

RESOLUTION NO. 2024- 02

**RESOLUTION OF THE SAN MATEO COUNTY COUNTYWIDE OVERSIGHT BOARD APPROVING
THE RECOGNIZED OBLIGATION PAYMENT SCHEDULE (ROPS) 24-25 AND FY 2024-25
ADMINISTRATIVE BUDGET FOR THE PERIOD JULY 1, 2024 TO JUNE 30, 2025
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, 2024 to June 30, 2025, referred to as “ROPS 24-25”, claiming a total enforceable obligation amount of \$840,120 as set forth in the attached Exhibit A; 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 San Bruno Redevelopment Agency has prepared an administrative budget for the period July 1, 2024 to June 30, 2025, for \$22,170; as set forth in the attached Exhibit B; 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 San Bruno Successor Agency’s ROPS 24-25 and Fiscal Year 2024-25 Administrative Budget referenced hereto as Exhibits A and B and incorporated herein by this reference;

BE IT FURTHER RESOLVED, that the Oversight Board directs the Successor Agency to submit the ROPS 24-25 to the State Department of Finance upon approval by the Oversight Board.

* * *

Exhibit A – Successor Agency’s Recognized Obligation Payment Schedule 24-25
Exhibit B – Successor Agency’s FY 2024-25 Administrative Budget

Regularly passed and adopted this 8th day of January, 2024

AYES and in favor of said resolution:

Members: AIMEE ARMSBY
CHUCK BERNSTEIN
KEVIN BULTEMA
BARBARA CHRISTENSEN
MARK LEACH
JUSTIN MATES

NOES and against said resolution:

Member(s): NONE

Absent Member(s): MARK ADDIEGO



*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

**Recognized Obligation Payment Schedule (ROPS 24-25) - Summary
Filed for the July 1, 2024 through June 30, 2025 Period**

Successor Agency: San Bruno

County: San Mateo

Current Period Requested Funding for Enforceable Obligations (ROPS Detail)	24-25A Total (July - December)	24-25B Total (January - June)	ROPS 24-25 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)	\$ 75,810	\$ 764,310	\$ 840,120
F RPTTF	64,725	753,225	817,950
G Administrative RPTTF	11,085	11,085	22,170
H Current Period Enforceable Obligations (A+E)	\$ 75,810	\$ 764,310	\$ 840,120

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.

Barbara Christensen, Chair of Oversight Board
Name Title

/s/ Barbara Christensen 1/8/2024
Signature Date

San Bruno
Recognized Obligation Payment Schedule (ROPS 24-25) - ROPS Detail
July 1, 2024 through June 30, 2025

A Item #	B Project Name	C Obligation Type	D Agreement Execution Date	E Agreement Termination Date	F Payee	G Description	H Project Area	I Total Outstanding Obligation	J Retired	K ROPS 24-25 Total	L ROPS 24-25A (Jul - Dec)					Q 24-25A Total	R ROPS 24-25B (Jan - Jun)					W 24-25B Total
											M Fund Sources						N Fund Sources					
											O Bond Proceeds	P Reserve Balance	N Other Funds	O RPTTF	P Admin RPTTF		R Bond Proceeds	S Reserve Balance	T Other Funds	U RPTTF	V Admin RPTTF	
								\$8,576,400		\$840,120	\$-	\$-	\$-	\$64,725	\$11,085	\$75,810	\$-	\$-	\$-	\$753,225	\$11,085	\$764,310
4	Archstone I Owner Participation Agreement	OPA/DDA/ Construction	12/11/2002	07/01/2039	ASN Tanforan Crossing LLC	Tax increment reimbursement of affordable housing subsidy	San Bruno Redevelopment Project Area	4,665,000	N	\$311,000	-	-	-	-	-	\$-	-	-	-	311,000	-	\$311,000
5	Administrative Costs	Admin Costs	01/01/2030	07/01/2039	Successor Agency	Administrative Allowance	San Bruno Redevelopment Project Area	332,550	N	\$22,170	-	-	-	-	11,085	\$11,085	-	-	-	-	11,085	\$11,085
11	San Bruno Series 2019 Refunding Series 2000	Bond Reimbursement Agreements	03/01/2019	05/01/2031	Union Bank	2019 Refunding 2000 Certificates of Participation Reimbursement Agreement	San Bruno Redevelopment Project Area	3,561,350	N	\$504,450	-	-	-	64,725	-	\$64,725	-	-	-	439,725	-	\$439,725
12	Fiscal Agent Fees	Fees	03/01/2019	02/01/2031	Union Bank	Fiscal agent fees associated with the 2019 Reimbursement Agreement	San Bruno Redevelopment Project Area	17,500	N	\$2,500	-	-	-	-	-	\$-	-	-	-	2,500	-	\$2,500

