

# ***THE CITY OF HANFORD***

## **OVERSIGHT BOARD AGENDA**

January 19, 2016  
2:00 PM – Special Meeting  
Council Chambers  
400 N. Douty St.

### **CALL TO ORDER:**

### **ROLL CALL:**

### **FLAG SALUTE:**

### **PUBLIC COMMENT:**

*Any person may directly address the Board at this time on any item on the agenda, or on any item that is within the subject matter jurisdiction of the Board. A maximum of five minutes is allowed for each speaker.*

### **GENERAL BUSINESS:**

1. Approve minutes of September 21, 2015 meeting
2. Review and Approval of Administrative Budgets for the two six month periods July 1, 2016 to December 31, 2016, and January 1, 2017 to June 30, 2017 by adopting resolution 16-04-OBR.
3. Review and approval of the Recognized Obligation Payment Schedule (ROPS) for the period July 1, 2016 to June 30, 2017 by adopting resolution 16-03-OBR

### **ADJOURNMENT:**

Materials related to an item on this Agenda submitted to the City Council after distribution of the agenda packet are available to public inspection in the City Clerk's Office located at 319 N. Douty Street, Hanford, California 93230, during normal business hours. Such agendas are also available at the city's website, [www.cityofhanfordca.com](http://www.cityofhanfordca.com) subject to staff's ability to post the agenda before the meeting.

If you need a disability-related modification or accommodation, including auxiliary aids or services, to participate in this meeting, please contact the City Clerk's office, 559-585-2515, 319 N. Douty Street, Hanford, California 93230, at least 2 days prior to the meeting {28 CFR 35.102.35.104 ADA Title II}



**AGENDA  
STAFF REPORT**

**MEETING DATE:** 1/19/2016

**AGENDA SECTION:** 1

**SUBJECT:**

Approve minutes of September 21, 2015 meeting

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**RECOMMENDATION:**

Approve minutes of September 21, 2015 meeting

**BACKGROUND:**

**FISCAL IMPACT:**

**ATTACHMENTS:**

2015-09-21 OB Minutes



**OVERSIGHT BOARD MEETING  
MINUTES  
September 21, 2015 4:00 PM  
Council Chambers  
400 N. Douty St.**

**CALL TO ORDER:**

Chairman Lehn called the meeting to order at 4:29 p.m.

**ROLL CALL:**

Attendee Name	Title	Status	Arrived
Melody Haigh	Senior Planner	Present	
John Lehn		Present	
Steve Corl		Present	
Craig Pedersen		Present	
Michael Cavanagh		Absent	
Christine Statton		Absent	

**FLAG SALUTE:**

Chairman Lehn led the flag salute.

**PUBLIC COMMENT:**

*This is the time for citizens to comment on subject matters not on the agenda within the jurisdiction of the Hanford City Council or to comment on items listed under the Consent Calendar or to request an item from the Consent Calendar be pulled for discussion purposes. Comments related to General Business items or Public Hearing items will be heard at the time the item is discussed.*

*A maximum of **five minutes** is allowed for each speaker. Please begin your comments by stating your name and providing your city of residence.*

There were no comments given.

**GENERAL BUSINESS:**

1. City Clerk: Approve minutes of February 17, 2015 meeting  
Motion to approve the Minutes.

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	Craig Pedersen
<b>SECONDER:</b>	Melody Haigh, Senior Planner
<b>AYES:</b>	Haigh, Lehn, Corl, Pedersen
<b>ABSENT:</b>	Cavanagh, Statton

2. Review and Approval of Administrative Budget for the period January 1, 2016 to June 30, 2016 by adopting resolution 16-01-OBR.

Motion to adopt Resolution 16-01-OBR.

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	Craig Pedersen
<b>SECONDER:</b>	Melody Haigh, Senior Planner
<b>AYES:</b>	Haigh, Lehn, Corl, Pedersen
<b>ABSENT:</b>	Cavanagh, Statton

3. Review and approval of the Recognized Obligation Payment Schedule (ROPS) for the period January 1, 2016 to June 30, 2016 by adopting resolution 16-02-OBR

Motion to adopt Resolution 16-02-OBR.

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	Steve Corl
<b>SECONDER:</b>	Melody Haigh, Senior Planner
<b>AYES:</b>	Haigh, Lehn, Corl, Pedersen
<b>ABSENT:</b>	Cavanagh, Statton

**ADJOURNMENT:**

Chairman Lehn adjourned the meeting at 4:36 p.m.

