



CITY OF BUELLTON

OVERSIGHT BOARD MEETING AGENDA

January 21, 2016 – 2:00 p.m.

Buellton Council Chambers

140 West Highway 246

Buellton, California

TELECONFERENCE MEETING LOCATION:

Oversight Board Members Dan Secord and Tom Alvarez will attend the above referenced meeting via teleconference from the following location:

County Administrative Building
County Executive Office, Suite 406
105 East Anapamu Street
Santa Barbara, CA 93101
(805) 568-3432

CALL TO ORDER

Vice Chairman Dan Secord

PLEDGE OF ALLEGIANCE

ROLL CALL

Kyle Abello, Tom Alvarez, Marc Bierdzinski, Carolyn Galloway-Cooper, Mark Paul, and Dan Secord

PUBLIC COMMENTS

Speaker Slip to be completed and turned in prior to commencement of the Special Meeting. Pursuant to Government Code Section 54954.3(a), speakers may only address the Oversight Board on those items on the agenda. Limited to three (3) minutes per speaker.

BUSINESS ITEMS

(POSSIBLE ACTION)

1. Approval of December 30, 2015 Special Oversight Board Meeting Minutes
2. Approval of December 9, 2015 Oversight Board Meeting Minutes

3. **Resolution No. 16-01 – “A Resolution of the Oversight Board to the Successor Agency to the Dissolved Buellton Redevelopment Agency Approving the Successor Agency’s Administrative Budget for the Period of July 1, 2016 through June 30, 2017”**

4. **Resolution No. 16-02 – “A Resolution of the Oversight Board to the Successor Agency to the Dissolved Buellton Redevelopment Agency Approving a Recognized Obligation Payment Schedule (ROPS 16-17AB) Pursuant to Health and Safety Code Section 34177 for the Twelve-Month Fiscal Period Covering July 1, 2016 through June 30, 2017”**

ADJOURNMENT

The next regular meeting of the Buellton Oversight Board will be announced.

CITY OF BUELLTON

SPECIAL OVERSIGHT BOARD MEETING MINUTES

December 30, 2015 – 9:30 a.m.

Buellton Council Chambers

140 West Highway 246

Buellton, California

CALL TO ORDER

Board Member Marc Bierdzinski called the meeting to order at 9:30 a.m.

PLEDGE OF ALLEGIANCE

Board Member Marc Bierdzinski led the Pledge of Allegiance

ROLL CALL

Present: Board Members Kyle Abello, Marc Bierdzinski, Carolyn Galloway-Cooper, and Tom Alvarez

Absent: Board Member Mark Paul, Vice Chair Dan Secord, and Chair Richard Carmody

Staff: Oversight Board Attorney Jamie Casso via telephone, Oversight Board Secretary Linda Reid

PUBLIC COMMENTS

None

BUSINESS ITEMS

- Resolution No. 15-06 – “A Resolution of the Oversight Board to the Successor Agency to the Dissolved Buellton Redevelopment Agency Adopting and Approving the Successor Agency’s Long-Range Property Management Plan”**

DISCUSSION:

Board Member Galloway-Cooper presented the staff report.

MOTION:

Motion by Board Member Abello, seconded by Board Member Alvarez approving Resolution No. 15-06 – “A Resolution of the Oversight Board to the Successor Agency to the Dissolved Buellton Redevelopment Agency Adopting and Approving the Successor Agency’s Long-Range Property Management Plan”

VOTE:

Motion passed by a roll call vote of 4-0, with Board Members Abello, Alvarez, Bierdzinski, and Galloway-Cooper voting yes.

ADJOURNMENT

The meeting was adjourned at 9:35 a.m. The next meeting of the Oversight Board will be announced.

Marc Bierdzinski
Board Member

ATTEST:

Linda Reid
Oversight Board Secretary

CITY OF BUELLTON

OVERSIGHT BOARD MEETING MINUTES

December 9, 2015 – 2:00 p.m.

Buellton Council Chambers

140 West Highway 246

Buellton, California

CALL TO ORDER

Chair Richard Carmody called the meeting to order at 2:00 p.m.

PLEDGE OF ALLEGIANCE

Chair Richard Carmody led the Pledge of Allegiance

ROLL CALL

Present: Board Members Kyle Abello, Marc Bierdzinski, Carolyn Galloway-Cooper, Mark Paul, Chair Richard Carmody

Via Teleconference: Vice Chair Dan Secord and Board Member Tom Alvarez

Staff: Oversight Board Attorney Jamie Casso, Oversight Board Secretary Linda Reid

PUBLIC COMMENTS

None

BUSINESS ITEMS

1. **Minutes of September 15, 2015 Oversight Board Meeting**

MOTION:

Motion by Board Member Abello, seconded by Board Member Paul approving the minutes of September 15, 2015.

