



44933 North Fern Avenue, Lancaster, CA 93534  
Chair Elizabeth Brubaker, Vice Chairman Dr. David Vierra,  
Board Member Dr. Jackie Fisher, Board Member Larry Levin,  
Board Member Sandy Smith, Board Member Jim Vose,  
Board Member John Walker

## **LANCASTER SUCCESSOR AGENCY OVERSIGHT BOARD REGULAR MEETING AGENDA**

**Tuesday**

**January 15, 2013**

Meeting – **4:00 p.m.**

Council Chambers – Lancaster City Hall

The City Clerk hereby declares the agenda was posted  
by 5:00 p.m. on Friday, January 11, 2013  
at the entrance to the Lancaster City Hall Council Chambers.

### **CALL TO ORDER**

### **ROLL CALL**

Board Members: Fisher, Levin, Smith, Vose, Walker; Vice Chairman Vierra; Chair Brubaker

### **PLEDGE OF ALLEGIANCE**

### **AGENDA ITEMS TO BE REMOVED**

Sometimes it is necessary to remove items from the agenda. We apologize for any inconvenience this may cause you.

### **PUBLIC BUSINESS FROM THE FLOOR - AGENDIZED ITEMS**

Any person who would like to address the Lancaster Successor Agency Oversight Board on any agendized item is requested to complete a speaker card for the City Clerk and identify the agenda item you would like to discuss. Each person will be given an opportunity to address the Lancaster Successor Agency Oversight Board at the time such item is discussed. Speaker cards are available at the rear of the Council Chambers and your speaker card must be filled out *prior* to the agenda item being called. We respectfully request that you fill the cards out completely and print as clearly as possible. Following this procedure will allow for a smooth and timely process for the meeting and we appreciate your cooperation. *Individual speakers are limited to three (3) minutes each.*

Consent Calendar items may be acted upon with one motion, a second and the vote. If you desire to speak on an item or items on the Consent Calendar, you may fill out one speaker card for the Consent Calendar. You will be given three minutes to address your concerns before the Lancaster Successor Agency Oversight Board takes action on the Consent Calendar.

**LANCASTER SUCCESSOR AGENCY OVERSIGHT BOARD  
REGULAR MEETING AGENDA  
TUESDAY, JANUARY 15, 2013**

**MINUTES**

**M 1.** Adopt **Resolution No. OB 01-13**, approving the Lancaster Successor Agency Oversight Board Regular Meeting minutes of December 18, 2012.

**NEW BUSINESS**

**NB 1.** Receive Report Regarding Steps to Receiving a “Finding of Completion”

Recommendation:

Receive and file report regarding steps to receiving a “Finding of Completion.”

**NB 2.** Loan between the Lancaster Successor Agency and the City of Lancaster for Administrative Expenses for the Period January – June 2013

Recommendation:

Adopt **Resolution No. OB 02-13**, establishing the terms and conditions and authorizing the execution of a promissory note in favor of the City of Lancaster for the distribution of funds to the Lancaster Successor Agency for administrative expenses for the period January to June 2013 pursuant to H & S Code Section 34173(h).

**EXECUTIVE DIRECTOR ANNOUNCEMENT**

**CITY CLERK ANNOUNCEMENT**

**PUBLIC BUSINESS FROM THE FLOOR - NON-AGENDIZED ITEMS**

This portion of the agenda allows an individual the opportunity to address the Lancaster Successor Agency Oversight Board on any item ***NOT ON THE AGENDA*** regarding Board business and speaker cards must be submitted ***prior*** to the beginning of this portion of the Agenda. Please complete a speaker card for the City Clerk and identify the subject you would like to address. We respectfully request that you fill the cards out completely and print as clearly as possible. Following this procedure will allow for a smooth and timely process for the Lancaster Successor Agency Oversight Board meeting and we appreciate your cooperation. State law prohibits the Lancaster Successor Agency Oversight Board from taking action on items not on the agenda and your matter will be referred to the Executive Director. ***Individual speakers are limited to three (3) minutes each.***

**LANCASTER SUCCESSOR AGENCY OVERSIGHT BOARD  
REGULAR MEETING AGENDA  
TUESDAY, JANUARY 15, 2013**

**BOARD MEMBER COMMENTS**

**ADJOURNMENT**

Next Regular Meeting:

**Tuesday, February 19, 2013 - 4:00 p.m.**

**MEETING ASSISTANCE INFORMATION**

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the City Clerk Department at (661)723-6020. Services such as American Sign Language interpreters, a reader during the meeting, and/or large print copies of the agenda are available. Notification 48 hours prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting.