Respectfully submitted,

Jennifer Gomez  
City Clerk

Attachment: 2015-09-21 OB Minutes (1305 : Minutes of 09/21/15)



## AGENDA STAFF REPORT

<b>MEETING DATE:</b> 1/19/2016	<b>AGENDA SECTION:</b> 2
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**SUBJECT:**

Review and Approval of Administrative Budgets for the two six month periods July 1, 2016 to December 31, 2016, and January 1, 2017 to June 30, 2017 by adopting resolution 16-04-OBR.

**RECOMMENDATION:**

That the Oversight Board review and approve the Successor Agency Administrative Budgets for the two six month periods July 1, 2016 to December 31, 2016 and January 1, 2017 to June 30, 2017 by adopting resolution 16-04-OBR.

**BACKGROUND:**

AB 1X 26 dissolved redevelopment agencies. The City of Hanford Successor Agency assumed the wind down responsibilities of the RDA. AB 1434 provides that budgets of the Successor Agency must be approved every six months by the Oversight Board by a majority vote. The attached two six month budgets have been prepared to cover the two six month periods of July 1, 2016 to December 31, 2016 and January 1, 2017 to June 30, 2017. The proposed budget costs include:

- City of Hanford Staff Services
- Advertising (Land Sale)
- Attorney Fees (City)
- Attorney Fees (Oversight Board)
- Audit Fees, and
- Land Sales Costs such as appraisals, escrow fees, reconveyance fees, and legal fees

Staff has prepared the proposed budgets for the two six month periods based on the number of land sales that may occur and the related marketing, preparation of staff reports and agendas, and attorney fees related to land sales.

**FISCAL IMPACT:**

Actual cost under the two six month budget will be paid from the RPTTF Administrative Cost Allowance Funds.

**ATTACHMENTS:**  
RESOLUTION 16-04-OBR  
PROPOSED BUDGET

RESOLUTION NO. **16-04-OBR**

RESOLUTION OF THE OVERSIGHT BOARD OF THE SUCCESSOR AGENCY TO THE  
COMMUNITY REDEVELOPMENT AGENCY OF THE CITY OF HANFORD REGARDING  
ADMINISTRATIVE COSTS BUDGETS  
FOR THE TWO SIX MONTH PERIODS JULY 1, 2016 TO DECEMBER 31, 2016 AND JANUARY  
1, 2017 TO JUNE 30, 2017

At a special meeting of the members of the Successor Agency to the Community Redevelopment Agency of the City of Hanford (“Successor Agency”), duly called and held on January 19, 2016, at 2:00 P.M. and upon motion by Member \_\_\_\_\_, seconded by Member \_\_\_\_\_, and duly carried, the following resolution was adopted:

WHEREAS, AB 1X 26 effectively dissolved all redevelopment agencies in the State of California “the Dissolution Act” effective February 1, 2012; and

WHEREAS, on June 27, 2012 the California State Legislature passed and the Governor signed AB 1484 of which the primary purpose is to make technical and substantive amendments to the Dissolution Act based on experience to-date at the state and local levels in implementing that act; and

WHEREAS, AB 1484 requires the Successor Agency to prepare a proposed administrative costs budget for the six month periods July through December and January through June and submit it to the Oversight Board for approval; and

WHEREAS, proposed administrative cost budgets have been submitted for Oversight Board approval; and

WHEREAS, the Oversight Board has reviewed the proposed administrative costs budgets and approves the budgets for the two six month periods July 1, 2016 through December 31, 2016 and January 1, 2017 to June 30, 2017.

NOW, THEREFORE, BE IT RESOLVED by the Oversight Board of the Successor Agency to the Community Redevelopment Agency of the City of Hanford that the Successor Agency administrative costs budgets for the two six month periods July 1, 2016 to December 31, 2016 and January 1, 2017 to June 30, 2017, are hereby approved.

