manager Matt Rodriguez, Assistant City Manager Reina Schwartz, Assistant to the City Manager/Economic Development Charles Ching, and Clerk of the Board Lehny Corbin.

CEREMONIAL MATTERS

1. John Hild was introduced as the new County Superintendent appointee and took the Oath of Office. Mr. Hild was appointed in place and stead of former director Ofelia Roxas.

PUBLIC COMMENTS

There were no speakers.

CONSENT ITEMS

MINUTES

2. It was moved by Vice Chair Ward, seconded by Director Xavier, and passed by vote of those present, to approve the Minutes of the meeting of August 3, 2016. The motion passed as follows:

AYES: Xavier, Magalong, Ward and Valdez
NOES: None
ABSENT: Williams
ABSTAIN: Hild

* * * END OF CONSENT ITEMS * * *

ITEMS FOR BOARD CONSIDERATION/ACTION:

3. City Manager Rodriguez introduced the item and provided a brief background status of the subject properties. Vice Chair Ward inquired and Assistant to the City Manager/Economic Development Ching responded that the properties on 23rd Street and Powell Street were zoned commercial mixed-use and are appropriate for use as a fire station. It was moved by Vice Chair Ward, seconded by Director Xavier, and unanimously passed adopt **Resolution OB2016-004**, a Resolution of the Oversight Board of the San Pablo Local Successor Agency approving the sale of certain real properties located at 1411 Rumrill Boulevard, 1800 23rd Street and 1821 Powell Street by the Local Successor Agency to the City of San Pablo for public use. The motion passed as follows:

AYES: Xavier, Hild, Magalong, Ward and Valdez
NOES: None
ABSENT: Williams
ABSTAIN: None

ADJOURNMENT

The meeting adjourned at 12:11 pm.

Respectfully submitted,

Lehny M. Corbin, Clerk of the Board

Cecilia Valdez, Chair

DRAFT

OVERSIGHT BOARD REPORT



CITY OF SAN PABLO
City of New Directions

DATE: JANUARY 23, 2017
TO: SUCCESSOR AGENCY OVERSIGHT BOARD
FROM: MATT RODRIGUEZ, EXECUTIVE DIRECTOR 
SUBJECT: RESOLUTION OF THE OVERSIGHT BOARD OF THE SAN PABLO LOCAL SUCCESSOR AGENCY APPROVING AN ADMINISTRATIVE BUDGET AND ADOPTING THE RECOGNIZED OBLIGATIONS PAYMENT SCHEDULE FOR FISCAL YEAR 2017-18 ("ROPS 17-18")

RECOMMENDATION

The Executive Director recommends adoption of said Resolution.

BACKGROUND

The San Pablo Local Successor Agency ("LSA") is responsible for winding down the activities of the former Redevelopment Agency of the City of San Pablo (the "former Redevelopment Agency") pursuant to the requirements of Part 1.85 of Division 24 of the California Health and Safety Code (Health and Safety Code Section 34170 *et seq.*; the "Dissolution Act").

Section 34177(o) of the Dissolution Act requires the LSA to adopt a ROPS for each fiscal year. The ROPS functions as the LSA's claim for tax increment, and general authorization to pay enforceable obligations. The ROPS lists the outstanding obligations of the former Redevelopment Agency and the months during which payments for those obligations are required. The LSA may only pay, and will only be allocated tax increment by the County Auditor-Controller, for payments of obligations listed on the ROPS. Obligations that will be funded by other sources, such as existing fund balances, must also be listed on the ROPS. The ROPS for the fiscal year may be amended once, but not later than October 1, if the Oversight Board makes a finding that the amendment is necessary for the payment of enforceable obligations during the second half of the fiscal year.

The LSA has prepared a ROPS for Fiscal Year 2017-18 ("ROPS 17-18") using the template provided by the State Department of Finance. A copy of ROPS 17-18 is attached to the resolution accompanying this staff report.

