



THE CITY OF
NOVATO
CALIFORNIA

922 Machin Ave
Novato, CA 94945
415/899-8900
FAX 415/899-8213
www.novato.org

Matthew Hymel, Chair
County Administrator,
Marin County

Cathy Capriola
Interim City Manager, City
of Novato

Greg Nelson,
Vice President, College
Operations, College of
Marin

Karen Maloney,
CFO, Novato Unified
School District

Stephen Marshall,
Planning Manager, City of
Novato

Daniel Hom,
Finance Director, Novato
Fire District

SPECIAL MEETING

OVERSIGHT BOARD TO THE SUCCESSOR AGENCY TO THE DISSOLVED REDEVELOPMENT AGENCY OF THE CITY OF NOVATO

To be held at
NOVATO CITY ADMINISTRATIVE OFFICES
WOMACK CONFERENCE ROOM (2nd floor)
922 MACHIN AVE
January 27th, 2016
4:00 P.M.

AGENDA

A. CALL TO ORDER

B. APPROVAL OF FINAL AGENDA

C. PUBLIC COMMENT (on items within the purview of the Oversight Board and not listed on the agenda)

At this time, member of the public may comment on any item not appearing on the agenda. It is recommended that you keep your comments to three minutes or less. Under State Law, matters presented under this item cannot be discussed or acted upon by the Oversight Board at this time. For items appearing on the agenda, the public will be invited to make comments at the time the item comes up for Board consideration. Upon being acknowledged by the Chair, please step forward and begin by stating and spelling your name.

D. CONSENT CALENDAR

D-1: Approval of February 11, 2014 Minutes
D-2: Approval of September 22, 2015 Minutes

E. REGULAR CALENDAR

E-1: APPROVAL OF A SUCCESSOR AGENCY ADMINISTRATIVE BUDGET AND RECOGNIZED OBLIGATION PAYMENT SCHEDULE FOR THE FISCAL YEAR 2016/17.

Consider adopting resolutions of the Oversight Board to the Successor Agency to the Dissolved City of Novato Redevelopment Agency approving the administrative budget and Recognized Obligation Payment Schedule for the Successor Agency for fiscal year 2016/17.

Recommendation: Adopt resolutions

E-2: VERBAL UPDATE ON LAWSUIT, LEGISLATION AND COUNTY CONSOLIDATION OF SUCCESSOR AGENCY OVERSIGHT BOARDS

F. ADJOURNMENT

AFFIDAVIT OF POSTING

I, Brian Cochran, certify that on January 22, 2016, I caused to be posted the agenda of the open session of the January 27, 2016 special meeting of the Oversight Board of the Successor Agency to the Dissolved Redevelopment Agency of the City of Novato, California, on the City Community Service Board in the Police Department and on the City's website at www.novato.org.

/Brian Cochran/
Brian Cochran, Finance Manager



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SPECIAL MEETING

OVERSIGHT BOARD TO THE SUCCESSOR AGENCY TO THE DISSOLVED REDEVELOPMENT AGENCY OF THE CITY OF NOVATO

To be held at
NOVATO ADMINISTRATIVE OFFICES
922 Machin Ave
February 11, 2014
10:00 A.M.

Minutes

Matthew Hymel, Chair
County Administrator,
Marin County

Michael Frank, Vice Chair
City Manager, City of
Novato

Tony Elshout,
Citizen Appointee

Greg Nelson,
Interim Vice President,
College Operations, College
of Marin

Karen Maloney,
CFO, Novato Unified
School District

Stephen Marshall,
Senior Planner, City of
Novato

Tom Kaselionis,
Novato Fire
District

A. CALL TO ORDER *The meeting was called to order at 10:00 a.m. In attendance were Board members: Michael Frank, Tony, Elshout, Dan Hom and Steve Marshall. City Staff: Brian Cochran, Veronica Nebb and Carla Hansen*

B. APPROVAL OF FINAL AGENDA

The final agenda was approved unanimously (4-0).