Attachment: RESOLUTION 16-04-OBR (1297 : OVERSIGHT-ADM BUD)

Passed and adopted at a meeting of the Oversight Board of the Successor Agency of the Community Redevelopment Agency of the City of Hanford duly called and held on the 19th day of January, 2016, by the following vote:

STATE OF CALIFORNIA)  
COUNTY OF KINGS )ss  
CITY OF HANFORD )

I, **JENNIFER GOMEZ, HEREBY CERTIFY** that the foregoing Resolution was passed and adopted by the Members of the Oversight Board of the Successor Agency to the Community Redevelopment Agency of the City of Hanford at a special meeting thereof held on January 19, 2016 by the following vote:

MEMBERS  
AYES: \_\_\_\_\_  
NOES: \_\_\_\_\_  
ABSTAIN: \_\_\_\_\_  
ABSENT: \_\_\_\_\_

\_\_\_\_\_  
JENNIFER GOMEZ  
**CITY CLERK**  
Oversight Board of the Successor Agency  
to the Community Redevelopment Agency  
of the City of Hanford

**APPROVED**

\_\_\_\_\_  
**John Lehn**  
**Chairperson** of the Oversight Board of  
the Successor Agency to the Community Redevelopment  
Agency of the City of Hanford

Attachment: RESOLUTION 16-04-OBR (1297 : OVERSIGHT-ADM BUD)

CITY OF HANFORD RDA SUCCESSOR AGENCY  
BUDGET  
JULY 1, 2016 TO DECEMBER 31, 2016

City of Hanford Staff Services	6,000
Advertising (Sale Land)	1,000
Attorney Fees - City	5,000
Attorney Fees - Oversight Board	1,000
Audit Fees	2,000
Land Sale Costs	
Appraisals, Escrow, Reconveyance	5,000
Legal Fees - Agreements	<u>5,000</u>
	<u>25,000</u>
Proposed Source of Funding - RPTTF Admin Allowance	<u>25,000</u>

Attachment: PROPOSED BUDGET (1297 : OVERSIGHT-ADM BUD)

CITY OF HANFORD RDA SUCCESSOR AGENCY  
BUDGET LINE ITEM DETAIL  
JULY 1, 2016 TO DECEMBER 31, 2016

Staff Services	<u>Hours</u>	<u>Hourly Rate</u>	=	
- City Clerk	8.00	73.66	=	589
- Property Manager	16.00	52.20	=	835
- City Manager	8.00	143.99	=	1,152
- Finance Director	20.00	106.81	=	2,136
- Accounting Technician	4.00	40.07	=	160
				4,872
	23.15% Overhead			1,128
				6,000
 Advertising				
- Realtor, Trade Journals, Local Media				1,000
 Attorney Fees				
- City Attorney				5,000
- Oversight Board				1,000
 Audit Fees				
- Outside Audit Firm				2,000
 Cost of Land Sales				
- Appraisals, Escrow, Reconveyance				5,000
- Legal Fees to Prepare/Negotiate Agreements				5,000
				25,000

Attachment: PROPOSED BUDGET (1297 : OVERSIGHT-ADM BUD)

CITY OF HANFORD RDA SUCCESSOR AGENCY  
BUDGET  
JANUARY 1, 2017 TO JUNE 30, 2017

City of Hanford Staff Services	6,000
Advertising (Sale Land)	1,000
Attorney Fees - City	5,000
Attorney Fees - Oversight Board	1,000
Audit Fees	2,000
Land Sale Costs	
Appraisals, Escrow, Reconveyance	5,000
Legal Fees - Agreements	5,000
	<u>25,000</u>
Proposed Source of Funding - RPTTF Admin Allowance	<u>25,000</u>

Attachment: PROPOSED BUDGET (1297 : OVERSIGHT-ADM BUD)

CITY OF HANFORD RDA SUCCESSOR AGENCY  
BUDGET LINE ITEM DETAIL  
JANUARY 1, 2017 TO JUNE 30, 2017

Staff Services	<u>Hours</u>	<u>Hourly Rate</u>	=	
- City Clerk	8.00	73.66	=	589
- Property Manager	16.00	52.20	=	835
- City Manager	8.00	143.99	=	1,152
- Finance Director	20.00	106.81	=	2,136
- Accounting Technician	4.00	40.07	=	160
				4,872
	23.15% Overhead			1,128
				6,000
 Advertising				
- Realtor, Trade Journals, Local Media				1,000
 Attorney Fees				
- City Attorney				5,000
- Oversight Board				1,000
 Audit Fees				
- Outside Audit Firm				2,000
 Cost of Land Sales				
- Appraisals, Escrow, Reconveyance				5,000
- Legal Fees to Prepare/Negotiate Agreements				5,000
				25,000

