

# Orange Countywide Oversight Board

Agenda Item No. 5f

Date: 1/18/2022

From: Successor Agency to the Mission Viejo Redevelopment Agency

Subject: Resolution of the Countywide Oversight Board Approving Annual Recognized Obligation Payment Schedule (ROPS) and Administrative Budget

Recommended Action:

Approve resolution approving FY 2022-23 ROPS and Administrative Budget for the Mission Viejo Successor Agency

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The Mission Viejo Successor Agency requests approval of the Recognized Obligation Payment Schedule (ROPS) and Administrative Budget for Fiscal Year 2022-23.

The Successor Agency to the Community Development Agency of the City of Mission Viejo (Successor Agency) is performing its functions under the Dissolution Law, Division 24, Parts 1.8 and 1.85 of the Health and Safety Code, as amended by Assembly Bill 1484 and other subsequent legislation (together, as amended, the “Dissolution Law”), to administer the enforceable obligations and otherwise unwind the former Agency's affairs, all subject to the review and approval by the seven-member Oversight Board. Under Section 34171(h) of Part 1.85, as amended, the ROPS is “the document setting forth the minimum payment amounts required by enforceable obligations for each fiscal year as provided in subdivision (o) of Section 34177.” Under the dates in the Dissolution Law, the Successor Agency and Oversight Board are required to consider and adopt the ROPS for the 22-23 fiscal period of July 1, 2022 to June 30, 2023, and submit such approved FY 22-23 ROPS to the Department of Finance (DOF) on or before February 1, 2022.

The FY 22-23 ROPS attached to the Oversight Board resolution included with this agenda report sets forth comparable listings of the Enforceable Obligations listed in prior ROPS and include:

Line item no. 1 – Mall Bond debt service payment pledge under the Pledge Agreement between the former redevelopment agency and the Mission Viejo Community Development Financing Authority. The amount requested of \$1,721,976 is equal to the debt service payment required during FY 22-23.

Line item no. 4 – Payments for services of \$16,500 to calculate net tax increment revenue obligated under the Pledge Agreement for debt service payment to the Mall Bond trustee under line item no. 1. This calculation is performed 3 times a year and the calculations are shared with the Orange County Auditor-Controller's office.

Line item no. 58 – Estimated payments of \$7,500 to Mall Bond trustee for annual trustee fees.

Also included as part of the ROPS is the FY 22-23 administrative budget of \$250,000 on line item no. 27, an amount allowed under dissolution law. This amount is consistent with the amount requested and approved by all prior Oversight Boards and the Department of Finance (DOF) in each year of redevelopment dissolution. Attached is a line item budget justifying administrative costs. Direct personnel costs are based on time projected to be spent by staff working directly on Successor Agency matters on a regular basis during fiscal year 2022-23. Projected hours by employee have been included as part of the justification to assist the Oversight Board in understanding the City's time commitment to Successor Agency matters. Other direct costs are estimates of costs anticipated during FY 22-23. These will include legal costs, annual audit fees and other miscellaneous expenses. Indirect costs are based on the approved FY 22-23 budget and the City's Cost Allocation Plan and other areas of operation that have a relationship to Successor Agency matters. As an example, in order to conduct Successor Agency business, staff must

utilize a wide range of software programs that run on the Information Technology (IT) network, including accounting software, Outlook, Microsoft Office, PDF, agenda preparation software, document imaging software, etc. Therefore, it is necessary to allocate a percentage of cost of the IT program to the Successor Agency. Additionally, there have been a few agreements executed by the former redevelopment agency that DOF would not approve as separate enforceable obligations and DOF directed Mission Viejo to allocate any costs associated with management and enforcement of these agreements to administrative allowance. The most relevant of these agreements are separate owner participation agreements (OPA) with the Kaleidoscope Center and Simon Properties, owners of the Shops at Mission Viejo (Mall). The City spends both staff time and third-party consultant time related to these matters. For FY 22-23, the City anticipates the need to enforce the covenants of the Mall OPA related to on-site improvements, tenant issues for potential fifth pad and misuse of the parking structure by the Mall owners. Enforcement of the Kaleidoscope OPA include landscaping and tenant issues. The percentage used to estimate indirect costs for FY 22-23 is 3.0%. This is based on both projected Successor Agency revenue and expenditures in relation to total General Fund revenue and expenditures.

The attached ROPS for 22-23 and administrative budget (attachments 2 and 3) were presented for approval by the Mission Viejo Successor Agency on December 14, 2021. The signed resolution supporting approval by the Successor Agency Board is attachment number 4.

The Mission Viejo Successor Agency requests that the Orange Countywide Oversight Board adopt the attached Resolution approving the FY 22-23 ROPS and Administrative Budget for the Mission Viejo Successor Agency.

Also attached to this agenda are prior year ROPS for 21-22 and 20-21 for easy reference by the Board as to the types of enforceable obligations approved in the two most recent fiscal years and the respective DOF determination letters demonstrating DOF's approval of those ROPS and to demonstrate that DOF had no substantive issues regarding our enforceable obligations or administrative budget.

#### Impact on Taxing Entities

Amounts approved for distribution from Mission Viejo's Redevelopment Property Tax Trust Fund (RPTTF) for the 2022-23 period in the amount of \$1,995,976 are funds that will not be available for distribution to all other taxing entities. Mission Viejo's taxing entities include: County of Orange, County of Orange Flood Control District, County of Orange Harbors, Beaches & Parks County Service Area #26, Orange County Fire Authority, Orange County Superintendent of Schools, Saddleback Community College District; Capistrano Unified School District, Saddleback Valley Unified School District and the Mission Viejo Library.

#### Staff Contact(s)

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#### Attachments

1. Orange Countywide Oversight Board Resolution
2. Mission Viejo ROPS 22-23
3. Mission Viejo Administrative Budget 22-23
4. Mission Viejo Successor Agency Resolution 21-02
5. DOF Determination Letter 21-22
6. DOF Determination Letter 20-21
7. Mission Viejo ROPS 21-22
8. Mission Viejo ROPS 20-21

**RESOLUTION OF THE ORANGE COUNTYWIDE OVERSIGHT BOARD  
RESOLUTION NO. 22-xxx**

A RESOLUTION OF THE ORANGE COUNTYWIDE OVERSIGHT BOARD WITH  
OVERSIGHT OF THE SUCCESSOR AGENCY TO THE MISSION VIEJO  
REDEVELOPMENT AGENCY APPROVING THE RECOGNIZED OBLIGATION  
PAYMENT SCHEDULE 22-23 A-B FOR THE ANNUAL FISCAL PERIOD OF JULY 1, 2022  
TO JUNE 30, 2023, INCLUDING THE FY 22-23 ADMINISTRATIVE BUDGET, SUBJECT  
TO SUBMITTAL TO, AND REVIEW BY THE STATE DEPARTMENT OF FINANCE  
PURSUANT TO DISSOLUTION LAW, AND AUTHORIZING POSTING AND  
TRANSMITTAL THEREOF

**WHEREAS**, the former Community Development Agency of the City of Mission Viejo (“Former 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.*, and previously authorized to transact business and exercise powers of a redevelopment agency pursuant to 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 (“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; and

**WHEREAS**, pursuant to Health and Safety Code Section 34179(j) on July 1, 2018 the Orange Countywide Oversight Board (“Oversight Board”) has jurisdiction over the Successor Agency and all other successor agencies in Orange County; and

**WHEREAS**, every oversight board, both the prior local oversight board and this newly established Oversight Board, have fiduciary responsibilities to the holders of enforceable obligations and to the taxing entities that benefit from distributions of property tax and other revenues pursuant to Section 34188 of the Dissolution Law; and