C. PUBLIC COMMENT (on items within the purview of the Oversight Board and not listed on the agenda)

There was no public comment.

D. CONSENT CALENDAR

D-1: Approval of September 23, 2014 Minutes

There was not a quorum to approve the minutes. The approval will be carried forward to the next meeting.

E. REGULAR CALENDAR

E-1: APPROVAL OF RECOGNIZED OBLIGATION PAYMENT SCHEDULE
"14-15B" AND ADMINISTRATIVE BUDGET FOR THE PERIOD JANURARY
THROUGH JUNE 2015

Consider adopting a resolution of the Oversight Board to the Successor
Agency to the Dissolved City of Novato Redevelopment Agency approving a
Recognized Obligation Payment Schedule and the Administrative Budget for
the period of January through June 205

The resolution was approved unanimously (4-0).

F. ADJOURNMENT

The meeting was adjourned at 10:20 a.m.



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SPECIAL MEETING

OVERSIGHT BOARD TO THE SUCCESSOR AGENCY TO THE DISSOLVED REDEVELOPMENT AGENCY OF THE CITY OF NOVATO

To be held at
**NOVATO CITY HALL
COUNCIL CHAMBERS
901 SHERMAN AVENUE
September 22, 2015
1:00 P.M.**

Minutes

Matthew Hymel, Chair
County Administrator,
Marin County

Michael Frank, Vice Chair
City Manager, City of
Novato

Tony Elshout,
Citizen Appointee

Greg Nelson,
Vice President, College
Operations, College of
Marin

Karen Maloney,
CFO, Novato Unified
School District

Stephen Marshall,
Senior Planner, City of
Novato

Tom Kaselionis,
Novato Fire
District

A. CALL TO ORDER *The meeting was called to order at 1:05pm. In attendance were: Board Members: Michael Frank, Greg Nelson, Karen Maloney, Stephen Marshall, and Daniel Hom City Staff: Brian Cochran and Carla Hansen.*

B. APPROVAL OF FINAL AGENDA *The final agenda was approved 5-0 (Absent: Hymel and Elshout).*

C. PUBLIC COMMENT (on items within the purview of the Oversight Board and not listed on the agenda)

At this time, member of the public may comment on any item not appearing on the agenda. It is recommended that you keep your comments to three minutes or less. Under State Law, matters presented under this item cannot be discussed or acted upon by the Oversight Board at this time. For items appearing on the agenda, the public will be invited to make comments at the time the item comes up for Board consideration. Upon being acknowledged by the Chair, please step forward and begin by stating and spelling your name.

There was no public comment.

D. CONSENT CALENDAR

D-1: Approval of February 23, 2015 Minutes *The meeting minutes were approved 4-0 (Abstain: Frank; Absent: Hymel and Elshout).*

D-2: Approval of February 11, 2014 Minutes *The meeting minutes could not be approved due to lack of a quorum*

D-3: Approval of September 10, 2013 Minutes *The meeting minutes were approved 5-0 (Absent: Hymel and Elshout)*

E. REGULAR CALENDAR

E-1: APPROVAL OF A SUCCESSOR AGENCY ADMINISTRATIVE BUDGET FOR THE PERIOD JANUARY THROUGH JULY 2016.

Consider adopting a resolution of the Oversight Board to the Successor Agency to the Dissolved City of Novato Redevelopment Agency approving the administrative budget for the Successor Agency for the period of January through July 2016.

The administrative budget resolution was considered and approved 5-0 (Absent: Hymel and Elshout).

Recommendation: Adopt resolution

E-2: APPROVAL OF A RECOGNIZED OBLIGATION PAYMENT SCHEDULE FOR THE PERIOD JANUARY THROUGH JULY 2016.

Consider adopting a resolution of the Oversight Board to the Successor Agency to the Dissolved City of Novato Redevelopment Agency approving a Recognized Obligation Payment Schedule.