VOTE:

Motion passed by a roll call vote of 7-0, with Board Members Abello, Alvarez, Bierdzinski, Galloway-Cooper, Paul, Secord, and Carmody voting yes.

2. **Resolution No. 15-05 – “A Resolution of the Oversight Board to the Successor Agency to the Dissolved Buellton Redevelopment Agency Adopting and Approving the Successor Agency’s Long-Range Property Management Plan”**

DISCUSSION:

Board Member Galloway-Cooper presented the staff report.

The Board discussed the Successor Agency's Long-Range Property Management Plan, including the property lease at 595 Avenue of Flags and directed staff to check with the Department of Finance about whether it is necessary to include the services in lieu of rent from the leased property on the Recognized Obligation Payment Schedule (ROPS).

MOTION:

Motion by Board Member Abello, seconded by Board Member Bierdzinski approving Resolution No. 15-05 – "A Resolution of the Oversight Board to the Successor Agency to the Dissolved Buellton Redevelopment Agency Adopting and Approving the Successor Agency's Long-Range Property Management Plan"

VOTE:

Motion passed by a roll call vote of 7-0, with Board Members Abello, Alvarez, Bierdzinski, Galloway-Cooper, Paul, Secord, and Carmody voting yes.

ADJOURNMENT

The meeting was adjourned at 2:20 p.m. The next meeting of the Oversight Board will be announced.

Marc Bierdzinski
Board Member

ATTEST:

Linda Reid
Oversight Board Secretary

CITY OF BUELLTON
Oversight Board Agenda Staff Report

Executive Director Review: MPB
Oversight Board Agenda Item No.: 3

To: The Honorable Chair and Oversight Board Members

From: Carolyn Galloway-Cooper, Finance Director / Board Member

Meeting Date: January 21, 2016

Subject: Resolution No. 16-01 – “A Resolution of the Oversight Board to the Successor Agency to the Dissolved Buellton Redevelopment Agency Approving the Successor Agency’s Administrative Budget for the Period of July 1, 2016 through June 30, 2017”

BACKGROUND

Under Health & Safety Code section 34177(j), the Successor Agency is required to prepare an administrative budget for the twelve month fiscal period and submit it to the Oversight Board for approval.

The proposed Administration Budget for ROPS 16-17AB is \$45,806. The administrative budget covers all direct and indirect costs related to the Successor Agency. Although the Buellton Redevelopment Agency was dissolved, ongoing work continues to be performed by staff and costs of property ownership continue to incur.

Direct and indirect will continue while staff work toward winding down the dissolved Buellton Redevelopment Agency. All costs will be paid out of the Administrative funding during the twelve month period that begins on January 1, 2016 and ends on June 30, 2017.

FISCAL IMPACT

The agenda item will result in a total budget request of \$45,806 for administrative costs of the Buellton Successor Agency for ROPS 16-17AB.

RECOMMENDATION

That the Oversight Board adopts Resolution No. 16-01 - “A Resolution of the Oversight Board to the Successor Agency to the Dissolved Buellton Redevelopment Agency Approving the Successor Agency’s Administrative Budget for the Period of July 1, 2016 through June 30, 2017”

ATTACHMENTS

Oversight Board Resolution No. 16-01
Attachment 1 - ROPS 16-17AB Administrative Budget

OVERSIGHT BOARD RESOLUTION NO. 16-01

A RESOLUTION OF THE OVERSIGHT BOARD TO THE SUCCESSOR AGENCY TO THE DISSOLVED BUELLTON REDVELOPMENT AGENCY APPROVING THE SUCCESSOR AGENCY'S ADMINISTRATIVE BUDGET FOR THE PERIOD OF JULY 1, 2016 THROUGH JUNE 30, 2017

WHEREAS, pursuant to Health and Safety Code Section 34173(d), the City of Buellton serves as the Successor Agency to the dissolved Buellton Redevelopment Agency ("Successor Agency"); and

WHEREAS, the Oversight Board is the Successor Agency's oversight board pursuant to Health and Safety Code Section 34179(a); and

WHEREAS, Health and Safety Code Section 34177(j), requires the Successor Agency to prepare an administrative budget for each twelve month fiscal period and submit it to the Oversight Board for approval; and

WHEREAS, the Successor Agency recommends to the Oversight Board adoption of the Successor Agency's Administrative Budget for the period July 1, 2016 through June 30, 2017.

NOW, THEREFORE, THE OVERSIGHT BOARD OF THE BUELLTON SUCCESSOR AGENCY DOES HEREBY RESOLVE AS FOLLOWS:

SECTION 1. Recitals. The Recitals set forth above are true and correct and are incorporated into this Resolution by this reference.

SECTION 2. Approval of the Successor Agency Administrative Budget. The Oversight Board hereby approves and adopts the Successor Agency recommends to the Oversight Board adoption of the Successor Agency's Administrative Budget for the period July 1, 2016 through June 30, 2017.