**WHEREAS**, Sections 34177(m), 34177(o) and 34179 provide that each Recognized Obligation Payment Schedule (“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 of California, Department of Finance (“DOF”); and

**WHEREAS**, Section 34177(l) and Section 34177(o) of the Dissolution Law requires that the annual ROPS for the 22-23 A-B fiscal period of July 1, 2022 to June 30, 2023 (“ROPS 22-23

A-B”) shall be submitted to the DOF by the Successor Agency, after approval by the Oversight Board, no later than February 1, 2022; and

**WHEREAS**, the ROPS 22-23 A-B, in the form required by DOF, is attached as Exhibit 1 and the Fiscal Year 22-23 Administrative Budget is attached as Exhibit 2, and both attachments are fully incorporated by this reference; and

**WHEREAS**, the Oversight Board has reviewed and considered the Successor Agency’s ROPS 22-23 A-B and desires to approve the ROPS 22-23 A-B, including the FY 22-23 Administrative Budget and to authorize the Successor Agency, to cause posting of ROPS 22-23 A-B on the City’s website: ([www.cityofmissionviejo.org](http://www.cityofmissionviejo.org)) and to transmit the ROPS 22-23 A-B to the DOF, with copies to the County Executive Officer (“CEO”), County Auditor-Controller (“CAC”), and the State Controller’s Office (SCO”) as required under the Dissolution Law;

NOW, THEREFORE, BE IT RESOLVED THAT THE ORANGE COUNTYWIDE OVERSIGHT BOARD:

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

**SECTION 2.** The Oversight Board hereby approves the ROPS 22-23 A-B submitted therewith and incorporated by this reference, including the FY 22-23 administrative budget included herewith as Exhibits 1 and 2.

**SECTION 3.** The Oversight Board authorizes transmittal of the ROPS 22-23 A-B to the DOF, with copies to the CEO, CAC and the SCO.

**SECTION 4.** The City of Mission Viejo’s Director of Administrative Services/City Treasurer, or her authorized designee(s), is directed to post this Resolution, including the ROPS 22-23 A-B, on the City/Successor Agency website pursuant to the Dissolution Law.

**SECTION 5.** Under Section 34179(h) written notice and information about certain actions taken by the Oversight Board shall be provided to the DOF by electronic means and in a manner of DOF’s choosing. The 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.

**SECTION 6.** The Clerk of the Oversight Board shall certify to the adoption of this Resolution.

**Recognized Obligation Payment Schedule (ROPS 22-23) - Summary**  
**Filed for the July 1, 2022 through June 30, 2023 Period**

**Successor Agency:** Mission Viejo

**County:** Orange

<b>Current Period Requested Funding for Enforceable Obligations (ROPS Detail)</b>	<b>22-23A Total (July - December)</b>	<b>22-23B Total (January - June)</b>	<b>ROPS 22-23 Total</b>
<b>A Enforceable Obligations Funded as Follows (B+C+D)</b>	\$ -	\$ -	\$ -
B Bond Proceeds	-	-	-
C Reserve Balance	-	-	-
D Other Funds	-	-	-
<b>E Redevelopment Property Tax Trust Fund (RPTTF) (F+G)</b>	<b>\$ 990,000</b>	<b>\$ 1,005,976</b>	<b>\$ 1,995,976</b>
F RPTTF	865,000	880,976	1,745,976
G Administrative RPTTF	125,000	125,000	250,000
<b>H Current Period Enforceable Obligations (A+E)</b>	<b>\$ 990,000</b>	<b>\$ 1,005,976</b>	<b>\$ 1,995,976</b>

**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.

\_\_\_\_\_  
 Name Title

/s/ \_\_\_\_\_  
 Signature Date

**Mission Viejo**  
**Recognized Obligation Payment Schedule (ROPS 22-23) - ROPS Detail**  
**July 1, 2022 through June 30, 2023**

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W
Item #	Project Name	Obligation Type	Agreement Execution Date	Agreement Termination Date	Payee	Description	Project Area	Total Outstanding Obligation	Retired	ROPS 22-23 Total	ROPS 22-23A (Jul - Dec)					22-23A Total	ROPS 22-23B (Jan - Jun)					22-23B Total
											Fund Sources						Fund Sources					
											Bond Proceeds	Reserve Balance	Other Funds	RPTTF	Admin RPTTF		Bond Proceeds	Reserve Balance	Other Funds	RPTTF	Admin RPTTF	
								\$11,614,640		\$1,995,976	\$-	\$-	\$-	\$865,000	\$125,000	\$990,000	\$-	\$-	\$-	\$880,976	\$125,000	\$1,005,976
1	1999 Variable Rate Demand Revenue Bonds (Mission Viejo Mall Improvement Project)	Bonds Issued On or Before 12/31/10	05/01/1999	09/01/2028	BNY Mellon Corporate Trust	Bond Pledge	1	11,190,740	N	\$1,721,976	-	-	-	856,750	-	\$856,750	-	-	-	865,226	-	\$865,226
2	1999 Variable Rate Demand Revenue Bonds (Mission Viejo Mall Improvement Project)	OPA/DDA/ Construction	02/20/2012	09/01/2028	Stradling Yocca Carlson Rauth	OPA-Bond/ Covenant Compliance	1	-	N	\$-	-	-	-	-	-	\$-	-	-	-	-	-	\$-
4	1999 Variable Rate Demand Revenue Bonds (Mission Viejo Mall Improvement Project)	Fees	07/01/2010	09/01/2028	HdL Coren & Cone	Net Tax Increment Calculations per Pledge Agreement	1	115,500	N	\$16,500	-	-	-	8,250	-	\$8,250	-	-	-	8,250	-	\$8,250
7	Camino Capistrano Bridge Improvements	OPA/DDA/ Construction	02/20/2012	06/30/2033	Stradling Yocca Carlson Rauth	Project Development	1	-	N	\$-	-	-	-	-	-	\$-	-	-	-	-	-	\$-
8	Camino Capistrano Bridge Improvements	OPA/DDA/ Construction	09/04/2002	06/30/2033	Davis Company	Economic Planning	1	-	N	\$-	-	-	-	-	-	\$-	-	-	-	-	-	\$-
27	Administration	Admin Costs	02/01/2012	06/30/2033	City of Mission Viejo	Administration	1	250,000	N	\$250,000	-	-	-	-	125,000	\$125,000	-	-	-	-	125,000	\$125,000
33	Camino Capistrano Bridge Improvements	Improvement/ Infrastructure	01/27/1993	06/30/2033	Contractor	Construction of Improvements	1	-	N	\$-	-	-	-	-	-	\$-	-	-	-	-	-	\$-

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W
Item #	Project Name	Obligation Type	Agreement Execution Date	Agreement Termination Date	Payee	Description	Project Area	Total Outstanding Obligation	Retired	ROPS 22-23 Total	ROPS 22-23A (Jul - Dec)					22-23A Total	ROPS 22-23B (Jan - Jun)					22-23B Total
											Fund Sources						Fund Sources					
											Bond Proceeds	Reserve Balance	Other Funds	RPTTF	Admin RPTTF		Bond Proceeds	Reserve Balance	Other Funds	RPTTF	Admin RPTTF	
37	1999 Variable Rate Demand Revenue Bonds (Mission Viejo Mall Improvement Project)	Bonds Issued On or Before 12/31/10	07/01/2014	06/30/2028	Arbitrage Compliance Specialists, Inc.	Arbitrage rebate calculation	1	5,900	N	\$-	-	-	-	-	-	\$-	-	-	-	-	-	\$-
58	1999 Variable Rate Demand Revenue Bonds (Mission Viejo Mall Improvement Project)	Bonds Issued On or Before 12/31/10	05/01/1999	09/01/2028	BNY Mellon Trust	Bond Trustee fees	1	52,500	N	\$7,500	-	-	-	-	-	\$-	-	-	-	7,500	-	\$7,500
68	Settlement Agreement-dated August 2018	Litigation	08/18/2018	09/01/2028	Mission Viejo Successor Agency	Reimbursement for costs paid to Hdl for ROPS line item 4 during the 17/18 ROPS period.	1	-	Y	\$-	-	-	-	-	-	\$-	-	-	-	-	-	\$-