The recognized obligation payment schedule resolution was considered and approved 5-0 (Absent: Hymel and Elshout)

Recommendation: Adopt resolution

E-3: VERBAL UPDATE ON LAWSUIT, PROPOSED LEGISLATION AND COUNTY CONSOLIDATION OF SUCCESSOR AGENCY OVERSIGHT BOARDS

Mr. Cochran gave a brief verbal update on the status of the City's redevelopment lawsuit, as well as proposed legislation. The Board asked questions of staff.

F. ADJOURNMENT *The meeting was adjourned at 1:15pm.*

AFFIDAVIT OF POSTING

I, Carla Hansen, certify that on September 17, 2015, I caused to be posted the agenda of the open session of the September 22, 2015 special meeting of the Oversight Board of the Successor Agency to the Dissolved Redevelopment Agency of the City of Novato, California, on the City Community Service Board in the Police Department and on the City's website at www.cityofnovato.org.

/Carla Hansen/
Carla Hansen, Management Analyst

Oversight Board to the Successor Agency to the Dissolved Redevelopment Agency of the City of Novato



STAFF REPORT

MEETING

DATE: January 27, 2016

TO: Oversight Board to the Successor Agency to the Dissolved Redevelopment Agency
of the City of Novato

FROM: Brian Cochran, Finance Manager

SUBJECT: APPROVAL OF RECOGNIZED OBLIGATION PAYMENT SCHEDULE AND
ADMINISTRATIVE BUDGET FOR FISCAL YEAR 2016/17

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REQUEST

Consider approving the annual Recognized Obligation Payment Schedule for fiscal year 2016/17.

Consider approving an administrative budget for the Successor Agency for the fiscal year 2016/17.

RECOMMENDATION

Approve, by two resolutions, the ROPS and administrative budget for the fiscal year 2016/17.

DISCUSSION

ROPS

Pursuant to H&S Code §34177(o)(1), the successor agency to the former redevelopment agency is required to prepare a draft Recognized Obligation Payment Schedule (“ROPS”) for each fiscal period which sets forth the nature, amount, and source(s) of payment for all “enforceable obligations” of the Agency (as defined by law) to be paid by the Successor Agency after the Agency’s dissolution.

The ROPS is a permanent schedule of obligations that must be approved by the Oversight Board and the State Department of Finance. Only payments required pursuant to the ROPS may be made by the Successor Agency. The county auditor-controller will allocate property tax increment to successor agencies to pay debts listed on the ROPS.

Via legislation adopted by the California legislature this past legislative session, Senate Bill 107, several changes have been made to the administrative operations related to the ROPS. The most obvious one that affects the ROPS currently under consideration by the board, is that the ROPS is

Novato City Council Agenda Staff Report Date: _____ File No. _____

now an annual schedule, corresponding to the typical city's fiscal year of July 1 – June 30. Therefore, this ROPS covers the entire 2016/17 fiscal year. To allow the Department of Finance additional time to review the annual ROPS, the Successor Agency must submit each annual ROPS by February 1st, as compared to the prior March 3rd deadline.

There are no major changes to the ROPS for the 2016/17 period. Staff recommends the Oversight Board approve the ROPS. The City Council acting as the Successor Agency will ratify the Oversight Board-approved ROPS at its meeting on February 2nd. Upon approval by the Oversight Board, Successor Agency staff will forward the approved ROPS to the California Department of Finance.

Administrative Budget

The Successor Agency is required to submit a proposed administrative budget to the Oversight Board for approval for each upcoming six-month fiscal period. The proposed Budget for 2016/17 presented for Successor Agency and Oversight Board approval includes staffing costs for City employees carrying out the dissolution functions, and estimated costs for legal services, independent audit fees, and operations supplies and business expenses. The budget presented details a full fiscal year 2016/17 budget of \$67,384. As has been the trend over the past 3 years, staff continues to evaluate and reduce the administrative budget as the administrative tasks associated with the Successor Agency have lessened over time.

Staff recommends the Oversight Board 2016-17 administrative budget.

