



CITY OF MONROVIA  
OFFICE OF THE CITY CLERK  
M E M O R A N D U M

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TO: MAYOR AND CITY COUNCIL  
FROM: ALICE D. ATKINS, MMC, CITY CLERK  
DATE: DECEMBER 19, 2023  
SUBJECT: DECEMBER 19, 2023 – REGULAR MEETING

Below are changes and updates related to tonight's meeting agenda.

**INVOCATION**

**Reverend Neil Tadken is *unable to attend tonight's meeting.***

**CONSENT CALENDAR**

**SA CC-3 Administrative Budget No.24-25A and 24-25B for the Successor Agency to the Monrovia Redevelopment Agency, Resolution No. SA2023-02**  
Staff Reference: Buffy Bullis, Administrative Services Director

*Resolution No. SA2023-02 was **inadvertently omitted** from the agenda packet. Please see attached.*

## RESOLUTION NO. SA2023-02

### A RESOLUTION OF THE BOARD OF DIRECTORS OF THE SUCCESSOR AGENCY TO THE MONROVIA REDEVELOPMENT AGENCY APPROVING PROPOSED ADMINISTRATIVE BUDGETS FOR THE SIX-MONTH FISCAL PERIODS FROM JULY 1, 2024, THROUGH DECEMBER 31, 2024, AND FROM JANUARY 1, 2025, THROUGH JUNE 30, 2025, AND TAKING CERTAIN RELATED ACTIONS

#### RECITALS:

A. Pursuant to Health and Safety Code Section 34177(j), the Successor Agency to the Monrovia Redevelopment Agency (the Successor Agency) must prepare a proposed administrative budget for each six-month fiscal period and submit each proposed administrative budget to the oversight board for the Successor Agency (the Oversight Board) for approval.

B. Each proposed administrative budget shall include all of the following: (1) estimated amounts for Successor Agency administrative costs for the upcoming six-month fiscal period; (2) proposed sources of payment for the costs identified in (1); and (3) proposals for arrangements for administrative and operations services provided by the City of Monrovia (the City) or another entity.

C. Pursuant to Health and Safety Code Section 34177(k), the Successor Agency is required to provide administrative cost estimates, from its approved administrative budget that are to be paid from property tax revenues deposited in the Redevelopment Property Tax Trust Fund, to the County Auditor-Controller for each six-month fiscal period.

D. Health and Safety Code Section 34173(h) authorizes the City to loan or grant funds to the Successor Agency for administrative costs, but the receipt and use of the funds must be reflected on the administrative budget or the Recognized Obligation Payment Schedule, and an enforceable obligation is deemed to be created for the repayment of such loans.

E. By Resolution No. SA2012-06, adopted by this Board of Directors (the Board) on April 3, 2012, and Resolution No. 2012-15, adopted by the City Council of the City on April 3, 2012, this Board and the City Council previously approved a Cooperative Agreement for Advance and Reimbursement of Administrative, Overhead and other Expenses (the Cooperative Agreement) by and between the City and the Successor Agency, pursuant to which the City may loan funds to the Successor Agency for administrative costs.

F. There has been presented to this Board for approval proposed administrative budgets for the Successor Agency for the six-month fiscal period from

July 1, 2024, through December 31, 2024 (Administrative Budget 24-25A), and from January 1, 2025, through June 30, 2025 (Administrative Budget 24-25B, together with Administrative Budget 24-25A, the Administrative Budgets).

**NOW, THEREFORE, THE BOARD OF DIRECTORS OF THE SUCCESSOR AGENCY TO THE MONROVIA REDEVELOPMENT AGENCY (THE “BOARD”), HEREBY FINDS, DETERMINES, RESOLVES, AND ORDERS AS FOLLOWS:**

Section 1. The above recitals are true and correct and are a substantive part of this Resolution.

Section 2. Administrative Budget 24-25, substantially in the form attached hereto as Exhibit A, is hereby approved.

Section 3. The Executive Director of the Successor Agency, in consultation with the Successor Agency’s legal counsel, may modify the Administrative Budgets as the Executive Director or the Successor Agency’s legal counsel deems necessary or advisable.