**Mission Viejo**  
**Recognized Obligation Payment Schedule (ROPS 22-23) - Report of Cash Balances**  
**July 1, 2019 through June 30, 2020**  
 (Report Amounts in Whole Dollars)

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	C	D	E	F	G	H	
		<b>Fund Sources</b>						
		<b>Bond Proceeds</b>		<b>Reserve Balance</b>	<b>Other Funds</b>	<b>RPTTF</b>		
	<b>ROPS 19-20 Cash Balances (07/01/19 - 06/30/20)</b>	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	<b>Comments</b>	
1	<b>Beginning Available Cash Balance (Actual 07/01/19)</b> RPTTF amount should exclude "A" period distribution amount.			629,410		367,636		
2	<b>Revenue/Income (Actual 06/30/20)</b> RPTTF amount should tie to the ROPS 19-20 total distribution from the County Auditor-Controller					1,306,364		
3	<b>Expenditures for ROPS 19-20 Enforceable Obligations (Actual 06/30/20)</b>			-		1,451,642		
4	<b>Retention of Available Cash Balance (Actual 06/30/20)</b> RPTTF amount retained should only include the amounts distributed as reserve for future period(s)			629,410			Column E equals \$257,076 from ROPS period 17-18 distributed to ROPS period 20-21 by DOF; and \$372,334 from ROPS period 18-19 distributed to ROPS period 21-22 by DOF.	
5	<b>ROPS 19-20 RPTTF Prior Period Adjustment</b> RPTTF amount should tie to the Agency's ROPS 19-20 PPA form submitted to the CAC		No entry required				222,358	
6	<b>Ending Actual Available Cash Balance (06/30/20)</b>	\$-	\$-	\$-	\$-	\$-		





**Mission Viejo  
 Recognized Obligation Payment Schedule (ROPS 22-23) - Notes  
 July 1, 2022 through June 30, 2023**

Item #	Notes/Comments
1	
2	
4	
7	
8	
27	
33	
37	
58	
68	

**City of Mission Viejo  
FY 22/23  
Administrative Allowance Estimated Expenditures**

		<u>Fiscal Year</u> <u>2022/2023</u>		<u>Successor</u> <u>Agency Hours</u>	<u>SA</u> <u>Administration</u>	<u>% of Est.</u> <u>Time Spent</u> <u>on SA</u> <u>Issues</u>
<b>Direct Personnel Costs</b>	<b>Department</b>	<u>Est. Costs</u>	<u>Hourly Rate</u>			
City Manager	City Manager	\$ 355,469	\$ 170.90	12	\$ 2,051	0.58%
Assistant City Manager/Director of Public Services	City Manager	341,615	164.24	6	985	0.29%
Executive Administrator	City Manager	71,734	45.98	3	138	0.14%
City Council	City Council	148,379	70.66	2	141	0.10%
City Clerk	City Clerk	183,715	88.32	2	177	0.10%
Director of Administrative Services	Administrative Services	307,527	147.85	117	17,261	5.61%
AS Manager-Treasury	Administrative Services	165,886	79.75	23	1,834	1.11%
Treasury Analyst	Administrative Services	132,548	63.73	95	6,022	4.54%
Administrative Assistant	Administrative Services	94,508	45.44	6	273	0.29%
<b>Total Direct Personnel Costs</b>				<b>265</b>	<b><u>28,883</u></b>	
<b>Other Direct Costs</b>						
Attorneys						
Stradling Yocca Carlson & Rauth	SA Attorney				25,000	
Audit Fees					2,400	
Bank Fees/Delivery/Postage/Office Supplies/Meeting costs					200	
<b>Total Other Direct Cost</b>					<b><u>27,600</u></b>	
<b>Indirect Costs (applied at 3.0% of total cost) 3.0%</b>						
Central Service Departments (per 6/2019 cost study)						
Interdepartmental		1,631,869			48,956	
City Council Administration (non-payroll)		56,648			1,699	
Commissions		97,594			2,928	
City Manager Administration (non-payroll)		324,982			9,749	
City Clerk Administration (non-payroll)		17,743			532	
Council Support (non-payroll)		3,650			110	
Elections (non-payroll)		97,450			2,924	
Administrative Services Admin (non-payroll)		13,379			401	
Accounting and Payroll		685,061			20,552	
Financial Planning and Budget		77,101			2,313	
Purchasing		155,786			4,674	
Treasury (non-payroll)		79,277			2,378	
Risk Management		318,844			9,565	
Human Resources		490,604			14,718	
Information Technology		3,389,199			101,676	
Fleet Maintenance		161,886			4,857	
Facilities Maintenance		951,469			28,544	
Cable Television		239,568			7,187	
Community Development Admin		254,277			7,628	
Community Development-Current Planning		547,179			16,415	
Community Development-Code Enforcement		329,314			9,879	
<b>Total Indirect Cost</b>					<b><u>297,686</u></b>	
<b>Total Estimated Cost</b>					<b><u>\$ 354,169</u></b>	
<b>Excess cost disallowed</b>					<b><u>(104,169)</u></b>	
<b>Maximum Admin Allowance</b>					<b><u>\$ 250,000</u></b>	

**City of Mission Viejo  
 FY 22/23  
 Administrative Allowance  
 Personnel Justification**

<i>Position</i>	<i>Department</i>	<i>Summary of Job Duties Pertaining to Successor Agency</i>	<i>Hours</i>	<i>Frequency</i>	<i>Total</i>
City Manager	City Manager	Oversees the entire dissolution process. Attend 2 SA meetings. Review all SA related documentes including agenda reports for both SA and OB meetings, and resolutions. Oversees contract with the City Attorney in relation to SA matters, including processing invoices and contract amendments. Oversees the activity at the Mall. Meets with the Mall manager regularly to discuss compliance with Mall Bond covenants, including uses of parking structure, tenancy and maintenance issues. Meets monthly with the Director of Community Development for updates on Mall issues, NCA development issues (located on the Mall Bond site property) and parking structure use issues. Meets with the Kaleidoscope manager regularly to discuss compliance with the covenants on that property, including tenancy, signage and maintenance issues and property sale issues.	1	12	<u>12</u>
<b>Total City Manager</b>					<b>12</b>
Assistant City Manager	City Manager	Provides support to the CM on oversight of entire dissolution process. Attend 2 SA meetings. Review SA related documentes including agenda reports and resolutions. Oversees the activity at the Mall. Meets with the Mall manager regularly to discuss compliance with Mall Bond covenants, including uses of parking structure, tenancy and maintenance issues. Review and approve plans related to the NCA development located on the Mall Bond site property. Meets with the Kaleidoscope manager regularly to discuss compliance with the covenants on that property, including tenancy, signage and maintenance issues and property sales issues.	0.5	12	<u>6</u>
<b>Total Assistant City Manager</b>					<b>6</b>
Executive Administrator	City Manager	Direct assistant to the City Manager and Asst City Manager in SA and OB related meetings, transaction processing (i.e. meet and confer related travel requests) and document prep. Estimate is equal to .25 hours per month.	0.25	12	<u>3</u>
<b>Total Executive Administrator</b>					<b>3</b>
City Council	City Council	Attendance at Successor Agency Meetings for 5 members	0.25	5	1.25
		Attendance at Successor Agency agenda planning mtgs for 2 members	0.25	2	0.5
		Execution of SA resolutions by Mayor	0.25	1	<u>0.25</u>
<b>Total City Council</b>					<b>2</b>

