

Oversight Board Resolution No. 2017-04

A RESOLUTION OF THE OVERSIGHT BOARD OF THE SUCCESSOR AGENCY TO THE COMMUNITY DEVELOPMENT AGENCY OF THE CITY OF MISSION VIEJO APPROVING RECOGNIZED OBLIGATION PAYMENT SCHEDULE 17-18 A-B FOR THE ANNUAL FISCAL PERIOD OF JULY 1, 2017 TO JUNE 30, 2018, WITH THE FY 17-18 ADMINISTRATIVE BUDGET INCLUDED THEREWITH, SUBJECT TO SUBMITTAL TO, AND REVIEW BY THE STATE DEPARTMENT OF FINANCE UNDER CALIFORNIA HEALTH AND SAFETY CODE, DIVISION 24, PART 1.85; AUTHORIZING THE POSTING AND TRANSMITTAL THEREOF; AND AUTHORIZING THE ADMINISTRATIVE SERVICES DIRECTOR, IN CONSULTATION WITH LEGAL COUNSEL, TO REQUEST AND COMPLETE MEET AND CONFER SESSION(S), IF ANY, WITH THE DOF AND MAKE AUGMENTATIONS, MODIFICATIONS, ADDITIONS OR REVISIONS AS MAY BE NECESSARY OR DIRECTED BY DOF.

WHEREAS, the former Community Development Agency of the City of Mission Viejo ("Agency") was established as a community redevelopment agency that was organized and existing under the California Community Redevelopment Law, Health and Safety Code Section 33000, *et seq.* ("CRL"), and previously authorized to transact business and exercise powers of a redevelopment agency by action of the City Council of the City of Mission Viejo ("City"); and

WHEREAS, Assembly Bill x1 26 added Parts 1.8 and 1.85 to Division 24 of the California Health and Safety Code, which caused the dissolution of all redevelopment agencies and wind down of the affairs of former agencies, including as such laws were amended by Assembly Bill 1484 and by other subsequent legislation (together, as amended, the "Dissolution Law"); and

WHEREAS, as of February 1, 2012 the former Agency was dissolved under the Dissolution Law, and, as a separate public entity, corporate and politic, the Successor Agency to the Community Development Agency of the City of Mission Viejo ("Successor Agency") administers the enforceable obligations of the former Agency and otherwise unwinds the former Agency's affairs, all subject to the review and approval by a seven-member oversight board ("Oversight Board"); and

WHEREAS, Section 34179 provides that the Oversight Board has fiduciary responsibilities to holders of enforceable obligations and the taxing entities that benefit from distributions of property tax and other revenues under Section 34188 of Part 1.85 of the Dissolution Law; and

WHEREAS, Sections 34177(m), 34177(o) and 34179 provide that each ROPS is submitted to, reviewed and approved by the Successor Agency and then reviewed and approved by the Oversight Board before final review and approval by the State Department of Finance ("DOF"); and

WHEREAS, Section 34177(o) of the Dissolution Law requires that the annual ROPS for the 17-18 A-B fiscal period of July 1, 2017 to June 30, 2018 ("ROPS 17-18 A-B") shall be

submitted to the DOF by the Successor Agency, after approval by the Oversight Board, no later than February 1, 2017; and

WHEREAS, the Oversight Board has reviewed the ROPS 17-18 A-B presented by the Successor Agency and desires to approve the ROPS 17-18 A-B, including the FY 17-18 Administrative Budget included therewith, and to authorize the Successor Agency, to cause posting of ROPS 17-18 A-B on the City's website: (www.cityofmissionviejo.org) and to direct transmittal of such ROPS to the DOF, with copies to the County Administrative Officer, the County Auditor-Controller, and the State Controller's Office.

NOW, THEREFORE, BE IT RESOLVED BY THE OVERSIGHT BOARD OF THE SUCCESSOR AGENCY TO THE COMMUNITY DEVELOPMENT AGENCY OF THE CITY OF MISSION VIEJO:

Section 1. The foregoing recitals are incorporated into this Resolution by this reference, and constitute a material part of this Resolution.

Section 2. The Oversight Board hereby approves ROPS 17-18 A-B, along with the Administrative Budget for FY 17-18 that is included therewith, which is Attachment 1 thereto and incorporated by this reference, all under the Dissolution Law; provided however, that ROPS 17-18 A-B is approved subject to the condition such ROPS is to be submitted to and reviewed by the DOF. Further, the Administrative Services Director and her authorized designees, in consultation with legal counsel, shall be authorized to request and complete meet and confer session(s), if any, with the DOF and make augmentations, modifications, additions or revisions as may be necessary or directed by DOF.