SECTION 3. Implementation. The Oversight Board hereby directs the Successor Agency to submit copies of the Administrative Budget approved by the Oversight Board to the County of Santa Barbara Auditor-Controller, the State of California Controller and the State of California Department of Finance after the effective date of this Resolution and on or before October 5, 2015, and to post the Administrative Budget on the RDA Successor Agency's website.

SECTION 4. Severability. If any provision of this Resolution or the application of any such provision to any person or circumstance is held invalid; such invalidity shall not affect other provisions or applications of this Resolution that can be given effect without the invalid provision or application, and to this end the provisions of this Resolution are severable. The Oversight Board declares that the Oversight Board would have adopted this Resolution irrespective of the invalidity of any particular portion of this Resolution.

SECTION 5. Certification. The Oversight Board Secretary shall certify to the passage and adoption of this resolution and enter it into the book of original resolutions.

SECTION 6. Effective Date. Pursuant to Health and Safety Code Section 34179(h), all actions taken by the Oversight Board may be reviewed by the State of California Department of Finance, and, therefore, this Resolution shall not be effective for five (5) business days, pending a request for review by the State of California Department of Finance.

PASSED, APPROVED AND ADOPTED this 21st day of January, 2016.

Marc Bierdzinski
Board Member

ATTEST:

Linda Reid
Oversight Board Secretary

ATTACHMENT 1

City of Buellton

2016-17 AB

Successor Agency Administrative Budget

Employee Costs; OB Attorney; Auditor Costs; Utilities and HOA

	ROPS Item #	FTEs	Wages	Benefits	Annual Total	ROPS 16-17A 7/1/16 - 1/31/2017	ROPS 16-17B 2/1/17 - 6/30/17
HOA Fees - Vintage Walk	1	N/A			1,200	600	600
Utilities	2 - 5	N/A			3,700	1,850	1,850
City Manager	6	3%	4,716	1,691	6,407	3,204	3,204
City Clerk/Secretary	6	5%	5,604	1,917	7,521	3,760	3,760
Finance Director	6	10%	11,390	3,697	15,088	7,544	7,544
Accounting/Revenue Specialist	6	5%	3,074	816	3,890	1,945	1,945
Oversight Board Attorney	6	N/A			3,000	1,500	1,500
Successor Agency Auditor	6	N/A			5,000	2,500	2,500
Total Administrative Budget						22,903	22,903

Listed on ROPs under Admin column but detailed by line item

Listed on ROPs as Successor Agency Cost

ROPS 2016-17:	45,806
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CITY OF BUELLTON
Oversight Board Agenda Staff Report

Executive Director Review: MPB
Oversight Board Agenda Item No.: 4

To: The Honorable Chair and Oversight Board Members

From: Carolyn Galloway-Cooper, Finance Director/Board Member

Meeting Date: January 21, 2016

Subject: Resolution No. 16-02 – “A Resolution of the Oversight Board to the Successor Agency to the Dissolved Buellton Redevelopment Agency Approving a Recognized Obligation Payment Schedule (ROPS 16-17AB) Pursuant to Health and Safety Code Section 34177 for the Twelve-Month Fiscal Period Covering July 1, 2016 through June 30, 2017”

BACKGROUND

Pursuant to HSC section 34191.6 (a), beginning January 1, 2016, agencies that have received a Finding of Completion have the option to submit a Last and Final ROPS if all the following conditions are met:

- The remaining debt is limited to administrative costs and payments pursuant to enforceable obligations with defined payment schedules including, but not limited to, debt service, loan agreements, and contracts.
- All remaining obligations have been previously listed on the ROPS and approved for payment by Finance pursuant to HSC section 34177 (m) or (o).
- The agency is not a party to outstanding/unresolved litigation, except as specified in HSC section 34191.6 (a) (3).

Under Health & Safety Code section 34177, the Successor Agency staff is required to submit its Recognized Obligation Payment Schedule (“ROPS”) to the Oversight Board prior to final submittal to the California Department of Finance (“DOF”). The attached ROPS 16-17AB is for the current July 1, 2016 – June 30, 2017 reporting period, and is required to be submitted to the DOF by February 1, 2016 via the DOF automated ROPS website. It is the last and final ROPs to be submitted.

The proposed Administration Budget for ROPS 16-17AB is for \$45,806 and is approved under a separate staff report and Resolution No. 16-01.

FISCAL IMPACT

The listing of the agenda item will result in a \$-0- for direct enforceable obligations of the Buellton Successor Agency for ROPS 16-17AB.

