

RESOLUTION NO. 2021-03

RESOLUTION OF THE SAN MATEO COUNTY COUNTYWIDE OVERSIGHT BOARD APPROVING THE RECOGNIZED OBLIGATION PAYMENT SCHEDULE (ROPS) 21-22 AND FY 2021-22 ADMINISTRATIVE BUDGET FOR THE PERIOD JULY 1, 2021 TO JUNE 30, 2022 FOR THE SUCCESSOR AGENCY (SA) TO THE FORMER CITY OF SAN BRUNO REDEVELOPMENT AGENCY (RDA)

WHEREAS, California Health and Safety Code (HSC) Section 34177 requires the Successor Agencies to prepare a Recognized Obligation Payment Schedule (ROPS) for each 12-month fiscal period, which lists the outstanding obligations of the former RDA and states the sources of funds for required payments; and

WHEREAS, the Successor Agency to the former San Bruno Redevelopment Agency has prepared a draft ROPS for the period July 1, 2021 to June 30, 2022, referred to as "ROPS 21-22", claiming a total enforceable obligation amount of \$1,210,624 as set forth in the attached ; and

WHEREAS, pursuant to HSC Section 34180(g) the Oversight Board must approve the establishment of each ROPS; and

WHEREAS, HSC Section 34177 requires the Successor Agencies to prepare an administrative budget for Oversight Board approval; and

WHEREAS, the Successor Agency to the Former City of San Bruno Redevelopment Agency has prepared an administrative budget for the period July 1, 2021 to June 30, 2022, for \$15,474; as set forth in the attached; and

WHEREAS, on January 8, 2021 the Successor Agency to the Former City of San Bruno Redevelopment Agency submitted an amended Report of Cash Balances for the period July 1, 2018 to June 30, 2019, and said report is part of the ROPS which is included as part of Amended Exhibit A hereto; and

WHEREAS, the changes to the Report of Cash Balances do not change the total enforceable obligation amount of the ROPS, and

WHEREAS, HSC Section 34179(e) requires all action items of Countywide Oversight Boards, including the San Mateo County Countywide Oversight Board (the "Board"), be accomplished by resolution;

NOW, THEREFORE, BE IT RESOLVED, the San Mateo County Countywide Oversight Board hereby approves the City of San Bruno Successor Agency's ROPS 21-22 and Fiscal Year 2021-22 Administrative Budget referenced hereto as Amended Exhibit A and Exhibit B and incorporated herein by this reference;

BE IT FURTHER RESOLVED, that the Oversight Board directs the Successor Agency to submit the ROPS 21-22 to the State Department of Finance upon approval by the Oversight Board.

* * *

Amended Exhibit A – San Bruno Successor Agency's Recognized Obligation Payment Schedule 21-22
Exhibit B – San Bruno Successor Agency's FY 2021-22 Administrative Budget

Regularly passed and adopted this 11th day of January, 2021

AYES and in favor of said resolution:

Members:

MARK ADDIEGO

CHUCK BERNSTEIN

TOM CASEY

BARBARA CHRISTENSEN

MARK LEACH

JIM SACO

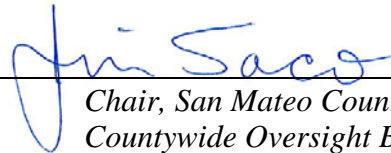
NOES and against said resolution:

Member(s):

NONE

Absent Member(s):

DENISE PORTERFIELD


Chair, San Mateo County
Countywide Oversight Board

Certificate of Delivery

I certify that a copy of the original resolution filed in the Office of the Clerk of the Board of Supervisors of San Mateo County has been delivered to the Chair of San Mateo County Countywide Oversight Board.



Assistant Clerk of the Board of Supervisors

Amended Exhibit A - Page 1 of 4

Recognized Obligation Payment Schedule (ROPS 21-22) - Summary
Filed for the July 1, 2021 through June 30, 2022 Period

Successor Agency: San Bruno

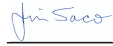
County: San Mateo

Current Period Requested Funding for Enforceable Obligations (ROPS Detail)	21-22A Total (July - December)	21-22B Total (January - June)	ROPS 21-22 Total
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A Enforceable Obligations Funded as Follows (B+C+D)	\$ -	\$ -	\$ -
B Bond Proceeds	-	-	-
C Reserve Balance	-	-	-
D Other Funds	-	-	-
E Redevelopment Property Tax Trust Fund (RPTTF) (F+G)	\$ 521,887	\$ 688,737	\$ 1,210,624
F RPTTF	514,150	681,000	1,195,150
G Administrative RPTTF	7,737	7,737	15,474
H Current Period Enforceable Obligations (A+E)	\$ 521,887	\$ 688,737	\$ 1,210,624

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.

Jim Saco, Chair	
Name	Title
	
Signature	Date
	January 11, 2021

San Bruno

Recognized Obligations Payment Schedule (ROPS 21-22) - Report of Cash Balances
July 1, 2018 to June 30, 2019

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.