**City of Mission Viejo  
 FY 22/23  
 Administrative Allowance  
 Personnel Justification**

<i>Position</i>	<i>Department</i>	<i>Summary of Job Duties Pertaining to Successor Agency</i>	<i>Hours</i>	<i>Frequency</i>	<i>Total</i>
City Clerk	City Clerk	Preparation of Successor Agency Board meetings, including review of agenda	0.25	1	0.25
		Preparation of Successor Agency Board agendas	0.25	1	0.25
		Attendance at Successor Agency Board meetings	0.25	1	0.25
		Attendance at Successor Agency agenda planning meetings	0.25	1	0.25
		Preparation of minutes of Successor Agency Board meetings	0.25	1	0.25
		Review and execution of SA resolutions	0.25	1	0.25
		Filing and posting of SA resolutions in City document system	0.5	1	<u>0.5</u>
<b>Total City Clerk</b>					<b>2</b>
Director of Administrative Services	Administrative Services	Direct hours reported on timesheet for ROPS preparation, Mall Bond issues, preparation of SA and OB staff reports, attendance at meetings, etc. Based on 19-20 actuals hours.	116.75	1	<u>116.8</u>
<b>Total Director of Admin Services</b>					<b>116.8</b>
AS Manager-Treasury	Administrative Services	Direct hours reported on timesheet for ROPS preparation, Mall Bond issues, preparation of SA and OB staff reports, attendance at meetings, etc. Based on 19-20 actual hours.	23	1	<u>23</u>
<b>Total Treasury Manager</b>					<b>23</b>
Treasury Analyst	Administrative Services	Direct hours reported on timesheet for daily cash review, preparation of monthly bank reconciliation and Treasurer's Reports, processing invoices, update Mall Bond spreadsheets, preparation of wire transfers, etc. Based on 19-20 actuals hours.	94.5	1	<u>94.5</u>
<b>Total Treasury Analyst</b>					<b>94.5</b>
Administrative Assistant	Administrative Services	Direct assistant to the Director of Administrative Services for both SA and OB related meetings, transaction processing (i.e. meet and confer related travel requests) and document prep. Estimate is equal to .5 hours per month.	0.5	12	<u>6</u>
<b>Total Administrative Assistant</b>					<b>6</b>
					<u>265.3</u>

## SUCCESSOR AGENCY RESOLUTION 21-02

**A RESOLUTION OF THE SUCCESSOR AGENCY TO THE COMMUNITY DEVELOPMENT AGENCY OF THE CITY OF MISSION VIEJO APPROVING THE RECOGNIZED OBLIGATION PAYMENT SCHEDULE 22-23 A-B FOR THE ANNUAL FISCAL PERIOD OF JULY 1, 2022 TO JUNE 30, 2023, SUBJECT TO SUBMITTAL TO, AND REVIEW BY THE ORANGE COUNTYWIDE OVERSIGHT BOARD AND THE DEPARTMENT OF FINANCE UNDER THE DIVISION 24, PART 1.85 OF THE CALIFORNIA HEALTH AND SAFETY CODE, AND AUTHORIZING THE POSTING AND TRANSMITTAL THEREOF**

**WHEREAS**, the former Community Development Agency of the City of Mission Viejo (“former 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.*, 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, and most recently by Senate Bill 107 (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**, prior to July 1, 2018 under Dissolution Law, in particular Sections 34179 and 34180, all Mission Viejo Successor Agency actions were subject to the review and approval by a local seven-member oversight board, which oversaw and administered the Mission Viejo Successor Agency activities during the period from dissolution until June 30, 2018; and

**WHEREAS**, as of, on and after July 1, 2018 under Dissolution Law, in particular Sections 34179(j), in every California county there shall be only one oversight board that is staffed by the county auditor-controller, with certain exceptions that do not apply here; and

**WHEREAS**, every oversight board, both the prior local oversight board and this newly established Orange Countywide Oversight Board, has fiduciary responsibilities to the holders of enforceable obligations and to the taxing entities that benefit from distributions of property tax and other revenues under Dissolution Law, in particular Sections 34188; and

**WHEREAS**, Sections 34177(m), 34177(o) and 34179 provide that each Recognized Obligation Payment Schedule (“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 of California, Department of Finance (“DOF”); and

**WHEREAS**, Section 34177(o) of the Dissolution Law requires that the annual ROPS for the 22-23 A-B annual fiscal period of July 1, 2022 to June 30, 2023 (“ROPS 22-23 A-B”) shall be submitted to the DOF by the Successor Agency, after approval by the Oversight Board, no later than February 1, 2022; and to submit a copy of the ROPS 22-23 A-B to the County Auditor-Controller (“CAC”), the State Controller’s Office (“SCO”) and the DOF at the same time that the Successor Agency submits such ROPS to the Oversight Board for review; and

**WHEREAS**, the Successor Agency has reviewed the draft ROPS 22-23 A-B, including the FY 22-23 administrative budget, and desires to approve the ROPS 22-23 A-B and to authorize the Successor Agency staff to transmit the ROPS to the Oversight Board; and

**WHEREAS**, the Successor Agency staff is directed to post ROPS 22-23 A-B on the Successor Agency website ([www.cityofmissionviejo.org](http://www.cityofmissionviejo.org)).

**NOW, THEREFORE, THE SUCCESSOR AGENCY TO THE COMMUNITY DEVELOPMENT AGENCY OF THE CITY OF MISSION VIEJO DOES HEREBY RESOLVE AS FOLLOWS:**

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

**SECTION 2.** The Successor Agency hereby approves the ROPS 22-23 A-B submitted herewith as Attachment 1, which schedule is incorporated herein by this reference, under the requirements of the Dissolution Law; provided however, ROPS 22-23 A-B is approved subject to transmittal of ROPS 22-23 A-B to the Oversight Board for review and approval and a copy of the ROPS is sent concurrently to the CAC, SCO, and DOF. Further, the Director of Administrative Services or her designee(s), in consultation with legal counsel, is hereby authorized to request and complete meet and confer session(s), if any, with the DOF and authorized to make augmentations, modifications, additions or revisions as may be necessary or directed by DOF, and changes, if any, will be reported back to the Successor Agency.

**SECTION 3.** After approval by the Oversight Board, the Successor Agency authorizes transmittal of the approved ROPS 22-23 A-B again to the CAC, SCO and DOF.

**SECTION 4.** The Director of Administrative Services of the Successor Agency, or her authorized designee(s), is directed to post this Resolution, including the ROPS 22-23 A-B, on the Successor Agency website ([www.cityofmissionviejo.org](http://www.cityofmissionviejo.org)) under the Dissolution Law.

**SECTION 5.** The Secretary of the Successor Agency shall certify to the adoption of this Resolution.

**APPROVED AND ADOPTED** this 14<sup>th</sup> day of December 2021.



Trish Kelley, Chair  
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, Kimberly Schmitt, Secretary 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 Successor Agency at a regular meeting held on the 14<sup>th</sup> day of December 2021, and that it was so adopted by the following vote:

AYES: Bucknum, Goodell, Kelley, Rath, and Sachs  
NOES: None  
ABSENT: None



Kimberly Schmitt, Secretary  
Successor Agency to the Community  
Development Agency of the City of Mission Viejo





Transmitted via e-mail

April 8, 2021

Cheryl Dyas, Director of Administrative Services  
City of Mission Viejo  
200 Civic Center  
Mission Viejo, CA 92691

### **2021-22 Annual Recognized Obligation Payment Schedule**

Pursuant to Health and Safety Code (HSC) section 34177 (o) (1), the City of Mission Viejo Successor Agency (Agency) submitted an annual Recognized Obligation Payment Schedule for the period July 1, 2021 through June 30, 2022 (ROPS 21-22) to the California Department of Finance (Finance) on January 28, 2021. Finance has completed its review of the ROPS 21-22.