**AGENDA ADDENDUM INFORMATION**

On occasion items may be added after the agenda has been mailed to subscribers. Copies of the agenda addendum item will be available at the City Clerk Department and are posted with the agenda on the windows of the City Council Chambers. For more information, please call the City Clerk Department at (661) 723-6020.

M 1
01/15/13
MVB

**LANCASTER SUCCESSOR AGENCY OVERSIGHT BOARD  
MINUTES  
DECEMBER 18, 2012**

**CALL TO ORDER**

Chair Brubaker called the meeting to order at 4:00 p.m.

**ROLL CALL**

**PRESENT:** Board Members: Fisher, Smith, Walker, Chair Brubaker

**ABSENT:** Board Members: Levin, Vose, Vice Chair Vierra

**STAFF**

**MEMBERS:** Assistant to the Executive Director; Finance Director; City Clerk; Economic Development Director

**PLEDGE OF ALLEGIANCE**

Board Member Smith

**M 1. MINUTES**

On a motion by Board Member Walker and seconded by Board Member Fisher, the Lancaster Oversight Board approved the Lancaster Successor Agency Oversight Board Regular Meeting minutes of November 20, 2012, by the following vote: 3-0-1-3; AYES: Smith, Walker, Brubaker; NOES: None; ABSTAIN: Fisher; ABSENT: Levin, Vose, Vierra

**M 2. MINUTES**

On a motion by Board Member Smith and seconded by Board Member Walker, the Lancaster Oversight Board approved the Lancaster Successor Agency Oversight Board Special Meeting minutes of December 10, 2012, by the following vote: 3-0-1-3; AYES: Smith, Walker, Brubaker; NOES: None; ABSTAIN: Fisher; ABSENT: Levin, Vose, Vierra

LANCASTER SUCCESSOR AGENCY OVERSIGHT BOARD

MINUTES

December 18, 2012

**NB 1. RESOLUTION ACCEPTING AND APPROVING THE DUE DILIGENCE REVIEW OF NON-HOUSING FUNDS**

The Finance Director presented the staff report regarding this matter.

On a motion by Board Member Walker and seconded by Board Member Fisher, the Lancaster Successor Agency Oversight Board adopted **Resolution No. OB 20-12**, a resolution of the Lancaster Successor Agency Oversight Board, accepting and approving the Due Diligence Review of Non- Housing Funds, by the following vote: 4-0-0-3; AYES: Fisher, Smith, Walker, Brubaker; NOES: None; ABSTAIN: None; ABSENT: Levin, Vose, Vierra

**EXECUTIVE DIRECTOR ANNOUNCEMENTS**

None

The Finance Director wished everyone a very merry Christmas and a happy new year. She thanked the Board for serving in their capacity on the Oversight Board.

**CITY CLERK /AUTHORITY SECRETARY ANNOUNCEMENT**

The City Clerk stated that there were no speakers from the audience.

**BOARD MEMBER COMMENTS**

Board Member Fisher thanked the Board and staff of the City for an exciting six months on the Board and wished everyone a very merry Christmas and a happy new year.

LANCASTER SUCCESSOR AGENCY OVERSIGHT BOARD

MINUTES

December 18, 2012

**ADJOURNMENT**

Chair Brubaker adjourned the meeting at 4:07 p.m. and stated that the next regular meeting of the Lancaster Oversight Board would take place on Tuesday, January 15, 2013 at 4:00 p.m.

PASSED, APPROVED and ADOPTED this \_\_\_\_\_day of \_\_\_\_\_, 2013, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

ATTEST:

APPROVED:

\_\_\_\_\_  
GERI K. BRYAN, CMC  
City Clerk  
Lancaster, CA

\_\_\_\_\_  
ELIZABETH BRUBAKER  
Chair  
Lancaster Successor Agency  
Oversight Board

STATE OF CALIFORNIA            }  
COUNTY OF LOS ANGELES       } ss  
CITY OF LANCASTER             }

CERTIFICATION OF MINUTES  
LANCASTER SUCCESSOR AGENCY OVERSIGHT BOARD

I, \_\_\_\_\_, \_\_\_\_\_ of the City of Lancaster, CA, do hereby certify that this is a true and correct copy of the original Lancaster Successor Agency Oversight Board minutes, for which the original is on file in my office.

