CITY OF SAN MATEO
ACTING AS SUCCESSOR AGENCY TO THE
SAN MATEO REDEVELOPMENT AGENCY

SPECIAL MEETING
OVERSIGHT BOARD

TUESDAY, APRIL 17, 2012
CONFERENCE ROOM C, CITY HALL
330 WEST 20TH AVENUE, SAN MATEO
5:30pm – 8:30 pm

Board Members:
John Maltbie (Chairperson) ……County of San Mateo
Mayor Brandt Grotte (Vice Chairperson) ……City of San Mateo
Ron Munekawa ..... City of San Mateo
Barbara Christensen..... San Mateo Community Colleges Chancellor's Office
Russell Stanaland .....County of San Mateo
Joe Galligan .....Peninsula Health Care District
Elizabeth McManus..... San Mateo County Office of Education

Advisory:
Gary Baum ……Attorney for the Oversight Board
Lisa Grote ..... Community Development Director, City of San Mateo
Sandy Russell.....Housing and Economic Development Specialist, City of San Mateo
Toni DiCapua .....Executive Secretary, City of San Mateo

MEETING AGENDA

MEETING CALL TO ORDER.....Chairperson Maltbie

1. Approve Minutes of April 10, 2012
2. Review and Approval of the July - December 2012 ROPS
3. Discussion of the following items:
    a. Fire Station 24 demolition and construction

b. $25,000 loan to the Downtown San Mateo Association (DSMA)

c. $1,000 bank fees

d. Second year of the Community Funding Agreements

e. $23,900 post-construction levy restoration project

f. Ongoing contract for Rene Duskalakis (or other) for First Time Homebuyer Program

4. Discussion of Auditor's findings on the January – June ROPS

5. Appointment of Oversight Board contact for the Department of Finance (DOF)

6. OTHER BUSINESS (Chair)

PUBLIC COMMENT: Comments from members of the public on items not on this meeting agenda. The Chair may set a time limit for speakers. Since these topics are non-agenda items, the Board may briefly respond to statements made or questions posed as allowed by the Brown Act (Government Code Section 54954.2). However, the Board may refer items to staff for attention, or have a matter placed on a future agenda for a more comprehensive action or report.

ADJOURNMENT:

AMERICANS WITH DISABILITIES ACT
In compliance with the Americans with Disabilities Act, those requiring accommodation for this meeting should notify the Planning Department 24 hours prior to the meeting at
(650) 522-7202.

City of San Mateo Acting as Successor Agency to the San Mateo Redevelopment Agency Oversight Board

MINUTES

MONDAY April 10, 2010	5:30PM – 8:30PM	CONFERENCE ROOM C, CITY HALL, SAN MATEO

MEETING CALLED BY	John Maltbie, Chair
TYPE OF MEETING	Oversight Board.
FACILITATOR	John Maltbie
NOTE TAKER	Toni DiCapua
ATTENDEES	Joe Galligan, Elizabeth McManus, Ron Munekawa, Brandt Grotte, John Maltbie, Russell Stanaland, Barbara Christensen, Gary Baum, Lisa Grote, Sandy Russell

Agenda Topics

ITEM 1: APPROVAL OF MARCH 30, 2012 MINUTES	John Maltbie
***Motion**:* To approve the minutes of March 30, 2012	
Motion made by Brandt Grotte; second by Joe Galligan. Passed 7-0	

ITEM 2: APPROVAL OF THE JANUARY – JUNE 2012 ROPS	John Maltbie
Discussion	Page 1, lines 11, 12, and 15 of the auditors report; AUP Procedures 4a, column 1: Tax Allocation Bonds
Motion: That the Oversight Board add the Bond payments to this Jan – June 2012 ROPS, including the 2005 Tax Allocation Bonds of $1,332,423; 2007 Refunding Tax Allocation Bonds of $2,986,895; and $610,315 for the 2005 Housing Tax Allocation Bonds	
Motion made by Joe Galligan; second by Brandt Grotte. Motion passed 7-0	
Discussion	Page 1, line 17 of the auditors report; AUP Procedures 4a, column 1
Motion: That the Oversight Board approve the sum of $90,591 as part of the current Jan – June 2012 ROPS, part of an earlier DDA.	
Motion made by Brandt Grotte; second by Joe Galligan. Motion passed 7-0	
Discussion	Add the $320,000 loan to Mid-Peninsula Housing that was on the EOPS – the Development Loan and the Demolition contingency of $500,000 were both discussed.
***Motion**:* That the Oversight Board approve the expenditure of $320,000 (loan) to Mid-Peninsula Housing for 2000 S. Delaware to be paid in April 2012 and include it in the current ROPS.	
Motion made by Barbara Christensen; second by Brandt Grotte. Motion passed 7-0	
Discussion	Include the $500,000 contingency for hazardous materials cleanup at 2000 S. Delaware should it be needed. It was noted that the contingency amount may be carried over onto future ROPS because construction of the project will be phased.