Attachment: PROPOSED BUDGET (1297 : OVERSIGHT-ADM BUD)



## AGENDA STAFF REPORT

<b>MEETING DATE:</b> 1/19/2016	<b>AGENDA SECTION:</b> 3
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**SUBJECT:**

Review and approval of the Recognized Obligation Payment Schedule (ROPS) for the period July 1, 2016 to June 30, 2017 by adopting resolution 16-03-OBR

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**RECOMMENDATION:**

That the Oversight Board review and approve the Recognized Obligation Payment Schedule (ROPS) for the period July 1, 2016 to June 30, 2017 by adopting resolution 16-03-OBR

**BACKGROUND:**

AB 1484 and amendments under SB 107 requires Redevelopment Agency Successor Agencies to prepare a Recognized Obligation Payment Schedule (ROPS) each fiscal year and submit the ROPS to the State Department of Finance (DOF). The Successor Agency Oversight Board must approve the ROPS prior to submittal to DOF.

The FY17 ROPS is a list of obligations or payments that are or may be due within the twelve month period. The attached ROPS is for the period of July 1, 2016 to June 30, 2017. The Agency owes Kings EDC \$48,384 on loans for purchase of land in the Kings Industrial Park. \$25,000 is for proposed administrative expenses of the Successor Agency to wind down the activities of the former Redevelopment Agency. The Agency owes the City of Hanford \$7,736,416 from loans (funds advanced) to the Agency for capital improvement projects and operation expenses incurred from the inception of each of the two project areas to dissolution of The Redevelopment Agency. Pursuant to AB 1484 guidelines, the city could not place the unpaid loan balances on the ROPS Schedule until the due diligence reviews were complete, approved by the Oversight Board, approved by the Department of Finance (DOF), and the DOF issued a "Finding of Completion" (FOC). The due diligence reviews have been completed and approved by the DOF and the DOF has issued a FOC to the city effective July 16, 2013. The State Controller's Office (SCO) completed its approval effective August 13, 2014. The AB 1484 guidelines also provide that a defined repayment schedule must be developed and that the

maximum annual repayment amount is limited to one-half of the increase between the residual amount distributed to the taxing entries in that fiscal year and the residual amount distributed in the 2012-13 base year. The State Legislature recently passed SB 107 amending the Health and Safety Code (HSC) which now provides for cities to recover at least a portion of funds loaned to redevelopment agencies prior to dissolution. City staff is researching allowable costs that may be placed on upcoming ROPS or as an amendment to this year's proposed ROPS.

Staff is requesting the Oversight Board approve the ROPS for the period July 1, 2016 - June 30, 2017, which must be submitted to the State Department of Finance and the Kings County Auditor-Controller by February 1, 2016. Under AB 1484, all actions taken by the Oversight Board must be adopted by resolution.

**FISCAL IMPACT:**

None.

**ATTACHMENTS:**

RESOLUTION 16-03-OBR

ROPS 16-17

## RESOLUTION NO. 16-03-OBR

**RESOLUTION OF THE OVERSIGHT BOARD OF THE SUCCESSOR AGENCY  
TO THE COMMUNITY REDEVELOPMENT AGENCY OF THE CITY OF HANFORD  
APPROVING THE RECOGNIZED OBLIGATION PAYMENT SCHEDULE (ROPS)  
FOR THE PERIOD JULY 1, 2016 TO JUNE 30, 2017**

At a special meeting of the members of the Oversight Board to the Community Redevelopment Agency of the City of Hanford (“Oversight Board”), duly called and held on January 19, 2016, at 2:00 P.M., and upon a motion by Member \_\_\_\_\_ and seconded by Member \_\_\_\_\_ and duly carried, the following resolution was adopted:

**WHEREAS**, AB 1X 26 (Dissolution Act) effectively dissolved all redevelopment agencies in the State of California effective February 1, 2012; and

**WHEREAS**, on June 27, 2012 the California State Legislature passed and the Governor signed AB 1484, which made technical and substantive amendments to the Dissolution Act; and

**WHEREAS**, AB 1X 26 and AB 1484 require the preparation by the Successor Agency of Recognized Obligation Payment Schedules (ROPS); and

**WHEREAS**, each ROPS sets forth the amounts due for enforceable obligations that may be payable during the fiscal year covered by each respective ROPS; and