Section 3. The Oversight Board authorizes transmittal of the ROPS 17-18 A-B to the DOF, with copies to the County Administrative Officer, the County Auditor-Controller, and the State Controller's Office.

Section 4. The Administrative Services Director, or her authorized designee(s), is directed to post this Resolution, including the ROPS 17-18 A-B, on the City/Successor Agency website (www.cityofmissionviejo.org) under the Dissolution Law.

Section 5. Under Section 34179(h) written notice and information about all actions taken by the Oversight Board shall be provided to the DOF by electronic means and in a manner of DOF's choosing. An Oversight Board's action shall become effective five (5) business days after notice in the manner specified by the DOF unless the DOF requests a review; provided however, that under Section 34177(m) as to each ROPS submitted the DOF shall make its determination of the enforceable obligations and the amounts and funding sources of the enforceable obligations thereon no later than 45 days after submittal.

Section 6. The Secretary of the Oversight Board shall certify to the adoption of this Resolution.

APPROVED AND ADOPTED this 26th day of January 2017.



Brian Probolsky, Chair
Oversight Board of the Successor Agency to the
Community Development Agency of the City of
Mission Viejo

APPROVED AS TO FORM:
HARPER & BURNS LLP



John R. Harper, Esq.
Oversight Board Counsel

ATTEST:



Sherry Merrifield, Secretary
Oversight Board of the Successor Agency
to the Community Development Agency of the City of Mission Viejo

STATE OF CALIFORNIA)
COUNTY OF ORANGE) ss.
CITY OF MISSION VIEJO)

I, Sherry Merrifield, Secretary of the Oversight Board of the Successor Agency to the Community Development Agency of the City of Mission Viejo, hereby certify that the foregoing resolution was duly adopted by the Oversight Board at a regular meeting held on the 26th day of January 2017, and that it was so adopted by the following vote:

AYES: Chairperson Probolsky, Vice-Chair Butterfield, Board Member Breton,
 Board Member Dyas, Board Member Kelley and Board Member
 McCord

NOES: None

ABSENT: Board Member Hampton



Sherry Merrifield, Secretary
Oversight Board of the Successor Agency to the
Community Development Agency of the City of
Mission Viejo

**ATTACHMENT 1 TO
OVERSIGHT BOARD RESOLUTION NO. 2017-04**

**RECOGNIZED OBLIGATION PAYMENT SCHEDULE 17-18 A-B
FOR THE ANNUAL FISCAL PERIOD OF JULY 1, 2017 TO JUNE 30, 2018**

(attached)