Based on a sample of line items reviewed and application of the law, Finance approves all of the items listed on the ROPS 21-22 at this time.

Pursuant to HSC section 34186, successor agencies are required to report differences between actual payments and past estimated obligations (prior period adjustments) for the July 1, 2018 through June 30, 2019 (ROPS 18-19) period. The ROPS 18-19 prior period adjustment (PPA) will offset the ROPS 21-22 Redevelopment Property Tax Trust Fund (RPTTF) distribution. The amount of RPTTF authorized includes the PPA resulting from the County Auditor-Controller's review of the PPA form submitted by the Agency.

The Agency's maximum approved RPTTF distribution for the reporting period is \$1,640,817, as summarized in the Approved RPTTF Distribution table (see Attachment).

RPTTF distributions occur biannually, one distribution for the July 1, 2021 through December 31, 2021 period (ROPS A period), and one distribution for the January 1, 2022 through June 30, 2022 period (ROPS B period), based on Finance's approved amounts. Since this determination is for the entire ROPS 21-22 period, the Agency is authorized to receive up to the maximum approved RPTTF through the combined ROPS A and B period distributions.

This is our final determination regarding the obligations listed on the ROPS 21-22. This determination only applies to items when funding was requested for the 12-month period. If a determination by Finance in a previous ROPS is currently the subject of litigation, the item will continue to reflect the determination until the matter is resolved.

The ROPS 21-22 form submitted by the Agency and this determination letter will be posted on our website:

<http://dof.ca.gov/Programs/Redevelopment/ROPS/>

Cheryl Dyas  
April 8, 2021  
Page 2

This determination is effective for the ROPS 21-22 period only and should not be conclusively relied upon for future ROPS periods. All items listed on a future ROPS are subject to Finance's review and may be adjusted even if not adjusted on this ROPS or a preceding ROPS. The only exception is for items that have received a Final and Conclusive determination from Finance pursuant to HSC section 34177.5 (i). Finance's review of Final and Conclusive items is limited to confirming the scheduled payments as required by the obligation.

The amount available from the RPTTF is the same as the amount of property tax increment available prior to the enactment of the redevelopment dissolution law. Therefore, as a practical matter, the ability to fund the items on the ROPS with property tax increment is limited to the amount of funding available to the Agency in the RPTTF.

Please direct inquiries to Anna Kyumba, Supervisor, or Garrett Fujitani, Staff, at (916) 322-2985.

Sincerely,



 JENNIFER WHITAKER  
Program Budget Manager

cc: Sherry Merrifield, Administrative Assistant, City of Mission Viejo  
Wendy Tsui, Administrative Manager I, Property Tax Unit, Orange County

<b>Approved RPTTF Distribution July 2021 through June 2022</b>			
	<b>ROPS A</b>	<b>ROPS B</b>	<b>Total</b>
RPTTF Requested	\$ 879,128	\$ 884,023	\$ 1,763,151
Administrative RPTTF Requested	125,000	125,000	250,000
<b>Total RPTTF Requested</b>	<b>1,004,128</b>	<b>1,009,023</b>	<b>2,013,151</b>
<b>RPTTF Authorized</b>	<b>879,128</b>	<b>884,023</b>	<b>1,763,151</b>
<b>Administrative RPTTF Authorized</b>	<b>125,000</b>	<b>125,000</b>	<b>250,000</b>
ROPS 18-19 prior period adjustment (PPA)	(372,334)	0	(372,334)
<b>Total RPTTF Approved for Distribution</b>	<b>\$ 631,794</b>	<b>\$ 1,009,023</b>	<b>\$ 1,640,817</b>



Transmitted via e-mail

April 10, 2020

Cheryl Dyas, Director of Administrative Services  
City of Mission Viejo  
200 Civic Center  
Mission Viejo, CA 92691

### **2020-21 Annual Recognized Obligation Payment Schedule**

Pursuant to Health and Safety Code (HSC) section 34177 (o) (1), the City of Mission Viejo Successor Agency (Agency) submitted an annual Recognized Obligation Payment Schedule for the period of July 1, 2020 through June 30, 2021 (ROPS 20-21) to the California Department of Finance (Finance) on January 31, 2020. Finance has completed its review of the ROPS 20-21.

Based on a sample of line items reviewed and application of the law, Finance is approving all of the items listed on the ROPS 20-21 at this time.

Pursuant to HSC section 34186, successor agencies are required to report differences between actual payments and past estimated obligations (prior period adjustments) for the July 1, 2017 through June 30, 2018 (ROPS 17-18) period. Reported differences in Redevelopment Property Tax Trust Fund (RPTTF) are used to offset current RPTTF distributions. The amount of RPTTF authorized includes the prior period adjustment (PPA) resulting from the County Auditor-Controller's review of the PPA form submitted by the Agency.

The Agency's maximum approved RPTTF distribution for the reporting period is \$1,732,413, as summarized in the Approved RPTTF Distribution table (see Attachment).

RPTTF distributions occur biannually, one distribution for the July 1, 2020 through December 31, 2020 period (ROPS A period), and one distribution for the January 1, 2021 through June 30, 2021 period (ROPS B period), based on Finance's approved amounts. Since this determination is for the entire ROPS 20-21 period, the Agency is authorized to receive up to the maximum approved RPTTF through the combined ROPS A and B period distributions.

Absent a Meet and Confer, this is our final determination regarding the obligations listed on the ROPS 20-21. This determination only applies to items when funding was requested for the 12-month period. If a denial by Finance in a previous ROPS is currently the subject of litigation, the item will continue to be deemed denied until the matter is resolved.

Cheryl Dyas  
April 10, 2020  
Page 2

The ROPS 20-21 form submitted by the Agency and this determination letter will be posted on our website:


<http://dof.ca.gov/Programs/Redevelopment/ROPS/>

This determination is effective for the ROPS 20-21 period only and should not be conclusively relied upon for future ROPS periods. All items listed on a future ROPS are subject to review and may be denied even if not denied on this ROPS or a preceding ROPS. The only exception is for items that have received a Final and Conclusive determination from Finance pursuant to HSC section 34177.5 (i). Finance's review of Final and Conclusive items is limited to confirming the scheduled payments as required by the obligation.

The amount available from the RPTTF is the same as the amount of property tax increment available prior to the enactment of the redevelopment dissolution law. Therefore, as a practical matter, the ability to fund the items on the ROPS with property tax increment is limited to the amount of funding available to the Agency in the RPTTF.

Please direct inquiries to Anna Kyumba, Supervisor, or Satveer Ark, Analyst, at (916) 322-2985.

