

OVERSIGHT BOARD FOR THE  
CITY OF WESTMINSTER AS  
SUCCESSOR AGENCY TO THE  
WESTMINSTER REDEVELOPMENT AGENCY  
MINUTES OF REGULAR MEETING

WESTMINSTER, CALIFORNIA  
April 05, 2012

The Oversight Board for the City of Westminster as Successor Agency to the Westminster Redevelopment Agency convened on April 05, 2012 at 10:00 AM in a Regular Meeting in the Council Chambers, 8200 Westminster Boulevard, Westminster, California.

**SALUTE TO FLAG:** Mr. Don Anderson

**REPORT FROM THE CITY CLERK:** City Clerk Robin Roberts read into the record a Late Communication Item received which included Government Code Sections 54950-54963, Health and Safety Code Sections 34179-34181 and a revised Recognized Obligation Payment Schedule (ROPS) attachment.

**CITY CLERK ROBIN ROBERTS ADMINISTERS OATH OF OFFICE TO THE BOARD MEMBERS:**

Don Anderson	Orange County Board of Supervisors
Erin Backs	City of Westminster
Carrie Delgado	Orange County Department of Education
Andy Dunn	California Community Colleges)
Tony Lam	Orange County Board of Supervisors
Margie L. Rice	Orange County Sanitation District/ Midway City Sanitary District
Mitch Waller	City of Westminster

**INTRODUCTION OF BOARD MEMBERS:**

The Oversight Board Members introduced themselves and explained whom they were appointed by.

**ORAL COMMUNICATIONS:** There were no requests to speak.

**1. Selection of Chair and Vice Chair**

**RECOMMENDATION:** Staff recommends selection of the Oversight Board Chairperson and Vice Chairperson.

**Motion made by Board Member Waller** and seconded by Board Member Lam to nominate Board Member Rice as Oversight Board Chairperson.

Motion carried by a 7-0 roll call vote.

**Motion made by Board Member Lam** and seconded by Chairperson Rice to nominate Board Member Anderson to be the Vice Chairperson.

Motion carried by a 7-0 roll call vote.

**2. Oversight Board Administrative Actions**

RECOMMENDATION: Staff recommends that the Oversight Board:

- A) Approve the office and regular place of meeting of the Oversight Board shall be at Westminster City Hall, 8200 Westminster Boulevard, Westminster, California. The Oversight Board may hold its meetings at such other locations as the Oversight Board may from time to time designate by resolution, in the order of adjournment, or notice of call of any special meeting; and
- B) Establish an Oversight Board Meeting Schedule, staff recommends the next meeting occur before May 1, 2012; and
- C) Designate Eddie Manfro, Assistant City Manager, as the formal contact for the State of Department of Finance (DOF); and
- D) Designate Robin L. Roberts, City Clerk as the official responsible for the custody and safekeeping of all official records; compliance with the Ralph M. Brown Act related to the preparation, posting, and distribution of agendas minutes, and supporting materials, as appropriate; and filing officer duties pursuant to the Political Reform Act of 1974, as amended.

**Motion made by Vice Chairperson Anderson** and seconded by Board Member Dunn to:

Approve the office and regular place of meeting of the Oversight Board be at Westminster City Hall, 8200 Westminster Boulevard, Westminster, California. The Oversight Board may hold its meetings at such other locations as the Oversight Board may from time to time designate by resolution, in the order of adjournment, or notice of call of any special meeting; and

Designate Eddie Manfro, Assistant City Manager, as the formal contact for the State of Department of Finance (DOF); and

Designate Robin L. Roberts, City Clerk as the official responsible for the custody and safekeeping of all official records; compliance with the Ralph M. Brown Act related to the preparation, posting, and distribution of agendas minutes, and supporting materials, as appropriate; and filing officer duties pursuant to the Political Reform Act of 1974, as amended.

Motion carried by a 7-0 roll call vote.

**Motion made by Board Member Dunn** and seconded by Board Member Waller to hold the next meeting of the Oversight Board on April 20th at 10 a.m.

Motion carried by a 7-0 roll call vote.

**3. Background of Westminster's Former Redevelopment Agency**

RECOMMENDATION: Staff recommends that the Oversight Board receive and file the report that provides information on the activities of Westminster's Former Redevelopment Agency.

Housing Coordinator Tami Piscotty distributed a document titled "Westminster Redevelopment Agency Accomplishments" and gave a history of the item.

**Motion made by Vice Chairperson Anderson** and seconded by Board Member Waller to receive and file.

Motion carried by a 7-0 roll call vote.

**4. Recognized Obligation Payment Schedule and Administrative Budget for the Successor Agency to the Westminster Redevelopment Agency**

RECOMMENDATION: Staff recommends that the Oversight Board approve of the first Recognized Obligation Payment Schedule (ROPS) for the period covering January 1, 2012 through June 30, 2012, and approval of the Successor Agency Administrative Budget covering May 1, 2012 to June 30, 2012.

Chairperson Rice stated her disapproval of receiving documents at the last minute, to which Board Member Waller responded that unfortunately information continues to change

Assistant City Manager Eddie Manfro and Housing Coordinator Tami Piscotty spoke in regards to the ROPS, explaining the document and the changes that had been made since the date of City Council approval on February 22, 2012.

Alexa Smittle from RSG addressed concerns of the Oversight Board.

Housing Coordinator Tami Piscotty gave a presentation on the proposed budget which was approved by City Council on February 22, 2012.

Chairperson Rice requested staff to provide her a breakdown of the staff that is covered through the proposed budget.

Board Member Lam stated that he was not able to finish his obligation of the meeting today, but stated that the City has done a great job trying to improve the City for the residents. He thanked the City Council and Public Works Director

Marwan Youssef.

**Vice Chairperson Anderson made a motion** and seconded by Board Member Delgado to approve the first Recognized Obligation Payment Schedule (ROPS) for the period covering January 1, 2012 through June 30, 2012 that was provided by Late Communication, and approval of the Successor Agency Administrative Budget covering May 1, 2012 to June 30, 2012 with the correction to the Budget which states "\$10,000 to PD for workspace", and should read "\$10,000 to General Fund for workspace."

Motion carried by a 6-0 vote (Lam absent)

**5. MATTERS FROM OVERSIGHT BOARD MEMBERS:**

Assistant City Manager Eddie Manfro introduced City staff to the Oversight Board.

Board Member Waller thanked all of the Board Members for their time.

Chairperson Rice thanked the staff for their continued hard work.

**6. Items for future Oversight Board consideration:**

**7. OVERSIGHT BOARD OF SUCCESSOR AGENCY ADJOURNMENT:**

At 10:57 a.m. Chairperson Rice adjourned the meeting to a regular meeting on Friday, April 20, 2012 at 10:00 a.m. in the Council Chambers.

  
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Margie L. Rice  
Chairperson

  
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Robin Roberts, MMC  
City Clerk