RECOMMENDATION

That the Oversight Board adopt Resolution No. 16-02 - “A Resolution of the Oversight to the Successor Agency to the Dissolved Buellton Redevelopment Agency Adopting a Recognized Obligation Payment Schedule (ROPS 16-17AB) pursuant to the Health and Safety code Section 34177 for the twelve-month fiscal period covering July 1, 2016 through June 30, 2017”

ATTACHMENTS

Oversight Board Resolution No. 16-02 (Exhibit A – ROPS)

OVERSIGHT BOARD RESOLUTION NO. 16-02

A RESOLUTION OF THE OVERSIGHT BOARD TO THE SUCCESSOR AGENCY TO THE DISSOLVED BUELLTON REDEVELOPMENT AGENCY APPROVING A RECOGNIZED OBLIGATION PAYMENT SCHEDULE (ROPS 16-17AB) PURSUANT TO HEALTH AND SAFETY CODE SECTION 34177 FOR THE TWELVE-MONTH FISCAL PERIOD COVERING JULY 1, 2016 THROUGH JUNE 30, 2017

WHEREAS, pursuant to Health and Safety Code Section 34173(d), the City of Buellton serves as the Successor Agency to the dissolved Buellton Redevelopment Agency (“Successor Agency”); and

WHEREAS, the Oversight Board is the Successor Agency’s oversight board pursuant to Health and Safety Code Section 34179(a); and

WHEREAS, Health and Safety Code Section 34177(m), added by AB 1484, and effective June 27, 2012, requires that the Successor Agency submit an Oversight Board approved “recognized obligation payment schedule” (“ROPS”) for the period January 1, 2016 through June 30, 2017, to the Department of Finance, the State Controller, and the county auditor-controller no later than 90 days before the date of property tax distribution (April 15, 2016); and

WHEREAS, the Successor Agency has prepared a ROPS covering the period July 1 2016 through June 30, 2017, and has submitted said ROPS to the Oversight Board for approval.

NOW, THEREFORE, THE OVERSIGHT BOARD OF THE BUELLTON SUCCESSOR AGENCY DOES HEREBY RESOLVE AS FOLLOWS:

SECTION 1. Recitals. The Recitals set forth above are true and correct and are incorporated into this Resolution by this reference.

SECTION 2. Approval of the ROPS. The Oversight Board hereby approves and adopts the ROPS, in substantially the form attached to this Resolution as **Exhibit A**, pursuant to Health and Safety Code Section 34177.

SECTION 3. Implementation. The Oversight Board hereby directs the Successor Agency to submit copies of the ROPS approved by the Oversight Board to the County of Santa Barbara Auditor-Controller, the State of California Controller and the State of California Department of Finance after the effective date of this Resolution and on or before February 1, 2016, and to post the ROPS on the RDA Successor Agency’s website.

SECTION 4. Severability. If any provision of this Resolution or the application of any such provision to any person or circumstance is held invalid, such invalidity shall not affect other provisions or applications of this Resolution that can be given effect without the invalid provision or application, and to this end the provisions of this Resolution are severable. The Oversight Board

declares that the Oversight Board would have adopted this Resolution irrespective of the invalidity of any particular portion of this Resolution.

SECTION 5. Certification. The Oversight Board Secretary shall certify to the passage and adoption of this resolution and enter it into the book of original resolutions.

SECTION 6. Effective Date. Pursuant to Health and Safety Code Section 34179(h), all actions taken by the Oversight Board may be reviewed by the State of California Department of Finance, and, therefore, this Resolution shall not be effective for five (5) business days, pending a request for review by the State of California Department of Finance.

PASSED, APPROVED AND ADOPTED this 21st day of January, 2016

Marc Bierdzinski
Board Member

ATTEST:

Linda Reid
Oversight Board Secretary

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

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

Successor Agency: Buellton
 County: Santa Barbara

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):	\$ -	\$ -	\$ -
B	Bond Proceeds Funding	-	-	-
C	Reserve Balance Funding	-	-	-
D	Other Funding	-	-	-
E	Enforceable Obligations Funded with RPTTF Funding (F+G):	\$ 22,903	\$ 22,903	\$ 45,806
F	Non-Administrative Costs	-	-	-
G	Administrative Costs	22,903	22,903	45,806
H	Current Period Enforceable Obligations (A+E):	\$ 22,903	\$ 22,903	\$ 45,806

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

**Buellton Recognized Obligation Payment Schedule (ROPS 16-17) - Report of Cash Balances
(Report Amounts in Whole Dollars)**

Pursuant to Health and Safety Code section 34177 (I), 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)						37,124		
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						26,451		
3	Expenditures for ROPS 15-16A Enforceable Obligations (Actual 12/31/15)						26,287		
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)								
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)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 37,288		
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)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 37,288		
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						22,670		
9	Expenditures for ROPS 15-16B Enforceable Obligations (Estimate 06/30/16)						22,670		
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)						-		
11	Ending Estimated Available Cash Balance (7 + 8 - 9 - 10)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 37,288		