Sincerely,



JENNIFER WHITAKER  
Program Budget Manager

cc: Sherry Merrifield, Administrative Assistant, City of Mission Viejo  
Israel M. Guevara, Administrative Manager, Property Tax Section, Orange County

**Attachment**

<b>Approved RPTTF Distribution July 2020 through June 2021</b>			
	<b>ROPS A</b>	<b>ROPS B</b>	<b>ROPS 20-21 Total</b>
RPTTF Requested	\$ 869,672	\$ 886,317	\$ 1,755,989
Administrative RPTTF Requested	125,000	125,000	250,000
<b>Total RPTTF Requested</b>	<b>994,672</b>	<b>1,011,317</b>	<b>2,005,989</b>
<b>RPTTF Authorized</b>	<b>869,672</b>	<b>886,317</b>	<b>1,755,989</b>
<b>Administrative RPTTF Authorized</b>	<b>125,000</b>	<b>125,000</b>	<b>250,000</b>
ROPS 17-18 prior period adjustment (PPA)	(273,576)	0	(273,576)
<b>Total RPTTF Approved for Distribution</b>	<b>\$ 721,096</b>	<b>\$ 1,011,317</b>	<b>\$ 1,732,413</b>

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

**Successor Agency:** Mission Viejo

**County:** Orange

<b>Current Period Requested Funding for Enforceable Obligations (ROPS Detail)</b>	<b>21-22A Total (July - December)</b>	<b>21-22B Total (January - June)</b>	<b>ROPS 21-22 Total</b>
<b>A Enforceable Obligations Funded as Follows (B+C+D)</b>	\$ -	\$ -	\$ -
B Bond Proceeds	-	-	-
C Reserve Balance	-	-	-
D Other Funds	-	-	-
<b>E Redevelopment Property Tax Trust Fund (RPTTF) (F+G)</b>	<b>\$ 1,004,128</b>	<b>\$ 1,009,023</b>	<b>\$ 2,013,151</b>
F RPTTF	879,128	884,023	1,763,151
G Administrative RPTTF	125,000	125,000	250,000
<b>H Current Period Enforceable Obligations (A+E)</b>	<b>\$ 1,004,128</b>	<b>\$ 1,009,023</b>	<b>\$ 2,013,151</b>

**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 Probofsky, chairman  
 Name Title

/s/ [Signature]  
 Signature Date

**Mission Viejo**  
**Recognized Obligation Payment Schedule (ROPS 21-22) - ROPS Detail**  
**July 1, 2021 through June 30, 2022**

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W
Item #	Project Name	Obligation Type	Agreement Execution Date	Agreement Termination Date	Payee	Description	Project Area	Total Outstanding Obligation	Retired	ROPS 21-22 Total	ROPS 21-22A (Jul - Dec)					21-22A Total	ROPS 21-22B (Jan - Jun)					21-22B Total
											Fund Sources						Fund Sources					
											Bond Proceeds	Reserve Balance	Other Funds	RPTTF	Admin RPTTF		Bond Proceeds	Reserve Balance	Other Funds	RPTTF	Admin RPTTF	
								\$13,377,789		\$2,013,151	\$-	\$-	\$-	\$879,128	\$125,000	\$1,004,128	\$-	\$-	\$-	\$884,023	\$125,000	\$1,009,023
1	1999 Variable Rate Demand Revenue Bonds (Mission Viejo Mall Improvement Project)	Bonds Issued On or Before 12/31/10	05/01/1999	09/01/2028	BNY Mellon Corporate Trust	Bond Pledge	1	12,913,389	N	\$1,722,651	-	-	-	854,378	-	\$854,378	-	-	-	868,273	-	\$868,273
2	1999 Variable Rate Demand Revenue Bonds (Mission Viejo Mall Improvement Project)	OPA/DDA/ Construction	02/20/2012	09/01/2028	Stradling Yocca Carlson Rauth	OPA-Bond/ Covenant Compliance	1	-	N	\$-	-	-	-	-	-	\$-	-	-	-	-	-	\$-
4	1999 Variable Rate Demand Revenue Bonds (Mission Viejo Mall Improvement Project)	Fees	07/01/2010	09/01/2028	HdL Coren & Cone	Net Tax Increment Calculations per Pledge Agreement	1	132,000	N	\$16,500	-	-	-	8,250	-	\$8,250	-	-	-	8,250	-	\$8,250
7	Camino Capistrano Bridge Improvements	OPA/DDA/ Construction	02/20/2012	06/30/2033	Stradling Yocca Carlson Rauth	Project Development	1	-	N	\$-	-	-	-	-	-	\$-	-	-	-	-	-	\$-
8	Camino Capistrano Bridge Improvements	OPA/DDA/ Construction	09/04/2002	06/30/2033	Davis Company	Economic Planning	1	-	N	\$-	-	-	-	-	-	\$-	-	-	-	-	-	\$-
27	Administration	Admin Costs	02/01/2012	06/30/2033	City of Mission Viejo	Administration	1	250,000	N	\$250,000	-	-	-	-	125,000	\$125,000	-	-	-	-	125,000	\$125,000
33	Camino Capistrano Bridge Improvements	Improvement/ Infrastructure	01/27/1993	06/30/2033	Contractor	Construction of Improvements	1	-	N	\$-	-	-	-	-	-	\$-	-	-	-	-	-	\$-
37	1999 Variable	Bonds Issued	07/01/	06/30/2028	Arbitrage	Arbitrage	1	5,900	N	\$-	-	-	-	-	-	\$-	-	-	-	-	-	\$-



A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	
Item #	Project Name	Obligation Type	Agreement Execution Date	Agreement Termination Date	Payee	Description	Project Area	Total Outstanding Obligation	Retired	ROPS 21-22 Total	ROPS 21-22A (Jul - Dec)					21-22A Total	ROPS 21-22B (Jan - Jun)					21-22B Total	
											Fund Sources						Fund Sources						
											Bond Proceeds	Reserve Balance	Other Funds	RPTTF	Admin RPTTF		Bond Proceeds	Reserve Balance	Other Funds	RPTTF	Admin RPTTF		
	Rate Demand Revenue Bonds (Mission Viejo Mall Improvement Project)	On or Before 12/31/10	2014		Compliance Specialists, Inc.	rebate calculation																	
58	1999 Variable Rate Demand Revenue Bonds (Mission Viejo Mall Improvement Project)	Bonds Issued On or Before 12/31/10	05/01/1999	09/01/2028	BNY Mellon Trust	Bond Trustee fees	1	60,000	N	\$7,500	-	-	-	-	-	\$-	-	-	-	7,500	-	\$7,500	
68	Settlement Agreement-dated August 2018	Litigation	08/18/2018	09/01/2028	Mission Viejo Successor Agency	Reimbursement for costs paid to HdI for ROPS line item 4 during the 17/18 ROPS period.	1	16,500	N	\$16,500	-	-	-	16,500	-	\$16,500	-	-	-	-	-	-	\$-

**Mission Viejo**  
**Recognized Obligation Payment Schedule (ROPS 21-22) - Report of Cash Balances**  
**July 1, 2018 through June 30, 2019**  
(Report Amounts in Whole Dollars)

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	C	D	E	F	G	H
		<b>Fund Sources</b>					
		<b>Bond Proceeds</b>		<b>Reserve Balance</b>	<b>Other Funds</b>	<b>RPTTF</b>	
	<b>ROPS 18-19 Cash Balances (07/01/18 - 06/30/19)</b>	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	<b>Comments</b>
<b>1</b>	<b>Beginning Available Cash Balance (Actual 07/01/18)</b> RPTTF amount should exclude "A" period distribution amount.			730,639	7,100		
<b>2</b>	<b>Revenue/Income (Actual 06/30/19)</b> RPTTF amount should tie to the ROPS 18-19 total distribution from the County Auditor-Controller			13,095		1,651,328	Cell E2. Amount is receipt by the Successor Agency from the City for DOF disallowed costs in 16/17.
<b>3</b>	<b>Expenditures for ROPS 18-19 Enforceable Obligations (Actual 06/30/19)</b>			119,022	7,100	1,278,995	
<b>4</b>	<b>Retention of Available Cash Balance (Actual 06/30/19)</b> RPTTF amount retained should only include the amounts distributed as reserve for future period(s)			641,212			\$367,636 is RPTTF from 16-17 distributed to ROPS 19-20 by DOF; and \$273,576 is RPTTF from 17-18 distributed to ROPS 20-21 by DOF
<b>5</b>	<b>ROPS 18-19 RPTTF Prior Period Adjustment</b> RPTTF amount should tie to the Agency's ROPS 18-19 PPA form submitted to the CAC			No entry required			
<b>6</b>	<b>Ending Actual Available Cash Balance (06/30/19)</b> C to F = (1 + 2 - 3 - 4), G = (1 + 2 - 3 - 4 - 5)	\$-	\$-	\$(16,500)	\$-	\$372,333	