**Mission Viejo Successor Agency
FY 17/18
Administrative Allowance Budget**

	<i>Department</i>	<u>Fiscal Year</u>	<u>Hourly</u>	<u>Successor</u>	<u>SA</u>	<u>% of Time</u>
		<u>2017/2018</u>		<u>Agency</u>		<u>Spent on</u>
		<u>Costs</u>		<u>Rate</u>		<u>Hours</u>
Direct Personnel Costs						
City Manager	City Manager	\$ 329,717	\$ 158.52	66	\$ 10,383	3.15%
Assistant City Manager/Director of Public Services	City Manager	275,402	132.40	60	7,944	2.88%
Senior Executive Assistant	City Manager	106,103	51.01	24	1,224	1.15%
Executive Assistant	City Manager	91,759	44.11	24	1,059	1.15%
City Council	City Council	104,943	50.45	9	429	0.41%
City Clerk	City Clerk	202,116	97.17	7	632	0.31%
Deputy City Clerk	City Clerk	110,919	53.33	4	213	0.19%
Records Mangement Coordinator	City Clerk	99,591	47.88	5	239	0.24%
Director of Administrative Services	Administrative Services	221,094	106.30	260	27,584	12.48%
Treasury Manager	Administrative Services	171,956	91.86	436	40,050	20.96%
Accounting Supervisor	Administrative Services	144,704	69.57	83	5,774	3.99%
Treasury Assistant	Administrative Services	89,335	42.95	218	9,363	10.48%
Accountant	Administrative Services	98,994	47.59	156	7,425	7.50%
Accountant	Administrative Services	79,734	38.33	134	5,118	6.42%
Payroll Technician	Administrative Services	77,330	37.18	91	3,383	4.38%
Budget & Purchasing Analyst	Administrative Services	107,818	51.84	34	1,762	1.63%
Accounting Information Specialist	Administrative Services	97,398	58.53	10	571	0.47%
Administrative Assistant	Administrative Services	85,785	41.24	200	8,228	9.59%
Director of Information Technology	Information Technology	239,149	114.98	12	1,380	0.58%
Information Technology Specialist	Information Technology	129,292	62.16	62	3,854	2.98%
Director of Community Development	Community Development	205,742	98.91	47	4,649	2.26%
Planning & Economic Development Manager	Community Development	169,573	81.53	50	4,076	2.40%
Administrative Assistant	Community Development	86,428	41.55	15	623	0.72%
Total Direct Personnel Costs					145,962	
Other Direct Costs						
Attorneys						
Stradling Yocca Carlson & Rauth	SA Attorney				15,000	
Lozano Smith	City Attorney				30,000	
Harper & Burns	Oversight Board Attorney				1,000	
Audit Fees						
					3,800	
Bank Fees/Delivery/Postage/Office Supplies/Meeting costs						
					910	
Total Other Direct Cost					50,710	
Indirect Costs (applied at 3% of total cost)						
General Liability Insurance		354,036			10,621	
Workers Compensation Insurance		226,500			6,795	
Property Insurance		274,066			8,222	
Employee Fidelity Bonds		5,860			176	
Retiree Insurance Program (allocated at 5.6% of payroll)		123,803			3,714	
City Hall Facility Maintenance		551,457			16,544	
City Clerk Council Support (non payroll)		2,838			85	
City Clerk Records Mgmt (non payroll)		3,675			110	
Admin Service Admin (non payroll)		11,565			347	
Acctg/Payroll (non payroll/excludes audit)		16,307			489	
Treasury (non payroll/excludes audit)		75,055			2,252	
Human Resources (non payroll)		118,605			3,558	
Taping/broadcasting SA meetings		24,600			738	
Maintenance of Document Management System		25,000			750	
Maintenance of Granicus System (on line streaming of meetings)		14,800			444	
Maintenance of Ektron System (website content mgmt)		20,000			600	
Maintenance of Accounting System		65,000			1,950	
General Office Supplies		21,400			642	
Finance Copier/Equipment Maintenance		42,740			1,282	
Total Indirect Cost					59,319	
Total Successor Agency Admin Allowance Cost					\$ 255,991	

Recognized Obligation Payment Schedule (ROPS 17-18) - Summary

Filed for the July 1, 2017 through June 30, 2018 Period

Successor Agency:

Mission Viejo

County:

Orange

Current Period Requested Funding for Enforceable Obligations (ROPS Detail)

	17-18A Total (July - December)	17-18B Total (January - June)	ROPS 17-18 Total		
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):				
F	RPTTF	1,872,051	945,500	2,817,551	
G	Administrative RPTTF	125,000	125,000	250,000	
H	Current Period Enforceable Obligations (A+E):	1,997,051	1,070,500	3,067,551	

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.

Brian Probolsky, Chairman

Name	Title
/s/	
Signature	Date

Mission Viejo Recognized Obligation Payment Schedule (ROPS 17-18) - Report of Cash Balances
(Report Amounts in Whole Dollars)

Pursuant to Health and Safety Code section 34177 (I), 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	Prior ROPS RPTTF distributed as reserve for future period(s)	Other	RPTTF		
		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 reserve for future period(s)	Rent, grants, interest, etc.	Non-Admin and Admin		
ROPS 15-16B Actuals (01/01/16 - 06/30/16)									
1	Beginning Available Cash Balance (Actual 01/01/16)			95,860	-	6,539	-		
2	Revenue/Income (Actual 06/30/16) RPTTF amounts should tie to the ROPS 15-16B distribution from the County Auditor-Controller during January 2016	-	-	95,860	-	6,539	-		
3	Expenditures for ROPS 15-16B Enforceable Obligations (Actual 06/30/16)	-	-	-	-	561	726,100		
4	Retention of Available Cash Balance (Actual 06/30/16) RPTTF amount retained should only include the amounts distributed as reserve for future period(s)	-	-	95,860	-	7,100	614,640		
5	ROPS 15-16B 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)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 111,460		