Administrative Cost Allowance and Administrative Budget

Pursuant to Section 34171(b) of the Dissolution Act, the LSA is to receive an administrative cost allowance ("ACA") for the staff costs of administering the wind down of the former Redevelopment Agency. These costs include staff time in preparing for and holding Oversight Board meetings and staff costs related to preparing reports and documents required by the Dissolution Act. The ACA is the greater of \$250,000 or 3% of the property tax revenues allocated to the LSA in the preceding fiscal year to pay approved enforceable obligations (after first deducting from said allocated property tax revenues the amount of the LSA's ACA for the preceding fiscal year and any loan repayments to the City during said preceding fiscal year).

Each ROPS is to include the amount of the ACA for the LSA. In addition, Section 34177(j) of the Dissolution Act requires the LSA to prepare an administrative budget for each fiscal year, and to submit the budget to the San Pablo Oversight Board (the "Oversight Board") for its approval. The budget shall include:

- Estimated amounts for LSA administrative costs;
- Proposed sources of payment for the LSA administrative costs; and
- Proposals for arrangements for administrative and operations services provided by a city or other entity.

The LSA's ACA for ROPS 17-18 will be \$298,630, which is 3% of the property tax revenues allocated to the LSA in the preceding fiscal year to pay approved enforceable obligations. These funds will be the sole source of payment for the LSA's administrative costs. City staff serves as the staff for the LSA.

The proposed administrative budget for the San Pablo LSA is attached to the resolution for this item and covers all of Fiscal Year 2017-18. It shows the estimated breakdown of the ACA for staff and consultant costs.

City/LSA Loan and Repayment Agreement

Section 34173(h) of the Dissolution Act provides that the City may loan funds to the LSA for administrative costs, enforceable obligations, or project-related expenses, subject to the approval by the Oversight Board, and that an enforceable obligation shall be deemed to be created for the repayment of those loans. In August 2012, the City and LSA entered into a Loan and Repayment Agreement ("Agreement") to provide a formal mechanism for loans by the City to the LSA and repayment by the LSA to the City.

Under the Agreement, the City agreed to loan funds to the LSA in any ROPS period up to the portion of the LSA's ACA that is not paid to the LSA from the Redevelopment Property Tax Trust Fund (RPTTF), with interest to be charged at the annual rate provided for the California State Treasurer's Local Agency Investment Fund on the date of the respective loan. The City may also loan, to the extent that City funds are available, amounts necessary to pay any enforceable obligations listed on the ROPS that will not be funded from the RPTTF revenues available for that ROPS period.

No loan is being requested for ROPS 17-18, as the LSA expects that there will be sufficient RPTTF.

ROPS Approval Procedure

Following the Oversight Board's adoption of ROPS 17-18, the LSA must submit it to the County Auditor-Controller, the State Department of Finance (DOF), and post it on the LSA's website.

Section 34177(o) states that the LSA must submit a ROPS to DOF, after approval by the Oversight Board, no later than February 1, 2017.

DOF shall make its determinations regarding the enforceable obligations and the amounts and funding sources of the enforceable obligations in ROPS 17-18 no later than April 15, 2017. Section 34177(o) provides for a meet and confer period if the LSA disputes DOF's determinations.

Section 34177(o) also provides significant penalties if a ROPS is submitted late. The City of San Pablo could be subject to a civil penalty of \$10,000 per day for each day a ROPS is not submitted to the DOF, and if a ROPS is not submitted within 10 days of the deadline, the maximum ACA of the LSA for the ROPS period could be reduced by 25%.

FISCAL IMPACT

The approval of ROPS 17-18 is part of the procedure of adopting a valid ROPS for Fiscal Year 2017-18 pursuant to Section 34177(o), and obtaining the funds to make payments on obligations listed on that ROPS. The approval of the LSA's administrative budget provides the supporting detail for the LSA's claim for ACA on ROPS 17-18.