WITNESS MY HAND AND THE SEAL OF THE CITY OF LANCASTER, CA on this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

(seal)

\_\_\_\_\_

RESOLUTION NO. OB 01-13

A RESOLUTION OF THE LANCASTER SUCCESSOR  
AGENCY OVERSIGHT BOARD APPROVING THE  
REGULAR MEETING MINUTES OF DECEMBER 18, 2012

WHEREAS, Health and Safety Code Section 34179 (e) states all actions taken by an oversight board shall be approved by resolution.

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

SECTION 1. The Lancaster Successor Agency Oversight Board approves the December 18, 2012 regular meeting minutes attached hereto.

SECTION 2. The Successor Agency shall maintain this Resolution on file as a public record.

PASSED, APPROVED and ADOPTED this \_\_\_\_\_ day of \_\_\_\_\_, 2013, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

ATTEST:

APPROVED:

\_\_\_\_\_  
GERI K. BRYAN, CMC  
City Clerk  
Lancaster, CA

\_\_\_\_\_  
ELIZABETH BRUBAKER  
Chair  
Lancaster Successor Agency Oversight Board

STATE OF CALIFORNIA                    )  
COUNTY OF LOS ANGELES            ) ss  
CITY OF LANCASTER

CERTIFICATION OF RESOLUTION  
LANCASTER SUCCESSOR AGENCY OVERSIGHT BOARD

I, \_\_\_\_\_, \_\_\_\_\_ City of Lancaster, CA,  
do hereby certify that this is a true and correct copy of the original Resolution No. OB 01-13, for  
which the original is on file in my office.

WITNESS MY HAND AND THE SEAL OF THE CITY OF LANCASTER, on this \_\_\_\_\_ day  
of \_\_\_\_\_, \_\_\_\_\_.

(seal)

\_\_\_\_\_



**STAFF REPORT**  
**Lancaster Successor Agency Oversight Board**

NB 1
01/15/13
MVB

Date: January 15, 2013

To: Chair Brubaker and Board Members

From: Barbara Boswell, Finance Director of the City of Lancaster

Subject: **Receive Report Regarding Steps to Receiving a “Finding of Completion”**

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**Recommendation:**

Receive and file report regarding steps to receiving a “Finding of Completion.”

**Fiscal Impact:**

None.