A	B ROPS 18-19 Cash Balances (07/01/18 - 06/30/19)	C	D	E		F	G	H Comments
				Fund Sources		Other Funds	RPTTF	
				Bond Proceeds	Reserve Balance			
		Bonds issued on or before 12/31/10	Bonds issued on or after 01/01/11	Prior ROPS RPTTF and Reserve Balances retained for future period(s)	Rent, grants, interest, etc.	Non-Admin and Admin		
1	Beginning Available Cash Balance (Actual 07/01/18) RPTTF amount should exclude "A" period distribution amount.	0	0	530,206			1,157,525	
2	Revenue/Income (Actual 06/30/19) RPTTF amount should tie to the ROPS 18-19 total distribution from the County Auditor-Controller						1,063,821	
3	Expenditures for ROPS 18-19 Enforceable Obligations (Actual 06/30/19)			160,206			941,565	
4	Retention of Available Cash Balance (Actual 06/30/19) RPTTF amount retained should only include the amounts distributed as reserve for future period(s)						0	
5	ROPS 17-18 RPTTF Prior Period Adjustment RPTTF amount should tie to the Agency's ROPS 18-19 PPA form submitted to the CAC		No entry required				122,256	
6	Ending Actual Available Cash Balance (06/30/19) C to F = (1 + 2 - 3 - 4), G = (1 + 2 - 3 - 4 - 5)	0	0	370,000			\$1,157,525	

Amended Exhibit A - Page 4 of 4

San Bruno
Recognized Obligation Payment Schedule (ROPS 21-22) - Notes
July 1, 2021 through June 30, 2022

Item #	Notes/Comments
1	
2	
3	
4	
5	

SUCCESSOR AGENCY <u>San Bruno</u>								
ADMINISTRATIVE BUDGET								
ROPS Period	19-20			20-21	21-22	Please specify budget methodology (Cost Allocation, Time Study etc)		
Obligations Period	July 2019-June 2020			July 2020-June 2021	July 2021-June 2022			
Total Outstanding Obligations (\$)								
Total Number of Outstanding Obligations								
Staff	Description	Requested	Actual ¹	Variance	Requested	Requested ²	Variance	Comment /Explanation for Variance
City Manager	Continuing review of City Recognized Obligation Payment schedules, Administrative Budgets, and other reports that go to the City Council and Oversight Board.	3,564	3,564	-	3,080	250	(2,830)	0.50%
City Attorney	Review and provide support for reports submitted to Department of Finance, San Mateo County Board, City Council and Oversight Board	3,457	3,457	-	3,659	500	(3,159)	0.50%
Finance Consultant	Finance Director position is open. We have a Financial Consultant serving as an advisor to the Finance Division. Consultant Provides advise on Recognized Obligation Payment Schedules, Administrative Budgets, oversight of financial obligations of former RDA, preparation of Oversight Board Agenda Packets. Attends Oversight Board meetings as needed.	12,275	300	11,975	9,544	300	(9,244)	1.50%
Financial Services Manager	Maintain the financial records of the Successor Agency, which includes working on the annual audit of the Redevelopment Obligation Retirement Fund and related disclosures, ensure accurate accounting of all former RDA transactions, and reconciliation of bank account and ledger for the Successor Agency.	8,658	8,658	-	8,769	9,689	920	5.00%
Acting Community & Economic Development Director	Attend Oversight Board Meetings as needed. Continue to oversee the Archstone's Owner Participation Agreements and compliance of the City's low and moderate income housing Subsidy program. Complete required compliance reports. Update and maintain website of the Successor Agency and Oversight Board.	4,948	4,948	-	2,012	1,816	(196)	1.00%
Sub-Total (Personnel Costs)		\$ 32,902	\$ 20,927	\$ 11,975	\$ 27,064	\$ 12,555	\$ (14,509)	
Vendor/Payee	Description	Requested	Actual	Variance	Requested	Requested	Variance	
San Bruno Overhead Cos	Payroll, IT, Accounts Payable, etc	5,946	5,946	-	4,059	2,819	(1,240)	15%
	Office supplies, utilities, communications, printing & copying	-	-	-	125	100	(25)	
Outside Legal Council	Outside legal costs for Successor Agency & Oversight Board	-	-	-	1,000	-	(1,000)	
Sub-Total (Other Costs)		\$ 5,946	\$ 5,946	\$ -	\$ 5,184	\$ 2,919	\$ (2,265)	
Grand Total		\$ 38,848	\$ 26,873	\$ 11,975	\$ 32,248	\$ 15,474	\$ (16,774)	

OB Staff Notes

- Supporting documents for ROPS 19-20 actual costs were reviewed by the OB staff.
- Amount requested is within the applicable Administrative Cost Allowance provided under Health and Safety Code Section 34171(b) - See Exhibit B Page 2.

**Successor Agency of the Former San Bruno Redevelopment Agency
H&S 34171(b) Successor Agency Administrative Cost Allowance Review
FY 2020-21**

Pursuant to H&S 34171(b), annual Successor Agency administrative costs are limited to the greater of \$250,000 or 3% of property tax distributed to the Successor Agency to pay enforceable obligations in the preceding fiscal year, as reduced by the administrative cost allowance (ACA) and loan repayments to the sponsoring entity. In addition, administrative costs are not to exceed 50% of property taxes allocated for enforceable obligations in the preceding fiscal year, as reduced by the ACA and any loan repayments made to the sponsoring entity.

Maximum Administration Cost Allowance

Non-Admin RPTTF Allocated in Preceding Fiscal Year

ROPS 20-21A - (July to December)	0	<i>June 2020 Distribution</i>
ROPS 20-21B - (January to June)	707,332	<i>January 2021 Distribution</i>
Less: Sponsoring Entity Loan Repayment:		<i>FY 2020-21 Total</i>
Non-Admin RPTTF, excluding sponsoring entity loans	(A) \$ 707,332	

3% of RPTTF Distributed (B) = (A)*(3%) (B) \$ 21,220

50% of RPTTF Distributed (C) = (A)*(50%) (C) \$ 353,666

Not To Exceed Amount (D) \$ 250,000

If (B) exceeds \$250,000, then (B), otherwise lesser of (C) and \$250,000

Reported SA Admin Cost

ROPS 21-22A - (July to December)	7,737
ROPS 21-22B - (January to June)	7,737
(E) \$	15,474

Amount Exceeded, (E) - (D) \$ -