

Board Meeting of
April 27, 2012

Honorable Chair and Members
of the City of Torrance Oversight Board
City Hall
Torrance, California

SUBJECT: Oversight Board Organization

RECOMMENDATION

Recommendation that the Oversight Board:

- Elect Chair and Vice Chair
- Set meeting time, date, and location
- Review Brown Act meeting laws
- File Form 700
- Select Board Member as State Department of Finance contact person
- Adopt RESOLUTION establishing Oversight Board bylaws

BACKGROUND AND ANALYSIS

As a result of ABX1-26, an Oversight Board must be formed for each former redevelopment agency to aid in the dissolution process. As this is the first Oversight Board (Board) meeting for the Successor Agency to the City of Torrance Redevelopment Agency, the Board must first address several administrative matters.

There are seven Board members in total. Appointed by the Mayor of the City of Torrance is Jeffery W. Gibson, Community Development Director representing the former Redevelopment Agency employees, and Kenneth Flewellyn, Assistant Finance Director for the City of Torrance. The Sanitation District, which represents the largest special district by property tax share with territory in the jurisdiction of the former redevelopment agency, has appointed Susan Rhilinger. Representing the County Board of Supervisors is John Parsons and Stephen Maguin. The County Superintendent of Education has appointed Patricia Smith, and the Chancellor of the California Community Colleges has appointed JoAnn Higdon. Each Board member is required to file a Form 700 in accordance with the California Fair Political Practices Commission.

A Chairperson and Vice Chairperson must be elected for the Board. The Chairperson will facilitate proper functioning of the Board and will be responsible for planning meetings, coordinating with Board members to ensure that appropriate policies and procedures are in place for effective management, and may be called upon to serve as a spokesperson for the Board at functions or meetings. A Vice Chairperson will serve as the alternate whenever the Chair is unavailable. The names of all Board members, Chairperson, and Vice Chairperson of the Board must be sent to the State Department of Finance by May 1, 2012.

In establishing the agreed-upon rules and procedures, staff recommends that the Board adopt Resolution OB2012-1(Attachment A) and accept the bylaws (Attachment B) for the Board. Patrick Sullivan, Deputy City Attorney for the City of Torrance, will provide a brief

review and introduction to the Brown Act for the benefit of Board members. Each member should have also received a training manual and appendixes following their appointments.

The Board must also set a regular date, place, and time for future meetings. Staff recommends that the Board continue to meet in Council Chambers located at Torrance City Hall in order to facilitate staffing and agenda posting requirement. Following this meeting, staff recommends that the Oversight Board meet on the first and third Wednesday of each month at 2:00 P.M. in Torrance City Council Chambers. Staff will recommend the cancellation of a meeting in advance if there is no pressing need to meet.

The Board must also designate a point of contact for the State Department of Finance (DOF) so that it may communicate effectively to carry out its duties. The appointed contact person's name, email, and phone number must be sent to the State DOF. Staff will transmit this information as soon as the Board establishes it. This person may be a staff member of the Successor Agency, who would be responsible for passing along information between the State DOF and the Board, as needed.

All actions must be taken by achieving a majority vote of the total Board. As this Board has seven (7) members, four (4) affirmative votes are needed to pass a motion.

Staff recommends that the Board elect a Chairperson and Vice Chairperson, establish Board rules and procedures, approve Resolution OB2012-1 establishing Board bylaws, set Board meetings to take place on the first and third Wednesday of every month at 2:00 PM in Torrance City Council Chambers, and appoint a contact person to the State Department of Finance.