San Bruno
Recognized Obligation Payment Schedule (ROPS 24-25) - Report of Cash Balances
July 1, 2021 through June 30, 2022
(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.							
A	B	C	D	E	F	G	H
		Fund Sources					Comments
		Bond Proceeds		Reserve Balance	Other Funds	RPTTF	
	ROPS 21-22 Cash Balances (07/01/21 - 06/30/22)	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 07/01/21) RPTTF amount should exclude "A" period distribution amount.			1,163,984		1,044,207	Beginning balance \$2,207,987.30; E: Ending balance of ROPS Cash Balance, plus PPA 17-18 \$501,942 + PPA 18-19 \$122,256 minus 19-20 Admin Advance 19,424 + G: PPA 19-20 \$625,868 minus PPA 20-21 \$498,994 -Admin Fees FY20 \$19,424 minus FY22 Admin costs \$15,474 and res bal \$21,814 per DOF letter 3/24/21
2	Revenue/Income (Actual 06/30/22) RPTTF amount should tie to the ROPS 21-22 total distribution from the County Auditor-Controller					757,785	per DOF letter dated 03/24/2021
3	Expenditures for ROPS 21-22 Enforceable Obligations (Actual 06/30/22)					745,084	Lse Rev Bond Prin \$425,825 4/5/22, Int \$85,825 10/28/.21; Fiscal Agent Fee \$3,350; \$15,474 *2 Admin Subsidy 199,136
4	Retention of Available Cash Balance (Actual 06/30/22) RPTTF amount retained should only include the amounts distributed as reserve for future period(s)						
5	ROPS 21-22 RPTTF Prior Period Adjustment RPTTF amount should tie to the Agency's ROPS 21-22 PPA			No entry required		864,567	Number ties to PPA submitted 10/1/22 "Available"

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
	<p align="center">ROPS 21-22 Cash Balances (07/01/21 - 06/30/22)</p>	Fund Sources					Comments
Bond Proceeds		Reserve Balance	Other Funds	RPTTF			
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		
	form submitted to the CAC						
6	Ending Actual Available Cash Balance (06/30/22) C to F = (1 + 2 - 3 - 4), G = (1 + 2 - 3 - 4 - 5)	\$-	\$-	\$1,163,984	\$-	\$192,341	

San Bruno
Recognized Obligation Payment Schedule (ROPS 24-25) - Notes
July 1, 2024 through June 30, 2025

Item #	Notes/Comments
4	
5	
11	
12	

Exhibit B

SUCCESSOR AGENCY CITY OF SAN BRUNO								
ADMINISTRATIVE BUDGET								
ROPS Period	22-23			23-24		24-25		Please specify budget methodology (Cost Allocation, Time Study etc)
Obligations Period	July 2022-June 2023			July 2023-June 2024		July 2024-June 2025		
Total Outstanding Obligations (\$)								
Total Number of Outstanding Obligations								
Staff	Description	Requested	Actual	Variance	Requested	Requested	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.	\$ 250	\$ 250	\$ -	\$ 250	\$ 250	\$ -	0.08%
Legal Services	Review and provide support for reports submitted to Department of Finance, San Mateo County Board, City Council and Oversight Board	\$ 500	\$ 500	\$ -	\$ 500	\$ 500	\$ -	0.16%
Interim Finance Director	Preparation of Recognized Obligation Payment Schedules and Administrative Budgets. Oversight of Financial Obligations of former RDA and preparation of Oversight Board Agenda Packets. Serves as liaison to the Department of Finance and follow up on related information requests. Attend Oversight Board Meetings in person requiring travel reimbursement and accommodations	\$ 9,540	\$ 9,540	\$ -	\$ 9,540	\$ 9,540	\$ -	3.45%
Finance 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.	\$ 8,401	\$ 8,401	\$ -	\$ 8,401	\$ 8,401	\$ -	4.34%
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.	\$ 500	\$ 500	\$ -	\$ 500	\$ 500	\$ -	0.28%
				\$ -			\$ -	
				\$ -			\$ -	
				\$ -			\$ -	
Sub-Total (Personnel Costs)		\$ 19,191	\$ 19,191	\$ -	\$ 19,191	\$ 19,191	\$ -	
Vendor/Payee	Description	Requested	Actual	Variance	Requested	Requested	Variance	
San Bruno Overhead	Payroll, IT, Accounts Payable, etc	\$ 2,879	\$ 2,879	\$ 0	\$ 2,879	\$ 2,879	\$ 0	15%
	Office supplies, utilities, communications, printing & copying	\$ 100	\$ 100	\$ -	\$ 100	\$ 100	\$ -	
Outside Legal Council	Outside legal costs for Successor Agency & Oversight Board	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
				\$ -			\$ -	
Sub-Total (Other Costs)		\$ 2,979	\$ 2,979	\$ 0	\$ 2,979	\$ 2,979	\$ 0	
Grand Total		\$ 22,170	\$ 22,170	\$ 0	\$ 22,170	\$ 22,170	\$ 0	