**Background:**

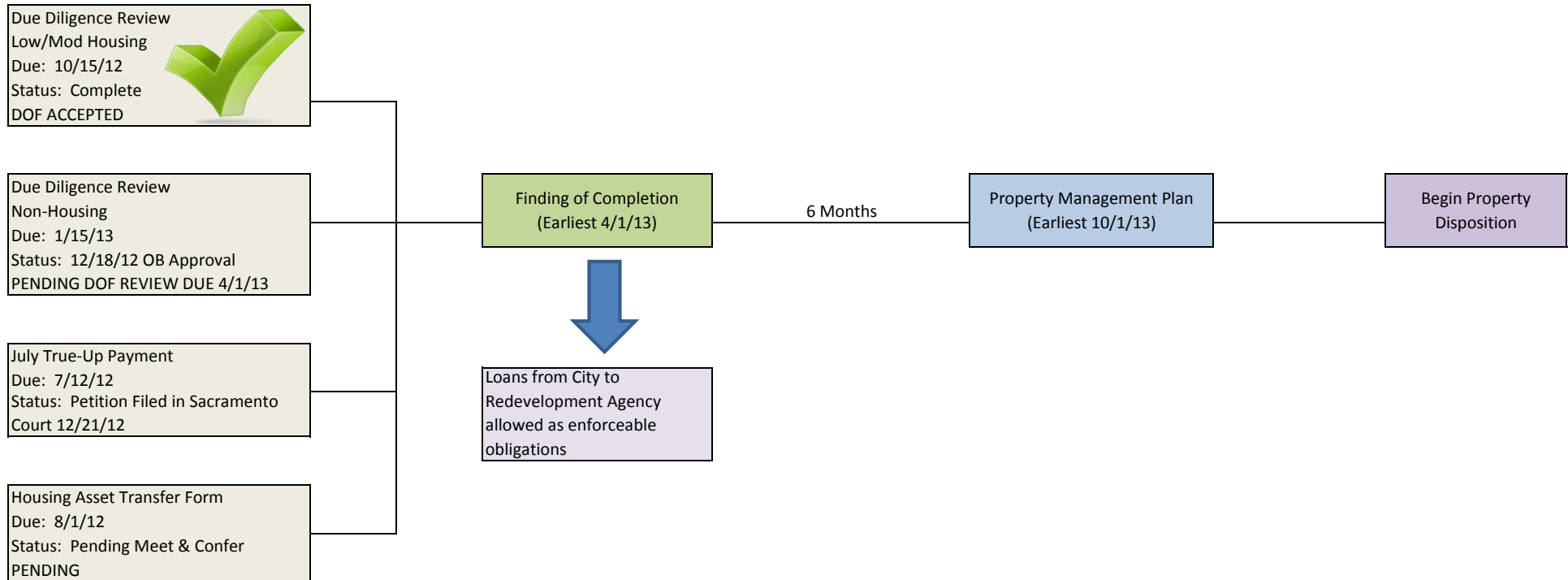
The Lancaster Successor Agency Oversight Board has reviewed and approved several legally required reports and documents. The attached chart attempts to summarize how these steps relate to receiving a “Finding of Completion” and ultimately the ability to dispose of property.

BB:te

**Attachment:**

Summary of Successor Agency Activities

SUMMARY OF SUCCESSOR AGENCY ACTIVITIES



**STAFF REPORT**  
**Lancaster Successor Agency Oversight Board**

NB 2
01/15/13
MVB

Date: January 15, 2013

To: Chairperson Brubaker and Board Members

From: Barbara Boswell, Finance Director of the City of Lancaster

Subject: **Resolution Approving a Loan between the Lancaster Successor Agency and the City of Lancaster for Administrative Expenses for the Period January – June 2013**

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**Recommendation:**

Adopt **Resolution No. OB 02-13**, establishing the terms and conditions and authorizing the execution of a promissory note in favor of the City of Lancaster for the distribution of funds to the Lancaster Successor Agency for administrative expenses for the period January to June 2013 pursuant to H & S Code Section 34173(h).

**Fiscal Impact:**

The loan amount is not to exceed \$398,219, which is the administrative allowance approved by the state Department of Finance for the January to June 2013 period. Only the amounts actually expended will be advanced to the Lancaster Successor Agency. Interest will accrue at a rate equivalent to the Local Agency Investment Fund (LAIF) rate.

**Background:**

At its regular meeting of May 22, 2012, the City of Lancaster (City) agreed to provide administrative support to the Lancaster Successor Agency (Agency) for the purpose of complying with the Redevelopment Dissolution Act AB x 1 26. The Act provides for funding of administrative expenses through property tax distribution, if funds are available. Based on the requirements of AB x 1 26 and the required flow of funds for the June 1 property tax distribution, no funds were available for the administrative allowance.

AB1484, the Redevelopment Dissolution/Unwind Trailer Bill enacted as part of the state budget package on June 27, 2012, provides the ability for the City to make a loan to the Agency for administrative costs. The loan becomes an enforceable obligation of the Agency, and is to be included on the Recognized Obligation Payment Schedule for repayment through future property tax distributions.

BB:te

**Attachments:**

Oversight Board Resolution No. OB 02-13  
Exhibit "A" Promissory Note

RESOLUTION NO. OB 02-13

A RESOLUTION OF THE LANCASTER SUCCESSOR AGENCY OVERSIGHT BOARD ESTABLISHING THE TERMS AND CONDITIONS AND AUTHORIZING THE EXECUTION OF A PROMISSORY NOTE IN FAVOR OF THE CITY OF LANCASTER FOR THE DISTRIBUTION OF FUNDS TO THE LANCASTER SUCCESSOR AGENCY FOR ADMINISTRATIVE EXPENSES FOR THE PERIOD JANUARY TO JULY 2013 PURSUANT TO H & S CODE SECTION 34173(h)