Section 4. Staff is hereby authorized and directed to submit the proposed Administrative Budgets to the Oversight Board for approval.

Section 5. The officers and other staff members of the Successor Agency are hereby authorized and directed, jointly and severally, to do any and all things which they may deem necessary or advisable to effectuate this Resolution and the Administrative Budgets and any such actions previously taken are hereby ratified and confirmed.

**PASSED, APPROVED AND ADOPTED** this 19th day of December 2023.

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Becky A. Shevlin, Chair  
Successor Agency to the Monrovia  
Redevelopment Agency

ATTEST:

APPROVED AS TO FORM:

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Alice D. Atkins, MMC, Secretary  
Successor Agency to the Monrovia  
Redevelopment Agency

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Craig A. Steele, City Attorney

## EXHIBIT A

**Monrovia Successor Agency  
Proposed Administrative Budget 24-25 (A and B)  
July 1, 2024 Through June 30, 2025**

Description	Admin Budget 24-25A	Admin Budget 24-25B	Annual Total
<b>Direct Costs - Salary and Benefits</b>			
<b><u>Direct Project Management Cost (Salary and Benefits) (See Note #1)</u></b>	<b>Semi-Annual</b>	<b>Semi-Annual</b>	<b>Annual</b>
City Manager (Executive Director) (2%)	3,521	3,521	7,042
Deputy City Manager (2%)	2,691	2,691	5,382
<b>Total Direct Project Management Cost</b>	<b>6,212</b>	<b>6,212</b>	<b>12,424</b>
<b><u>Direct Accounting/Bond Management/Document Management Costs (Salary and Benefits) (See Note #2)</u></b>			
Administrative Services Director- Acctg (3%)	4,748	4,748	9,496
Administrative Services Deputy Director- Acctg (3%)	3,087	3,087	6,174
Principal Accountant (10%)	9,371	9,371	18,742
Principal Accountant (10%)	8,952	8,952	17,904
Management Analyst (2%)	1,527	1,527	3,054
City Clerk (2%)	2,058	2,058	4,116
<b>Total Direct Accounting/Bond Management/Document Management Personnel Costs</b>	<b>29,743</b>	<b>29,743</b>	<b>59,486</b>
<b>Administrative Costs</b>			
<b><u>Contract Services</u></b>	<b>Semi-Annual</b>	<b>Semi-Annual</b>	<b>Annual</b>
Legal Services - Successor Agency	3,500	3,500	7,000
Audit Services (15% of Contract through June 30, 2025)	5,171	5,171	10,342
Consultants (Property Tax)	2,505	2,505	5,010
Continuing Disclosure Services	2,813	2,813	5,626
Arbitrage Reporting Services	1,000	1,000	2,000
OnBase (Digital Storage)/Microfilming/Munis Financial System)	6,048	6,048	12,096
<b><u>Other Administrative Costts</u></b>			
Printing & Copying (City of Monrovia)	500	500	1,000
Office Supplies (Amazon/Staples)	500	500	1,000
Miscellaneous (Other/Bank Fees)	750	750	1,500
Shredding Services (Annual document shredding)	200	200	400
Insurance (Liability and Worker's Compensation)	2,525	2,525	5,050
<b>Total Administrative Costs</b>	<b>25,512</b>	<b>25,512</b>	<b>51,024</b>
<b>Total Direct and Administrative Costs</b>	<b>61,467</b>	<b>61,467</b>	<b>122,934</b>
<i>Annual Adminstrative Cost Allowance Cap</i>			250,000
<b>Annual Amount Requested</b>			<b>122,934</b>

**Notes:**

Note #1: Costs related to managing remaining properties (2) awaiting disposition, management of agreements/obligations, and other SA direct management tasks.

Note #2: Costs related to accounting, auditing, and bond management/compliance. This includes maintaining accounting records, bank reconciliations, annual audit, ACFR preparation, debt service payments, continuing disclosure, bond indenture compliance, among many other tasks.