**WHEREAS**, each ROPS is subject to approval by the Oversight Board; and

**WHEREAS**, the Successor Agency’s authority to pay enforceable obligations is limited to those items shown on an approved ROPS; and

**WHEREAS**, the Successor Agency to the Community Redevelopment Agency of the City of Hanford prepared the attached ROPS, which covers the period July 1, 2016 through June 30, 2017; and

**WHEREAS**, the Oversight Board has reviewed the attached ROPS and finds that it complies with the requirements of AB 1X 26 and AB 1484; and

**WHEREAS**, AB 1484 requires that all actions taken by an Oversight Board be adopted by resolution (Health & Safety Code Section 34179(e)).

**NOW, THEREFORE, BE IT RESOLVED** that the attached ROPS covering the period July 1, 2016 through June 30, 2017 is hereby approved.

Passed and adopted at a meeting of the Oversight Board of the Successor Agency of the Community Redevelopment Agency of the City of Hanford duly called and held on the 19th day of January, by the following vote:

AYES: \_\_\_\_\_

NOES: \_\_\_\_\_

ABSTAIN: \_\_\_\_\_

ABSENT: \_\_\_\_\_

**APPROVED**

\_\_\_\_\_  
 JOHN LEHN  
**Chairperson** of the Oversight Board of  
 the Successor Agency to the Community Redevelopment  
 Agency of the City of Hanford

Attest:

\_\_\_\_\_  
 JENNIFER GOMEZ  
**CITY CLERK**

Attachment: RESOLUTION 16-03-OB (1301 : OVERSIGHT-ROPS)

STATE OF CALIFORNIA)  
COUNTY OF KINGS )ss  
CITY OF HANFORD )

I, **JENNIFER GOMEZ**, City Clerk of the City of Hanford, do hereby certify that the foregoing Resolution was passed and adopted by the Members of the Oversight Board of the Successor Agency to the Community Redevelopment Agency of the City of Hanford at a special meeting thereof held on January 19, 2016.

\_\_\_\_\_  
**JENNIFER GOMEZ**  
**CITY CLERK**  
Oversight Board of the Successor Agency to the  
Community Redevelopment Agency of the City of Hanford

Attachment: RESOLUTION 16-03-OB (1301 : OVERSIGHT-ROPS)

**Recognized Obligation Payment Schedule (ROPS 16-17) - Summary**  
 Filed for the July 1, 2016 through June 30, 2017 Period

Successor Agency: Hanford  
 County: Kings

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	20,000	28,384	48,384
C	Reserve Balance Funding	-	-	-
D	Other Funding	20,000	28,384	48,384
E	Enforceable Obligations Funded with RPTTF Funding (F+G):	\$	\$	\$
F	Non-Administrative Costs	25,000	25,000	50,000
G	Administrative Costs	-	-	-
H	Current Period Enforceable Obligations (A+E):	25,000	25,000	50,000
		\$	\$	\$
		45,000	53,384	98,384

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.

\_\_\_\_\_  
 John Lehn Chairman  
 Name Title  
 /s/ \_\_\_\_\_  
 Signature Date



**Hanford 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	
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	RPTTF								
<b>Cash Balance Information by ROPS Period</b>														
<b>ROPS 15-16A Actuals (07/01/15 - 12/31/15)</b>														
1	Beginning Available Cash Balance (Actual 07/01/15)			250,000		551								
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													
3	Expenditures for ROPS 15-16A Enforceable Obligations (Actual 12/31/15)					495								
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)			1,299		1,046								
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)	\$ -	\$ -	\$ -	\$ 248,701	\$ -	\$ -	\$ -						
<b>ROPS 15-16B Estimate (01/01/16 - 06/30/16)</b>														
7	Beginning Available Cash Balance (Actual 01/01/16) (C, D, E, G = 4 + 6, F = H4 + F4 + F6, and H = 5 + 6)	\$ -	\$ -	\$ -	\$ 248,701	\$ -	\$ -	\$ -						
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													
9	Expenditures for ROPS 15-16B Enforceable Obligations (Estimate 06/30/16)													
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)			25,000										
11	Ending Estimated Available Cash Balance (7 + 8 - 9 - 10)	\$ -	\$ -	\$ -	\$ 223,701	\$ -	\$ -	\$ -						