***Motion**:* That the Oversight Board approve the payment of $500,000 (in May, if needed) for Environmental Cleanup, if necessary	
Motion made by Barbara Christensen; second by Joe Galligan. Motion passed 7-0	
Discussion	Page 1, line 19: DDA for 2000 S. Delaware, Murphy & Associates for Legal Service
***Motion**:* No motion required as Oversight Board in agreement with auditors	
Discussion	Page 1, line 26: Gateway Commons, property tax for 2 Agency owned units.
***Motion**:* No motion required as Oversight Board concurs with auditors report.	
Discussion	Page 1, line 44: Downtown Economic Development for marketing & econ development activities to DSMA. Annual payment.
Consensus: To remove this item from the Jan – June 2012 ROPS and consider it with the July – Dec 2012 ROPS to be discussed on April 17, 2012.	
Discussion	Employee salaries for non-housing activities and page 1, lines 40-45. Auditor believes that these should not be on ROPS.
***Consensus**:* Move discussion of salaries & administrative costs to discussion of Administrative Budget	
Discussion	Page 2, line 12, Bayfront Levee Improvements, post construction site restoration $23,900 (project has been completed).
***Consensus**:* Defer decision until further information on the original contract and the auditor's comments are available.	
Discussion	Fire Station 24; page 2 lines 13 – 19 (excluding line 16).
***Motion**:* That the Oversight Board support the $12,974 for Shah Kawasaki Architects; $1,960 for HortScience, Inc.; $3,200 for Milani and Assoc.; $3,220 for Cleary Consultants; $8,990 for Telecommunication Engineering; $3,500 for Sprung Instant Structures; in the Jan – June 2012 ROPS but that there be no ties to those in any future decisions that the Oversight Board has in reference to Fire Station 24. The motion includes the payments listed without prejudicing a decision on the remainder of the project.	
Motion made by Joe Galligan; second by Brandt Grotte. Passed 5-2. Grotte and Munekawa dissenting.	
Discussion	Page 1, lines 1-10
***Motion**:* That the Oversight Board approve Pass-Through Payments on the Jan – June 2012 in the amount of $1,489,638.00	
Motion made by Barbara Christensen; second by Elizabeth McManus. Passed 7-0	
Discussion	Page 1, lines 32-40 Community Funding Agencies
***Motion**:* That the Oversight Board approve the agreements and amounts as part of the ROPS for January – June 2012. These include: Center for Independence of Disabled $12,985; CORA $15,924; HIP Housing $17,754; SM County Mental Health Assoc $5,618; Project 90 $10,520; Samaritan House $6,424; Shelter Network $0; Women's Recovery Assn $15,000.	

Motion made by Joe Galligan; second by Barbara Christensen. Elizabeth McManus recused herself from the San Mateo County Mental Health Association item only. Passed 7-0.	
ITEM 3: APPROVAL OF THE JANUARY – JUNE 2012 ADMINISTRATIVE BUDGET	**John Maltbie**
Discussion	AUP Procedures 4b. Non-ROPS payments on Admin Costs for January- June 2012.
Motion: That the Oversight Board approve these payments January – June of $21,326; $6,180; $7,657; $6,310; $6,418; $3,962; $7,384; as part of the ROPS and not the Administrative Budget.	
Motion made by Barbara Christensen; second by Brandt Grotte. Passed 7-0. Brandt Grotte has requested that this item be revisited (early in the next cycle) and agendized.	
Discussion	Page 2: lines 1 and 2 - $103,356 and $31,371 for admin salaries. 5% depends on the total ROPS amount.
Motion: That the Oversight Board approve the $134,727 for General Administration.	
Motion made by Joe Galligan; second by Barbara Christensen. Passed 5-2. Munekawa and Grotte dissenting.	
Discussion	Legal Counsel noted that the Oversight Board had to approve a minimum of $250,000 in accordance with AB x1 26.
Motion: Move to rescind prior motion regarding the Housing Administrative Salaries.	
Joe Galligan rescinded his prior motion; Barbara Christensen rescinded her second on the motion. Passed 7-0.	
Discussion	Discussion of the Administrative Budget.
Motion: Motion to approve $250,000 for Administration Costs that includes all of the costs that are in the column "Non-ROPS Payments on Administrative Costs for the period Jan – June 2012" with the exception of the $53,830 allocated to Fire; that $53,830 is to be used for other expenses of the Agency.	
Motion made by Barbara Christensen; second by Joe Galligan. Passed 6-1. Grotte dissenting.	
Approval of the January – June 2012 ROPS (Refer to Item 2)	
Discussion	Approved validated payments of $2,439,516; amended amounts totaling $148,335; $250,000 for Administrative Costs; $1,489,637 for Pass-Through payments; and Bond payments of $4,929,633.
Motion: Motion to include approved validated payments of $2,439,516; amended amounts totaling $148,335; $250,000 for Administrative Costs; $1,489,637 for Pass-Through payments; and Bond payments of $4,929,633 as part of the ROPS for January – June 2012. ROPS to be submitted to the DOF by the City of San Mateo.	
Motion by Brandt Grotte; second Joe Galligan. Passed 7-0	
ITEM 4: APPROVAL OF THE JULY – DECEMBER 2012 ROPS	**John Maltbie**
Discussion	
Consensus: Table this item until a future date.	
Motion by Joe Galligan; second by _____. Passed 7-0	
ITEM 5: REVIEW AND APPROVAL OF THE TRANSFER OF HOUSING PROEPRTIES AND ASSETS TO THE CITY OF SAN MATEO ACTING AS	**John Maltbie**

SUCCESSOR HOUSING ENTITY FOR THE FORMER CITY OF SAN MATEO REDEVELOPMENT AGENCY.	
Discussion	
Motion: Motion to approve (attachments C, D, E) the transfer of Housing Assets from the former City of San Mateo Redevelopment Agency to the City of San Mateo Acting as Successor Housing Entity.	
Motion made by Barbara Christensen; second by Brandt Grotte. Passed 7-0	
PUBLIC COMMENTS	
Nevada Merriman, Mid-Peninsula Housing. Noted that the hazardous materials contingency may be needed on future ROPS because the project is being constructed in phases.	

Meeting is adjourned as of 7:54pm.