

**OVERSIGHT BOARD TO THE CITY OF TORRANCE AS
SUCCESSOR AGENCY TO THE REDEVELOPMENT AGENCY
OF THE CITY OF TORRANCE
ACTION MINUTES
APRIL 27, 2012
REGULAR MEETING**

OPENING CEREMONIES

1. CALL MEETING TO ORDER (2:00 p.m.)

City Clerk Herbers swore in the members of the oversight board.

Present: Members Flewellyn; Gibson; Higdon; Maguin; Parsons; Rhilinger; and Smith

Staff Present: Assistant to the City Manager Sunshine; Senior Planning Associate Chun; Planning Assistant Martos; Assistant City Attorney Sullivan; Finance Director Tsao; City Clerk Herbers, Deputy City Clerk Poirier.

2. FLAG SALUTE

Flag salute was led by Assistant to the City Manager Sunshine.

3. REPORT OF THE CITY CLERK ON THE POSTING OF THE AGENDA

City Clerk Herbers reported that the agenda was posted on the Public Notice Board at 3031 Torrance Blvd, on Tuesday, April 24, 2012.

4. ANNOUNCEMENT OF WITHDRAWN OR DEFERRED ITEMS

Assistant to the City Manager Sunshine stated that there were no withdrawn or deferred items, but that there were two formal supplemental items and one addendum with maps to an item on properties.

5. ORAL COMMUNICATIONS

The Board members and staff introduced themselves:

<u>Member</u>	<u>Affiliation or Represented Agency</u>
Member Flewellyn	Torrance Mayor - Appointee
Member Gibson	Representative of Former RDA Employees
Member Higdon	Representative of Chancellor of California Community Colleges
Member Maguin	LA County Board of Supervisors Appointee
Member Parsons	LA County Board of Supervisors - Member of the Public
Member Rhilinger	County Sanitation District # 5
Member Smith	Los Angeles County Office of Education (LACOE)

6. ADMINISTRATIVE

6A. Oversight Board Organization

1. Elect Chair and Vice Chair

MOTION: Moved by Member Rhilinger, seconded by Member Higdon to nominate Member Maguin as Chair.

VOTE: Motion carried by unanimous voice vote.

MOTION: Moved by Member Flewellyn, seconded by Member Parsons to nominate Member Rhilinger as Vice Chair.

VOTE: Motion carried by unanimous voice vote.

2. Set meeting time, date and location Planning Assistant Martos stated that staff recommended the first and third Wednesday of the month at 2:00 p.m. in City Council Chambers.

The Board concurred to meet on the first and third Wednesday of the month at 3:00 p.m. in the City Council chambers.

Assistant to the City Manager Sunshine stated that the Board could decide to bypass a meeting and adjourn to a later date, depending on workflow.

3. Review Brown Act meeting laws

Assistant City Attorney Sullivan distributed information and reviewed a PowerPoint presentation on the Brown Act. He noted that a majority vote of the total membership of the Oversight Board was required to take action, per Health and Safety Code 34179(e).

Assistant City Attorney Sullivan stated that staff would return at the next meeting with rules of order for the Board's review.

4. File Form 700

City Clerk Herbers distributed Statement of Economic Interest forms to members and asked them to return the forms to the City Clerk within 30 days.

5. Select Board Member as State Department of Finance contact person

MOTION: Moved by Member Gibson, seconded by Member Rhilinger to select Chairman Maguin as State Department of Finance contact person.
Hearing no objection, Chairman Maguin so ordered.

6. Adopt RESOLUTION establishing Oversight Board Bylaws

There was a discussion that the Board members could not receive compensation, as per Health and Safety Code 34179(e).

MOTION: Moved by Member Rhilinger, seconded by Member Parsons to adopt the Oversight Board by-laws, as amended.
Hearing no objection, Chairman Maguin so ordered.

RESOLUTION NO. OB 2012-01

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

MOTION: Moved by Member Parsons, seconded by Member Rhilinger to adopt Resolution No. OB-2102-01.
Hearing no objection, Chairman Maguin so ordered.

6B. Agenda Organization and Support

1. Identify Secretary

2. Determine a format for Board minutes

City Clerk Herbers stated that meetings would be recorded and that the tapes would be kept and be available for review, if needed.

There was a discussion of the type of minutes needed. It was decided that any member could ask that their statements be on the record during a meeting.

MOTION: Moved by Member Gibson, seconded by Member Rhilinger to identify the City Clerk Herbers or her designee as secretary and to use the format of action minutes with brief summaries for the meeting.

Hearing no objection, Chairman Maguin so ordered.