**Mission Viejo**  
**Recognized Obligation Payment Schedule (ROPS 21-22) - Notes**  
**July 1, 2021 through June 30, 2022**

Item #	Notes/Comments
1	
2	
4	
7	
8	
27	
33	
37	
58	
68	<p>DOF reclassified item 4 on the 17/18 ROPs to admin. The settlement agreement (section 1.b.) specifically states that DOF agrees to reverse classification and fund as a separate enforceable obligation. City tried to amend the 18/19 ROPS to receive these funds but were denied. City tried to report the amount as an enforceable obligation on the 17/18 PPA, but DOF clawed it back and applied the amount to ROPS period 20/21. City is now requesting the amount as a separate line so DOF will approve funding and honor the settlement agreement.</p>

**City of Mission Viejo**  
**FY 21/22**  
**Administrative Allowance Estimated Expenditures**

		<u>Fiscal Year</u>		<u>Successor</u>	<u>SA</u>	<u>% of Est.</u>
	<u>Department</u>	<u>2021/2022</u>	<u>Hourly Rate</u>	<u>Agency Hours</u>	<u>Administration</u>	<u>Time Spent</u>
<i><b>Direct Personnel Costs</b></i>		<u>Est. Costs</u>				<u>on SA</u>
						<u>Issues</u>
City Manager	City Manager	\$ 363,860	\$ 182.53	24	\$ 4,381	1.15%
Assistant City Manager/Director of Public Services	City Manager	310,135	155.95	12	1,871	0.58%
Senior Executive Assistant	City Manager	121,623	60.91	12	731	0.58%
City Council	City Council	126,640	61.44	4	246	0.19%
City Clerk	City Clerk	250,708	62.67	3	188	0.14%
Director of Administrative Services	Administrative Services	254,947	128.38	125	16,048	6.01%
AS Manager-Treasury	Administrative Services	137,728	69.16	20	1,383	0.96%
Treasury Analyst	Administrative Services	109,799	54.92	91	4,970	4.35%
Administrative Assistant	Administrative Services	68,802	34.47	22	767	1.07%
<b>Total Direct Personnel Costs</b>				313	<b>30,585</b>	
<i><b>Other Direct Costs</b></i>						
Attorneys						
Stradling Yocca Carlson & Rauth	SA Attorney				15,000	
Lozano Smith	City Attorney				1,500	
Audit Fees						2,400
Bank Fees/Delivery/Postage/Office Supplies/Meeting costs						200
<b>Total Other Direct Cost</b>					<b>19,100</b>	
<i><b>Indirect Costs (applied at 2.4% of total cost) 2.4%</b></i>						
Central Service Departments (per 6/2019 cost study)						
Interdepartmental		1,132,198			27,169	
City Council Administration (non-payroll)		60,453			1,451	
Commissions		84,618			2,031	
City Manager Administration (non-payroll)		282,315			6,776	
City Clerk Administration (non-payroll)		11,386			273	
Council Support (non-payroll)		3,600			86	
Elections		73,200			1,757	
Administrative Services Admin (non-payroll)		13,984			336	
Accounting and Payroll		555,521			13,333	
Financial Planning and Budget		70,897			1,702	
Purchasing		114,374			2,745	
Treasury (non-payroll)		86,500			2,076	
Risk Management		291,034			6,985	
Human Resources		334,145			8,019	
Information Technology		3,195,267			76,686	
Fleet Maintenance		169,165			4,060	
Facilities Maintenance		559,467			13,427	
Cable Television		279,467			6,707	
Community Development Admin		212,767			5,106	
Community Development-Current Planning		466,972			11,207	
Community Development-Code Enforcement		349,297			8,383	
<b>Total Indirect Cost</b>					<b>200,315</b>	
<b>Total Estimated Cost</b>					<b>\$ 250,000</b>	

**City of Mission Viejo  
FY 21/22  
Administrative Allowance  
Personnel Justification**

<i>Position</i>	<i>Department</i>	<i>Summary of Job Duties Pertaining to Successor Agency</i>	<i>Hours</i>	<i>Frequency</i>	<i>Total</i>
City Manager	City Manager	Oversees the entire dissolution process. Attends SA, OB and Meet and Confer meetings as well as numerous staff meetings regarding SA. Hours include 2 hours per month for non-reported hours.	2	12	<u>24</u>
<b>Total City Manager</b>					<b>24</b>
Assistant City Manager/Director of Public Services	City Manager	Support to City Manager and attendance at SA and OB related meetings. Estimate is equal to 1 hours per month.	1	12	<u>12</u>
<b>Total Assistant City Manager</b>					<b>12</b>
Senior Executive Assistant	City Manager	Direct assistant to the City Manager and Asst City Manager in SA and OB related meetings, transaction processing (i.e. meet and confer related travel requests) and document prep. Estimate is equal to 1 hours per month.	1	12	<u>12</u>
<b>Total Senior Executive Assistant</b>					<b>12</b>
City Council	City Council	Attendance at Successor Agency Meetings for 5 members	1.25	2	2.5
		Attendance at Successor Agency agenda planning mtgs for 2 members	0.5	2	1
		Execution of SA resolutions by Mayor	0.25	2	<u>0.5</u>
<b>Total City Council</b>					<b>4</b>
City Clerk	City Clerk	Preparation of Successor Agency Board meetings, including review of agenda	0.5	2	1
		Attendance at Successor Agency Board meetings	0.25	2	0.5
		Attendance at Successor Agency agenda planning meetings	0.25	2	0.5
		Preparation of minutes of Successor Agency Board meetings	0.25	2	0.5
		Review and execution of SA resolutions	0.25	2	<u>0.5</u>
<b>Total City Clerk</b>					<b>3</b>

City of Mission Viejo  
 FY 21/22  
 Administrative Allowance  
 Personnel Justification

<i>Position</i>	<i>Department</i>	<i>Summary of Job Duties Pertaining to Successor Agency</i>	<i>Hours</i>	<i>Frequency</i>	<i>Total</i>
Director of Administrative Services	Administrative Services	Direct hours reported on timesheet for ROPS preparation, Mall Bond issues, preparation of SA and OB staff reports, attendance at meetings, etc. Based on actual hours on timesheet	125	1	<u>125</u>
<b>Total Director of Admin Services</b>					<b>125</b>
AS Manager-Treasury	Administrative Services	Direct hours reported on timesheet for ROPS preparation, Mall Bond issues, preparation of SA and OB staff reports, attendance at meetings, etc. Based on actual hours on timesheet.	20	1	<u>20</u>
<b>Total Treasury Manager</b>					<b>20</b>
Treasury Analyst	Administrative Services	Review daily cash in bank account on a daily basis and prepare report for review by Treasury Manager and Director	0.25	260	65
		Prepare monthly Treasurer's Report	0.5	12	6
		Bank reconciliation	0.5	12	6
		Quarterly transaction and file maintenance	0.5	4	2
		Processing check requests for a/p invoices	0.25	6	1.5
		Update Mall Bond spreadsheets	1	4	4
		Review update Mall Bond speradsheet quarterly	1.25	4	5
		Set up SA cash and investment accounts/close RDA accounts	0	2	0
		Prepare wire transfer requests and process transactions	0.5	2	<u>1</u>
<b>Total Treasury Analyst</b>		<b>(Total agrees w/ actual hours reported on timesheet)</b>			<b>90.5</b>
Administrative Assistant	Administrative Services	General support to the Director of Administrative Services	1	12	12
		Preparation of Successor Agency staff reports	1	2	2
		Preparation of Oversight Board staff reports	0	6	0
		Preparation of Oversight Board agenda, including delivery	0	0	0
		Preparation/Cleanup of Oversight Board meetings	0	0	0
		Attendance of Oversight Board meetings	0	0	0
		Preparation of minutes of OB meetings	0	0	0
		Processing and execution of OB resolutions	0	6	0
		Posting of OB resolutions, ROPS and other docs on website	0.5	4	2
		Submittal of OB docs to DOF	0.25	4	1
		Processing SA related public requests under the Brown Act	0	0	0
		Scan/attach/code accounts payable invoices into accounting system	0.25	21	<u>5.25</u>
<b>Total Administrative Assistant</b>					<b>22.25</b>
					312.75