ATTACHMENTS

1. Administrative Budget for the Successor Agency for 2016/17
2. ROPS for the fiscal year 2016/17
3. Resolution approving the Administrative Budget
4. Resolution approving the ROPS

Novato RDA Successor Agency Budget - Fiscal Year 2016/17

Personnel Costs					
<u>Position</u>	<u>FTE</u>	<u>Salary</u>	<u>Benefits</u>	<u>Total \$\$</u>	<u>Duties / Comments</u>
Finance Manager	0.1	13,158	5,815	18,973	Preparation of each six-month ROPS Oversight of all bond covenants and requirements Preparation and submittal of annual continuing disclosure documents for all bond issues Interaction with rating agencies and bond insurers as needed Analysis of re-funding opportunities
Accounting Supervisor	0.1	10,604	3,552	14,156	All professional accounting work associated with successor agency activities, assets, liabilities, and debts Preparation for and oversight of the annual audit process Annual budget process for successor agency-related expenditures
Management Analyst	0.05	3,920	1,353	5,273	Coordination with oversight board members on meeting times / schedules Posting of meeting agendas and minutes Taking of minutes at all oversight board meetings Maintenance of the successor agency website
TOTAL	0.25	27,682	10,720	38,402	

Contracts / Supplies / Materials			
Legal Counsel		4,000	General counsel services - Brown Act, litigation, negotiations, etc Specialized RDA law services - Legal counsel on RDA law, analysis of new legislation, etc
Audit Contract		8,444	Provision of annual audit services to issue required financial statements
Continuing Disclosure Consultant		2,100	Specialized contract services to gather required information for annual continuing disclosures
Printing / Publications		1,500	Noticing of agendas / agenda packets; printing of agendas, notices, agenda packets, etc.
Office Supplies		1,500	General office supplies and equipment
Meetings / Training / Memberships		1,500	CRA membership, successor agency training
General admin overhead		9,938	City of Novato HR, IT, office space, insurance services, etc.
TOTAL		28,982	

Grand Total Successor Agency Admin Budget - FY 2016/17 **67,384**

Recognized Obligation Payment Schedule (ROPS 16-17) - Summary

Filed for the July 1, 2016 through June 30, 2017 Period

Successor Agency: Novato
 County: Marin

Current Period Requested Funding for Enforceable Obligations (ROPS Detail)		16-17A Total	16-17B Total	ROPS 16-17 Total
Enforceable Obligations Funded with Non-Redevelopment Property Tax Trust Fund (RPTTF) Funding				
A	Sources (B+C+D):	\$ 591,541	\$ -	\$ 591,541
B	Bond Proceeds Funding	-	-	-
C	Reserve Balance Funding	591,541	-	591,541
D	Other Funding	-	-	-
E	Enforceable Obligations Funded with RPTTF Funding (F+G):	\$ 1,847,787	\$ 1,869,495	\$ 3,717,282
F	Non-Administrative Costs	1,814,095	1,835,803	3,649,898
G	Administrative Costs	33,692	33,692	67,384
H	Current Period Enforceable Obligations (A+E):	\$ 2,439,328	\$ 1,869,495	\$ 4,308,823

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

**Novato Recognized Obligation Payment Schedule (ROPS 16-17) - 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 15-16A Actuals (07/01/15 - 12/31/15)									
1	Beginning Available Cash Balance (Actual 07/01/15)	2,128,868	1,700,000	14,041	555,000		(1,241,264)		
2	Revenue/Income (Actual 12/31/15) RPTTF amounts should tie to the ROPS 15-16A distribution from the County Auditor-Controller during June 2015						1,714,241		
3	Expenditures for ROPS 15-16A Enforceable Obligations (Actual 12/31/15)				555,000		1,973,081		
4	Retention of Available Cash Balance (Actual 12/31/15) RPTTF amount retained should only include the amounts distributed as reserve for future period(s)	2,128,868	1,700,000	14,041			-		
5	ROPS 15-16A 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)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (1,500,104)		
ROPS 15-16B Estimate (01/01/16 - 06/30/16)									
7	Beginning Available Cash Balance (Actual 01/01/16) (C, D, E, G = 4 + 6, F = H4 + F4 + F6, and H = 5 + 6)	\$ 2,128,868	\$ 1,700,000	\$ 14,041	\$ -	\$ -	\$ (1,500,104)		
8	Revenue/Income (Estimate 06/30/16) RPTTF amounts should tie to the ROPS 15-16B distribution from the County Auditor-Controller during January 2016						2,059,438		
9	Expenditures for ROPS 15-16B Enforceable Obligations (Estimate 06/30/16)						1,481,938		
10	Retention of Available Cash Balance (Estimate 06/30/16) RPTTF amount retained should only include the amounts distributed as reserve for future period(s)	2,128,868	1,700,000	14,041			577,500		
11	Ending Estimated Available Cash Balance (7 + 8 - 9 - 10)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (1,500,104)		

