

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

SUBJECT: Agenda Organization and Support

RECOMMENDATION

Recommendation that the Oversight Board:

- Identify secretary
- Determine a format for Board minutes
- Approve format for agenda items and staff reports
- Initiate process for selection of legal counsel

BACKGROUND AND ANALYSIS

The passage of ABX1-26 marked the dissolution of Redevelopment in the State of California. This bill requires that an Oversight Board (Board) must be formed for each former redevelopment agency to aid in the dissolution process. In order for the Board to properly function, the organization of the agenda and staff report must be agreed upon. Given that this is the Board's first meeting, City of Torrance staff will be assisting with the administrative functions until notified otherwise. Although the County Auditor-Controller has volunteered to take on the administrative functions for the Board, Successor Agency staff recommends that the Board utilize City of Torrance staff for ease of scheduling and consistency with local procedure.

The Board must identify a secretary and determine the format for minutes taken. City of Torrance Staff has surveyed other oversight boards throughout Southern California, and found that the majority are using the sponsoring agency's staff for the administrative functions. There are two kinds of minutes that may be taken depending on the Board's preference: summary minutes and action minutes. Both kinds of minutes provide the date, time, and location of each meeting. Summary minutes include a description of the discussion resulting in an action; whereas, action minutes describe only the actions (motions) or directions given to be acted upon.

Of the Cities who responded to a short internal survey conducted by the City Clerk's Office, the Cities of Downey, Santa Monica, Signal Hill, and Lancaster have elected to take action minutes rather than summary minutes. Staff concurs with this course, and recommends that the Board use action minutes format.

In addition, the Board must direct the Successor Agency as to how it wishes to consider any matters to be presented to it, such as establishing a standard template for staff reports and supporting documentation. In an effort to streamline the preparation and public understanding of Board agenda items, staff recommends that the Board's agenda and staff reports remain consistent in format with those used by the Torrance City Council.

Lastly, the Board must determine how it plans to appoint and contract with legal counsel independent of the Successor Agency. Any costs for said legal counsel will be added to the Recognized Obligation Payment Schedule as an enforceable obligation and will therefore need to be approved by the Board prior to issuing any payments.

Staff recommends that the Board identify the City Clerk of the City of Torrance to serve as the Board secretary, determine that the Board will use action minutes, approve the current template for Board agenda and staff reports, and initiate the process for the selection of independent legal counsel.

Respectfully submitted,

Brian Sunshine
Assistant to the City Manager

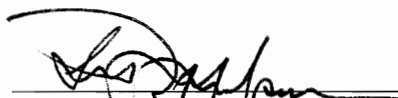
By 
Marina N. Martos
Planning Assistant

CONCUR



Brian Sunshine
Assistant to the City Manager

NOTED



LeRoy Jackson
City Manager