RESOLUTION OB2017-###

RESOLUTION OF THE OVERSIGHT BOARD OF THE SAN PABLO LOCAL SUCCESSOR AGENCY APPROVING AN ADMINISTRATIVE BUDGET AND ADOPTING THE RECOGNIZED OBLIGATION PAYMENT SCHEDULE FOR FISCAL YEAR 2017-18 (“ROPS 17-18”)

WHEREAS, pursuant to Part 1.85 was added to Division 24 of the California Health and Safety Code (Health and Safety Code Section 34170 *et seq.*; the “Dissolution Act”), all redevelopment agencies in the State of California, including the Redevelopment Agency of the City of San Pablo (the “Redevelopment Agency”), were dissolved as of February 1, 2012; and

WHEREAS, pursuant to the Dissolution Act, the San Pablo Local Successor Agency (the “San Pablo LSA”) became the successor agency to the former Redevelopment Agency and, by operation of law under Section 34175(b) of the Dissolution Act, all assets, properties, contracts, leases, books and records, buildings, and equipment of the former Redevelopment Agency were transferred to the San Pablo LSA on February 1, 2012; and

WHEREAS, Section 34177(j) of the Dissolution Act requires the San Pablo LSA to prepare a proposed administrative budget for the upcoming fiscal year and submit the budget to the San Pablo Oversight Board (the “Oversight Board”) for its approval; and

WHEREAS, Section 34177(o) of the Dissolution Act requires the San Pablo LSA to prepare a Recognized Obligation Payment Schedule (“ROPS”) for each fiscal year, which lists the outstanding obligations of the former Redevelopment Agency, states the amounts of required payments on those obligations, and states the source of funds for the payments; and

WHEREAS, the San Pablo LSA has prepared an administrative budget and a ROPS for Fiscal Year 2017-18 (“ROPS 17-18”); and

WHEREAS, pursuant to Section 34180(g) of the Dissolution Act, the Oversight Board must approve ROPS 17-18; and

WHEREAS, pursuant to Health and Safety Code Section 34177(o), the Oversight Board-approved ROPS 17-18 must be submitted by the San Pablo LSA to the State Department of Finance and the County Auditor-Controller no later than February 1, 2016;

NOW, THEREFORE, the Oversight Board for the San Pablo Local Successor Agency does hereby resolve as follows:

Section 1. Recitals. The Recitals set forth above are true and correct and incorporated herein.

Section 2. Approval of San Pablo LSA Administrative Budget. The Oversight Board for the San Pablo Local Successor Agency hereby approves the administrative budget for the San Pablo Local Successor Agency, for Fiscal Year 2017-18, in the form attached to this resolution.

Section 3. Approval of ROPS for Fiscal Year 2017-18. The Oversight Board for the San Pablo Local Successor Agency hereby approves the ROPS for Fiscal Year 2017-18, designated "ROPS 17-18," in the form attached to this resolution.

Section 4. Transmittal. The Oversight Board for the San Pablo Local Successor Agency hereby authorizes and directs the San Pablo LSA to transmit ROPS 17-18 to the State Department of Finance and the Contra Costa County Auditor-Controller.

PASSED AND ADOPTED this 23rd day of January, 2017, by the following vote:

AYES: DIRECTORS:
NOES: DIRECTORS:
ABSENT: DIRECTORS:
ABSTAIN: DIRECTORS:

ATTEST:

APPROVED:

Lehny M. Corbin, Clerk of the Board

**, Chair

San Pablo Successor Agency - Administrative Budget

July 2017 - June 2018

ROPS 17-18

Administrative Cost Allowance Determination:

July 2017 - June 2018	\$ 298,630	Minimum of \$250,000 per fiscal year
	<u>\$ 298,630</u>	

City of San Pablo Successor Agency Costs to be Reimbursed:

Staffing Cost Allocations of Payroll Charges:

City Manager	43,823.85	July 2017- June 2018 Payroll Allocated at 15%
Assistant City Manager	53,058.20	July 2017- June 2018 Payroll Allocated at 20%
Finance Director	33,630.75	July 2017- June 2018 Payroll Allocated at 15%
Deputy City Clerk	11,788.40	July 2017- June 2018 Payroll Allocated at 10%
Assist to the City Manager	33,379.80	July 2017- June 2018 Payroll Allocated at 20%
Finance Supervisor	29,409.00	July 2017- June 2018 Payroll Allocated at 20%
Management Assistance	23,646.00	July 2017- June 2018 Payroll Allocated at 20%
Fiscal Clerk 1	17,411.40	July 2017- June 2018 Payroll Allocated at 20%
Murphy & Associates PC (Legal Support)	40,000.00	
Maze & Associates (Audit)	5,500.00	
Incidental Support Charges & Office Supplies	6,982.60	
Estimate of Administrative Costs to be Expended	<u>\$ 298,630.00</u>	