OVERSIGHT BOARD RESOLUTION NO. _____

A RESOLUTION OF THE OVERSIGHT BOARD TO THE SUCCESSOR AGENCY TO THE DISSOLVED REDEVELOPMENT AGENCY OF THE CITY OF NOVATO APPROVING AND ADOPTING AN ADMINISTRATIVE BUDGET FOR THE 2016/17 FISCAL YEAR PURSUANT TO THE PROVISIONS SET FORTH IN HEALTH AND SAFETY CODE SECTION 34177 (AB 1X 26)

WHEREAS, the Novato City Council (“City Council” or “City” as appropriate) approved and adopted the Redevelopment Plan for the Novato (Vintage Oaks) Redevelopment Project, the Redevelopment Plan for the Downtown Redevelopment Project, and the Redevelopment Plan for the Hamilton Field Redevelopment Project, which have been amended from time to time including on or about May 13 2003, by adoption of Ordinance No. 1472, to effect a merger of the three redevelopment project areas pursuant to the CRL to allow the use of property tax increment derived from any one of the three redevelopment project areas to be used in any of the three redevelopment project areas, subject to the applicable provisions of the CRL (collectively, the “Redevelopment Plans”); and

WHEREAS, the Redevelopment Agency of the City of Novato (the “Agency”) was responsible for implementing the Redevelopment Plans pursuant to the California Community Redevelopment Law; and

WHEREAS, as part of the 2011-12 State budget bill, the California Legislature enacted and the Governor signed, from the 2011-12 First Extraordinary Session, Assembly Bills 1X 26 and 1X 27 (“AB 1X 26” and “AB 1X 27”), requiring that each redevelopment agency be dissolved unless the community that created it enacts an ordinance committing it to making certain payments; and

WHEREAS, on December 29, 2011, the Supreme Court invalidated AB 1X 27 but upheld the constitutionality of AB 1X 26 and revised the various dates and timelines required for performance of certain tasks pursuant to the dissolution of redevelopment agencies; and

WHEREAS, on January 10, 2012 the Novato City Council adopted a resolution opting to act as the Successor Agency for the former Novato Redevelopment Agency; and

WHEREAS, Health and Safety Code section 34177 requires the Successor Agency to prepare an administrative budget for each fiscal period; and

WHEREAS, the City has prepared the proposed administrative budget outlining the various staff costs, supplies, materials, consultant fees, legal fees, etc that are necessary to carry out the duties of the Successor Agency for the 2016/17 fiscal year; and

WHEREAS, the Oversight Board is required to approve each administrative budget;

NOW, THEREFORE, the Oversight Board to the Successor Agency to the Dissolved Redevelopment Agency of the City of Novato resolves as follows:

1. The foregoing Recitals are incorporated herein and made a part hereof.
2. The Oversight Board, at its special meeting of January 27, 2016, reviewed and considered the administrative budget for the Successor Agency for the 2016/17 fiscal year.
2. The administrative budget for the 2016/17 fiscal year, in the form presented concurrently with this Resolution, and on file with the Acting Secretary, is hereby approved.