**Recognized Obligation Payment Schedule (ROPS 20-21) - Summary**  
**Filed for the July 1, 2020 through June 30, 2021 Period**

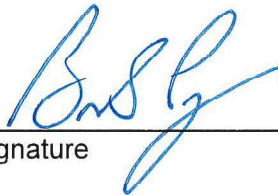
**Successor Agency:** Mission Viejo  
**County:** Orange

<b>Current Period Requested Funding for Enforceable Obligations (ROPS Detail)</b>	<b>20-21A Total (July - December)</b>	<b>20-21B Total (January - June)</b>	<b>ROPS 20-21 Total</b>
<b>A Enforceable Obligations Funded as Follows (B+C+D)</b>	\$ -	\$ -	\$ -
B Bond Proceeds	-	-	-
C Reserve Balance	-	-	-
D Other Funds	-	-	-
<b>E Redevelopment Property Tax Trust Fund (RPTTF) (F+G)</b>	<b>\$ 994,672</b>	<b>\$ 1,011,317</b>	<b>\$ 2,005,989</b>
F RPTTF	869,672	886,317	1,755,989
G Administrative RPTTF	125,000	125,000	250,000
<b>H Current Period Enforceable Obligations (A+E)</b>	<b>\$ 994,672</b>	<b>\$ 1,011,317</b>	<b>\$ 2,005,989</b>

**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/  1-28-2020  
 Signature Date







**Mission Viejo**  
**Recognized Obligation Payment Schedule (ROPS 20-21) - Report of Cash Balances**  
**July 1, 2017 through June 30, 2018**  
 (Report Amounts in Whole Dollars)

A	B	C	D	E	F	G	H			
								Fund Sources		
								Bond Proceeds	Reserve Balance	Other Funds
	ROPS 17-18 Cash Balances (07/01/17 - 06/30/18)	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.	RPTTF	Comments			
1	<b>Beginning Available Cash Balance (Actual 07/01/17)</b> RPTTF amount should exclude "A" period distribution amount.	-	-	473,564	7,100	-				
2	<b>Revenue/Income (Actual 06/30/18)</b> RPTTF amount should tie to the ROPS 17-18 total distribution from the County Auditor-Controller	-	-	-	-	2,384,516				
3	<b>Expenditures for ROPS 17-18 Enforceable Obligations (Actual 06/30/18)</b>	-	-	-	-	2,127,440				
4	<b>Retention of Available Cash Balance (Actual 06/30/18)</b> RPTTF amount retained should only include the amounts distributed as reserve for future period(s)	-	-	473,564	7,100	-				
5	<b>ROPS 17-18 RPTTF Prior Period Adjustment</b> RPTTF amount should tie to the Agency's ROPS 17-18 PPA form submitted to the CAC			<b>No entry required</b>		257,076				
6	<b>Ending Actual Available Cash Balance (06/30/18)</b> C to F = (1 + 2 - 3 - 4), G = (1 + 2 - 3 - 4 - 5)	\$-	\$-	\$-	\$-	\$-				

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.

**Mission Viejo**  
**Recognized Obligation Payment Schedule (ROPS 20-21) - Notes**  
**July 1, 2020 through June 30, 2021**

Item #	Notes/Comments
1	None
2	
4	
7	
8	
27	
33	
37	
58	

**City of Mission Viejo  
FY 20/21  
Administrative Allowance Budget**

	<i>Department</i>	<u>Fiscal Year</u>	<u>Hourly</u>	<u>Successor</u>	<u>SA</u>	<u>% of Time</u>
		<u>2020/2021</u>	<u>Rate</u>	<u>Agency</u>	<u>Administration</u>	<u>Spent on SA</u>
<i>Direct Personnel Costs</i>		<u>Costs</u>		<u>Hours</u>		<u>Issues</u>
City Manager	City Manager	\$ 379,664	\$ 182.53	36.00	\$ 6,571	1.73%
Assistant City Manager/Director of Public Services	City Manager	324,371	155.95	36.00	5,614	1.73%
Executive Administrator	City Manager	126,700	60.91	12.00	731	0.58%
City Council	City Council	127,805	61.44	7.25	445	0.35%
City Clerk	City Clerk	130,356	62.67	8.00	501	0.38%
Director of Administrative Services	Administrative Services	267,028	128.38	112.00	14,378	5.38%
AS Manager-Treasury	Administrative Services	143,849	69.16	77.00	5,325	3.70%
AS Manager-Accounting	Administrative Services	149,123	71.69	49.00	3,513	2.36%
Treasury Analyst	Administrative Services	114,243	54.92	122.75	6,742	5.90%
Accountant	Administrative Services	89,634	43.09	50.00	2,155	2.40%
Junior Accountant	Administrative Services	88,373	42.49	22.00	935	1.06%
Payroll Technician	Administrative Services	74,202	35.67	39.00	1,391	1.88%
AS Manager-Budget & Purchasing	Administrative Services	143,950	69.21	20.00	1,384	0.96%
AS Analyst	Administrative Services	109,074	52.44	54.25	2,845	2.61%
Administrative Assistant	Administrative Services	71,689	34.47	10.00	345	0.48%
Community Development Director	Community Development	271,988	130.76	18.00	2,354	0.87%
Planning Technician	Community Development	106,803	51.35	13.00	668	0.63%
Section 115 pension trust payment		37,413			748	
<b>Total Direct Personnel Costs</b>					<b>56,645</b>	
<b>Other Direct Costs</b>						
Attorneys						
Stradling Yocca Carlson & Rauth	SA Attorney				15,000	
Lozano Smith	City Attorney				1,000	
Audit Fees					2,400	
Bank Fees/Delivery/Postage/Office Supplies/Meeting costs					200	
<b>Total Other Direct Cost</b>					<b>18,600</b>	
<b>Indirect Costs (applied at 2.0% of total cost)</b>						
Central Service Departments (per 6/19 cost study)						
Interdepartmental		2,093,475			41,870	
City Council Administration (non-payroll)		60,453			1,209	
Commissions		84,618			1,692	
City Manager Administration (non-payroll)		282,315			5,646	
City Clerk Administration (non-payroll)		11,386			228	
Council Support (non-payroll)		3,600			72	
Elections (non-payroll)		73,200			1,464	
Administrative Services Admin (non-payroll)		13,984			280	
Accounting and Payroll (non-payroll)		18,613			372	
Financial Planning and Budget (non-payroll)		2,580			52	
Purchasing (non-payroll)		1,330			27	
Treasury (non-payroll)		86,500			1,730	
Risk Management		291,034			5,821	
Human Resources		434,145			8,683	
Information Technology		3,395,267			67,905	
Fleet Maintenance		169,165			3,383	
Facilities Maintenance		659,467			13,189	
Cable Television		208,592			4,172	
Community Development Admin (non-payroll)		32,904			658	
Community Development-Current Planning		466,972			9,316	
Community Development-Code Enforcement		349,297			6,986	
<b>Total Indirect Cost</b>					<b>174,755</b>	
<b>Total Successor Agency Admin Allowance Cost</b>					<b>\$ 250,000</b>	