Recognized Obligation Payment Schedule (ROPS 17-18) - Summary

Filed for the July 1, 2017 through June 30, 2018 Period

Successor Agency: San Pablo
County: Contra Costa

Current Period Requested Funding for Enforceable Obligations (ROPS Detail)	17-18A Total (July - December)	17-18B Total (January - June)	ROPS 17-18 Total
A Enforceable Obligations Funded as Follows (B+C+D):	\$ -	\$ -	\$ -
B Bond Proceeds	-	-	-
C Reserve Balance	-	-	-
D Other Funds	-	-	-
E Redevelopment Property Tax Trust Fund (RPTTF) (F+G):	\$ 5,011,737	\$ 5,241,233	\$ 10,252,970
F RPTTF	4,862,422	5,091,918	9,954,340
G Administrative RPTTF	149,315	149,315	298,630
H Current Period Enforceable Obligations (A+E):	\$ 5,011,737	\$ 5,241,233	\$ 10,252,970

Certification of Oversight Board Chairman:
Pursuant to Section 34177 (o) of the Health and Safety code, I hereby certify that the above is a true and accurate Recognized Obligation Payment Schedule for the above named successor agency.

Name Title
/s/ _____
Signature Date

San Pablo Recognized Obligation Payment Schedule (ROPS 17-18) - ROPS Detail

July 1, 2017 through June 30, 2018

(Report Amounts in Whole Dollars)

A	B	C	D	E	F	G	H	I	J	K	17-18A (July - December)					17-18B (January - June)					W	
											Fund Sources					Fund Sources						
											L	M	N	O	P	Q	R	S	T	U		V
Item #	Project Name/Debt Obligation	Obligation Type	Contract/Agreement Execution Date	Contract/Agreement Termination Date	Payee	Description/Project Scope	Project Area	Total Outstanding Debt or Obligation	Retired	ROPS 17-18 Total	Bond Proceeds	Reserve Balance	Other Funds	RPTTF	Admin RPTTF	17-18A Total	Bond Proceeds	Reserve Balance	Other Funds	RPTTF	Admin RPTTF	17-18B Total
								\$ 87,000,720		\$ 10,252,070				\$ 4,862,422	\$ 149,315	\$ 5,011,737				\$ 5,011,918	\$ 149,315	\$ 5,241,233
4	JPFA / 2001 Tax Allocation Bond	Bonds Issued On or Before	3/22/2001	12/1/2029	Wells Fargo Bank	Non-Housing Projects		4,300,000	Y													
5	JPFA / 2004 Tax Allocation Bond	Bonds Issued On or Before	3/18/2004	12/1/2019	Wells Fargo Bank	Non-Housing Projects		5,837,125	N	\$ 900,250				90,125		\$ 90,125				810,125		\$ 810,125
17	Loan from LMIHF	SERAF/ERAF	6/30/2012	12/31/2035	LMIHF	Loan for 2009-10 SERAF Payment		4,480,674	N	\$ 3,257,259				3,257,259		\$ 3,257,259						
18	Payment Plan Authorized by State of CA / DOF	Third-Party Loans	5/26/2011	5/10/2021	Contra Costa County Auditor-Controller	Indebtedness for 2010-11 SERAF Payment		883,637	N	\$ 106,618										106,618		\$ 106,618
20	Trustee Fees	Fees	6/10/1999	12/1/2032	Wells Fargo Bank	Trustee for RDA Bonds		144,000	N	\$ 12,000										12,000		\$ 12,000
25	Administrative Fees	Admin Costs	7/1/2017	6/30/2018	LSA	3% of total or \$250,000 per fiscal year		298,630	N	\$ 298,630					149,315	\$ 149,315				149,315		\$ 149,315
36	Property Maintenance Costs	Property Maintenance	7/1/2017	6/30/2018	City of San Pablo	Landscaping, utilities, property insurance, repairs of LSA property		100,000	N	\$ 100,000				60,000		\$ 60,000				20,000		\$ 20,000
38	2014 Tax Allocation Refunding Bonds / Series 2014A	Refunding Bonds Issued After 6/27/12	6/2/2014	6/15/2031	Wells Fargo Bank	Refunding Bonds / Interest Payment		17,340,150	N	\$ 2,086,200				1,072,650		\$ 1,072,650				1,013,550		\$ 1,013,550
39	2014 Tax Allocation Refunding Bonds / Series 2014B	Refunding Bonds Issued After 6/27/12	9/4/2014	6/15/2023	Wells Fargo Bank	Refunding Bonds / Interest Payment		1,404,750	N	\$ 279,250				139,625		\$ 139,625				139,625		\$ 139,625
41	2014 Tax Allocation Refunding Bonds / Series 2014A	Refunding Bonds Issued After 6/27/12	6/2/2014	6/15/2023	Wells Fargo Bank	Refunding Bonds / Principal Payment		43,665,000	N	\$ 2,955,000										2,955,000		\$ 2,955,000
42	2014 Tax Allocation Refunding Bonds / Series 2014B	Refunding Bonds Issued After 6/27/12	9/4/2014	6/15/2023	Wells Fargo Bank	Refunding Bonds / Principal Payment		5,585,000	N	\$ -												\$ -
43	LRPMP Legal	Property Dispositions	7/1/2017	6/30/2018	Murphy & Associates	Legal & maintenance fees related to the disposition of LSA property on the DOF approved LRPMP		40,000	N	\$ 40,000				20,000		\$ 20,000				20,000		\$ 20,000
44	2016 Tax Allocation Refunding Bonds, Series 2016	Fees	11/1/2016	6/15/2029	Various	Cost of Issuance		187,763	N	\$ 187,763				187,763		\$ 187,763						\$ -
45	JPFA / 2016 Tax Allocation Bond / CABs	Refunding Bonds Issued After 6/27/12	11/1/2016	6/15/2029	Wells Fargo Bank	Non-Housing Projects		3,700,000	N	\$ -												\$ -
46	Property Disposition	Property Dispositions	7/1/2017	6/30/2018	City of San Pablo	Appraisal, signs, marketing, recording fees		30,000	N	\$ 30,000				15,000		\$ 15,000				15,000		\$ 15,000
47									N	\$ -						\$ -						\$ -
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**San Pablo Recognized Obligation Payment Schedule (ROPS 17-18) - Report of Cash Balances
(Report Amounts in Whole Dollars)**