* * * * *

I HEREBY CERTIFY that the foregoing resolution was duly and regularly adopted by the Oversight Board to the Successor Agency to the Dissolved Redevelopment Agency of the City of Novato, Marin County, California, at a meeting thereof held on the 27th day of January, 2016, by the following vote, to wit:

AYES:

NOES:

ABSTAIN:

ABSENT:

Acting Chair, Oversight Board

ATTEST:

Acting Secretary

OVERSIGHT BOARD TO THE SUCCESSOR AGENCY

RESOLUTION NO.

A RESOLUTION OF THE OVERSIGHT BOARD TO THE SUCCESSOR AGENCY TO THE DISSOLVED REDEVELOPMENT AGENCY OF THE CITY OF NOVATO APPROVING THE RECOGNIZED OBLIGATION PAYMENT SCHEDULE FOR THE 2016/17 FISCAL YEAR

WHEREAS, the Oversight Board to the Successor Agency to the dissolved Redevelopment Agency of the City of Novato has been appointed pursuant to the provisions of Health & Safety Code Section 34179; and

WHEREAS, pursuant to Health and Safety Code Section 34180(g), the Oversight Board is required to review and approve the Recognized Obligation Payment Schedule prepared by the Successor Agency covering each fiscal period; and

WHEREAS, the Successor Agency has presented the foregoing described Recognized Obligation Payment Schedule to the Oversight Board for its review and approval; and

WHEREAS, at its meeting of January 27, 2016, the Oversight Board reviewed and considered the Recognized Obligation Payment Schedule presented by the Successor Agency;

NOW, THEREFORE, BE IT RESOLVED by the Oversight Board as follows:

SECTION 1. The Oversight Board hereby approves the Recognized Obligation Payment Schedule for the 2016/17 fiscal year, in the form presented concurrently with this resolution, and on file with the Acting Secretary.

SECTION 2. The Board Secretary, or the City Finance Manager (as the person appointed by action of the Oversight Board at its meeting of April 9, 2012, to be the designated contract person to the Department of Finance), shall transmit the approved Recognized Obligation Payment Schedule to the County Administrative Officer, Department of Finance, State Controller, and County Auditor-Controller in compliance with the requirements of Part 1.85 of Division 24 of the California Health and Safety Code. The staff of the Successor Agency shall take such other and further actions and sign such other and further documents as appropriate to effectuate the intent of this Resolution and to implement the Recognized Obligation Payment Schedule approved hereby on behalf of the Successor Agency.

SECTION 3. The adoption of this Resolution by the Oversight Board shall not impair the right of the Successor Agency to assert any claim or pursue any legal action challenging the constitutionality of Assembly Bill 26 from the 2011-12 First Extraordinary Session of the California Legislature (“AB 1x26”) or challenging any determination by the State of California or any office, department or agency thereof with respect to the Recognized Obligation Payment Schedule approved hereby.

SECTION 4. The approval of the ROPS through this Resolution does not commit the Successor Agency to any action that may have a significant effect on the environment. As a result,

it does not constitute a project subject to the requirements of the California Environmental Quality Act (“CEQA”) in that pursuant to CEQA Guidelines Section 15061(b)(3), it is covered by the general rule that CEQA applies only to projects which have the potential for causing a significant effect on the environment; and where it can be seen with certainty that there is no possibility that the activity in question may have a significant effect on the environment, the activity is not subject to CEQA.

SECTION 5. If any section, subsection, sentence, clause, or phrase of this Resolution is for any reason held by a court of competent jurisdiction to be invalid, such decision shall not affect the validity of the remaining portions of this Resolution. The Board hereby declares that it would have adopted this Resolution and each section, subsection, sentence, clause, or phrase thereof irrespective of the fact that any one or more section, subsection, sentence, clause, or phrase be declared invalid.

* * * * *

I HEREBY CERTIFY that the foregoing resolution was duly and regularly adopted by the Oversight Board of the City of Novato, Marin County, California, at a meeting thereof, held on the 27th of January, 2016, by the following vote, to wit:

AYES:

NOES:

ABSTAIN:

ABSENT:

Acting Chair, Oversight Board

ATTEST:

ACTING SECRETARY