Chairman Maguin stated that formal roll call votes would not be necessary unless the discussion showed that there was contention.

3. Approve format for agenda items and staff reports

Assistant to the City Manager Sunshine stated that staff recommended the format that had been submitted to the Board at this meeting, which was also the format that was used for the City Council.

MOTION: Moved by Member Parsons, seconded by Member Gibson to concur with staff's recommendation for the format of the agenda items and staff reports.

Hearing no objection, Chairman Maguin so ordered.

4. Initiate process for selection of Legal Counsel

Assistant City Attorney Sullivan stated that due to a potential conflict of interest with the City of Torrance, he could not represent the Oversight Board and therefore the Board would need to select legal counsel. He suggested that the firm of Jenkins and Hogen in Manhattan Beach was handling a number of boards at this time.

Assistant City Attorney Sullivan added that the item for legal counsel would need to be added to the ROPS as an expense, so that the contract would be directly with the Board.

Assistant City Attorney Sullivan noted that he could attend the next meeting, but that until a contract was approved, the Oversight Board would not have legal counsel.

There was a discussion on the amount of money in the administrative budget. Finance Director Tsao stated that the expense for legal counsel might be able to be placed in the administrative budget.

MOTION: Moved by Member Parsons, seconded by Member Higdon to direct staff to solicit and provide the Board with a proposal from the legal firm recommended by Counsel.

Hearing no objection, Chairman Maguin so ordered.

Assistant to the City Manager Sunshine added for clarification, that the submitted proposal and the recommendation to hire would be an agenda item for the next meeting. Chairman Maguin concurred.

6C. Approval of the Recognized Obligation Payment Schedules

1. January to June 2012

Finance Director Tsao presented the material of record for the item and stated that the City was awaiting review of the list by the County and the Department of Finance. He noted that the list in the supplemental material did not include items that were outside the two year window for loans.

In response to a question from Member Higdon, Finance Director Tsao stated that the low MODS set asides for housing purposes went to the City's successor agency and those funds would not come before the Oversight Board.

Accounting Manager Reyes stated that the last audited statements of the RDA and the City could be found on the websites.

Responding to a question from Chairman Maguin, Finance Director Tsao stated that an approval of the ROPS by the Oversight Board would allow the Successor Agency authorization to pay if the RDA funds were to be made available

Finance Director Tsao stated that the Board was required to take action on the ROPS by May 1, 2012, but that a final document would come back to the Board after review by the County and the State.

MOTION: Moved by Member Gibson, seconded by Member Flewellyn to approve the Recognized Obligation Payment Schedules (ROPS), as amended, for January to June 2012.

VOTE: Motion carried by unanimous roll call vote.

MOTION: Moved by Member Gibson, seconded by Member Higdon to approve the Recognized Obligation Payment Schedules (ROPS), as amended, for July to December 2012.

VOTE: Motion carried by unanimous roll call vote.

6D. Inventory of Former Redevelopment Agency Owned Property

Assistant to the City Manager Sunshine noted that this item was a non action item. He stated that the list (material of record) was compiled to help familiarize the Board with the properties that were owned by the former Redevelopment Agency in case future action was required. He noted that the properties were broken down into two categories: property purchased with general redevelopment funds and property purchased with low mod funds, which was exempted from the Oversight Board.

Assistant to the City Manager Sunshine reviewed the inventory of the properties.

6D. Review of Successor Agency Cash Flow Analysis and Budget

Accounting Manager Reyes presented the review of the agency cash flow analysis and budget for January through June of 2012 and stated that there was a projected negative balance of \$796,677, due primarily to non-payment of a property tax allocation by the County of Los Angeles.

There was a discussion of the deficit and when funding might become available.

7. Oral Communications

Member Rhilinger stated that as she was a Torrance City Council member, from the time she had learned that she was recommended as a member for the Oversight Board, she had recused herself from any Successor Agency discussions during Torrance City Council meetings.

Member Higdon thanked the staff for all their hard work in preparing the material for the Oversight Board.

In response to a question from Member Parsons, Assistant to the City Manager Sunshine stated that the Oversight Board and the Successor Agency was expected to be in place for four years and at the end of that time, if all the property had not been disposed, all the Oversight Boards would be collapsed into one board for the entire County.

There was consensus that the next meeting would be May 16, 2012.

Assistant to the City Manager Sunshine thanked the Board for their patience.

ADJOURNMENT

At 3:42 p.m., there being no further business, Chairman Maguin adjourned the meeting to Wednesday, May 16, 2012 at 3:00 p.m.

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