Pursuant to Health and Safety Code section 34177 (l), Redevelopment Property Tax Trust Fund (RPTTF) may be listed as a source of payment on the ROPS, but only to the extent no other funding source is available or when payment from property tax revenues is required by an enforceable obligation. For tips on how to complete the Report of Cash Balances Form, [see Cash Balance Tips Sheet](#).

A	B	C	D	E	F	G	H	I
		Fund Sources						
		Bond Proceeds		Reserve Balance		Other	RPTTF	
	Cash Balance Information by ROPS Period	Bonds issued on or before 12/31/10	Bonds issued on or after 01/01/11	Prior ROPS period balances and DDR RPTTF balances retained	Prior ROPS RPTTF distributed as reserve for future period(s)	Rent, grants, interest, etc.	Non-Admin and Admin	Comments
ROPS 15-16B Actuals (01/01/16 - 06/30/16)								
1	Beginning Available Cash Balance (Actual 01/01/16)	3,116,679			813,396	2,032,121	-	
2	Revenue/Income (Actual 06/30/16) RPTTF amounts should tie to the ROPS 15-16B distribution from the County Auditor-Controller during January 2016		225		3,024,253			
3	Expenditures for ROPS 15-16B Enforceable Obligations (Actual 06/30/16)				3,835,982	1,921,661		
4	Retention of Available Cash Balance (Actual 06/30/16) RPTTF amount retained should only include the amounts distributed as reserve for future period(s)							
5	ROPS 15-16B RPTTF Balances Remaining	No entry required						
6	Ending Actual Available Cash Balance C to G = (1 + 2 - 3 - 4), H = (1 + 2 - 3 - 4 - 5)	\$ 3,116,679	\$ 225	\$ -	\$ 1,667	\$ 110,460	\$ -	