WHEREAS, pursuant to the adopted January to June 2013 budget of the Lancaster Successor Agency ("Agency"), the Agency has incurred certain expenses for administration which require a loan from the City of Lancaster ("City"); and

WHEREAS, pursuant to Health & Safety Code Section 34173(h) the City may loan funds to the successor agency for administrative costs; and

WHEREAS, the City of Lancaster will advance up to \$398,219 to the Agency's General Fund to cover such expenses of the Agency related to the administration of the Agency for the period January to June 2013; and

WHEREAS, the Agency will reflect the loan on the Recognized Obligation Payment Schedule as an enforceable obligation; and

WHEREAS, the Agency and City desire to formalize this debt obligation of the Agency for the reimbursement of administrative expenses of the Agency during the period January to June 2013; and

WHEREAS, the Agency and City will consider a corresponding action to consider the adoption of a Resolution setting forth the terms and conditions of a Promissory Note (as shown on Exhibit A) in an amount sufficient to cover such expense, up to \$398,219, including authorization to the City Manager to execute said Promissory Note; and

WHEREAS, interest shall accrue on the outstanding amount at the Local Agency Investment Fund Rate (LAIF).

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

Section 1. The Lancaster Successor Agency Oversight Board hereby authorizes and directs the execution of the Promissory Note and to take whatever actions are required pursuant to the corresponding Agency and City Resolutions.

PASSED, APPROVED, and ADOPTED this \_\_\_\_\_ day of \_\_\_\_\_ 2013, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

ATTEST:

APPROVED:

\_\_\_\_\_  
GERI K. BRYAN, CMC  
City Clerk  
Lancaster, CA

\_\_\_\_\_  
ELIZABETH BRUBAKER  
Chair  
Lancaster Successor Agency Oversight Board

STATE OF CALIFORNIA            )  
COUNTY OF LOS ANGELES    ) ss  
CITY OF LANCASTER

CERTIFICATION OF RESOLUTION  
LANCASTER SUCCESSOR AGENCY OVERSIGHT BOARD

I, \_\_\_\_\_, \_\_\_\_\_ City of Lancaster, CA,  
do hereby certify that this is a true and correct copy of the original Resolution No. OB 02-13, for  
which the original is on file in my office.

WITNESS MY HAND AND THE SEAL OF THE CITY OF LANCASTER, on this \_\_\_\_\_ day  
of \_\_\_\_\_.

(seal)

\_\_\_\_\_

EXHIBIT "A"

PROMISSORY NOTE

Amount  
\$398,219

Lancaster, California  
January 15, 2013

1. Promise to Pay. The Lancaster Successor Agency ("Agency"), existing under the laws of the State of California, for value received, hereby promises to pay to the order of the City of Lancaster, a public body, corporate and politic, duly organized and existing under the laws of the State of California ("City"), the principal due pursuant to the terms of this Note. This Note is being executed to evidence the monetary obligations of the Agency to the City arising from the adoption of the January to June 2013 budget relating to administrative expenses of the Agency. The principal balance hereof, from time to time outstanding, shall equal the amount advanced after presentation of evidence of expenses incurred by the Agency, but in no event shall the obligations of the Agency hereunder exceed the sum of Three Hundred Ninety Eight Thousand Two Hundred Nineteen Dollars and no cents (\$398,219).

2. Interest Rate. Interest rate shall be charged by City for this Note equal to the amount of interest the City would have otherwise received by depositing these funds with the State of California Local Agency Investment Fund ("LAIF").

3. Principal and Interest Payments. The outstanding amount of the note shall become an enforceable obligation of the Agency and listed on the Recognized Obligation Payment Schedule until the principal and interest amounts have been paid in full.

4. Application of Payments. Both principal and interest hereof are payable in lawful money of the United States of America.

IN WITNESS WHEREOF, the parties hereto have executed this Promissory Note as of the date first set forth in this Promissory Note.

ATTEST: CITY OF LANCASTER

By: \_\_\_\_\_ By: \_\_\_\_\_  
City Clerk City Manager

ATTEST: LANCASTER SUCCESSOR AGENCY

By: \_\_\_\_\_ By: \_\_\_\_\_  
City Clerk City Manager