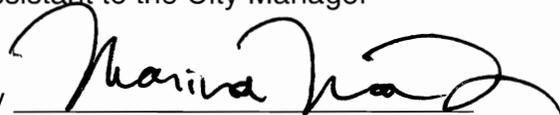
Respectfully submitted,

Brian Sunshine
Assistant to the City Manager

CONCUR



Brian Sunshine
Assistant to the City Manager

By 

Marina N. Martos
Planning Assistant

NOTED



LeRoy Jackson
City Manager

Attachments:

- A) Resolution OB2012-1
- B) Oversight Board Bylaws

RESOLUTION NO. OB 2012-1

A RESOLUTION OF THE OVERSIGHT BOARD OF
SUCCESSOR AGENCY TO THE CITY OF TORRANCE
REDEVELOPMENT AGENCY ADOPTING BY-LAWS

WHEREAS, the Oversight Board of Successor Agency to the City of Torrance Redevelopment Agency (Oversight Board", as applicable) has been established to direct the Successor Agency to take certain actions to wind down the affairs of the Redevelopment Agency in Accordance with the California Health and Safety Code; and

WHEREAS, the Oversight Board desires to adopt Bylaws and regulations for the general operation of the Oversight Board, including but not limited to the designation of officers and conduct of meetings.

NOW, THEREFORE, the Oversight Board of Successor Agency to the City of Torrance Redevelopment Agency does hereby resolve as follows:

SECTION 1. The Bylaws of the Oversight Board, a copy of which is attached hereto and incorporated herein as Exhibit "A", are hereby approved.

SECTION 2. The Secretary shall certify to the adoption of this Resolution.

PASSED, APPROVED AND ADOPTED at a special meeting of the Oversight Board of Successor Agency to the City of Torrance Redevelopment Agency held this 27th day of April, 2012 by the following vote, to wit:

AYES:

NOES:

ABSENT:

ABSTAIN:

Chairperson
Oversight Board of Successor Agency
to the City of Torrance Redevelopment Agency

ATTEST:

Oversight Board Secretary

**BYLAWS OF THE OVERSIGHT BOARD
OF SUCCESSOR AGENCY TO THE
CITY OF TORRANCE REDEVELOPMENT AGENCY**

ARTICLE 1 – THE OVERSIGHT BOARD

Section 1. Name of Authority

The official name be the “Oversight Board of Successor Agency to City of Torrance Redevelopment Agency” (herein referred to as “Oversight Board”).

Section 2. Place of Meeting

The office and regular place of meeting of the Oversight Board shall be at the City of Torrance City Hall, 3031 Torrance Boulevard, Torrance, California. The Oversight Board may hold its meetings at such other locations as the Oversight Board may from time to time designate by resolution, in the order of adjournment, or notice of call of any special meeting.

Section 3. Powers

The Oversight Board shall be vested with all the rights, powers, duties, privileges, and immunities established by the California Health and Safety Code Sections 34179, 34180, and 34181.

ARTICLE II – OFFICERS

Section 1. Officers and Officials

The officers of the Oversight Board shall be composed of seven members. The members shall elect one of their members as the chairperson and select one of their members shall elect one of their members as the vice chairperson. All Oversight Board members shall be selected pursuant to the guidelines set forth in the California Health and Safety Code 34179. Other officials acting as its staff shall be the Executive Director of the Successor Agency, a secretary, and such other employees of the Successor Agency/and or City of Torrance as deemed necessary by the Executive Director of the Successor Agency.

Section 2. Chairperson

The Chairperson of the Oversight Board shall preside at all meetings of the Oversight Board.

Section 3. Vice-Chairperson

The Vice-Chairperson shall perform the duties of the Chairperson in the absence or incapacity of the Chairperson.

Section 4. Secretary

The Executive Director of the Successor Agency shall designate a person to serve as the Secretary to the Oversight Board. The Secretary shall keep the records of the Oversight Board, shall act as secretary at meetings of the Oversight Board, shall record all votes, keep a record of the proceedings of the Oversight Board in a journal of proceedings to be kept for such purpose and shall perform all duties incident to the office. The Secretary shall maintain a record of all official proceedings of the Oversight Board and its programs. In the absence of the Secretary, the Executive Director to the Successor Agency shall appoint a member of the staff to act as Secretary.

Section 5. Vacancies

When a seat of the Oversight Board becomes vacant, the position will be filled by a member appointed by the agency who originally appointed the former member. Such appointments are to take place within 60 days of the creation of the vacancy. The Governor may appoint individuals to fill a member position that remains vacant for more than 60 days.

Section 6. Compensation

Oversight Board member shall serve with compensation or reimbursement for expenses.