



**Auditor-Controller/Treasurer/Tax Collector**

**Community Development and Housing**

**San Bernardino Countywide Oversight Board  
Successor Agency Training  
June 6, 2018**

Oscar Valdez

Auditor-Controller/Treasurer/Tax Collector

Gary Hallen

Director, Community Development and Housing

In accordance with Senate Bill No. 107 (SB 107), Health and Safety Code (HSC) Section 34179(j), the 26 oversight boards currently in place in San Bernardino County will consolidate into one San Bernardino Countywide Oversight Board (CWOB) effective July 1, 2018. The CWOB shall be staffed by the County Auditor-Controller or by another county entity selected by the County Auditor-Controller.

The San Bernardino County Auditor-Controller has delegated this responsibility to the Community Development and Housing Agency

- Auditor-Controller/Treasurer/Tax Collector (ATC)
- Community Development and Housing Agency (CDHA)
- Countywide Oversight Board (CWOB) Members
- Successor Agencies

- Administering Redevelopment Property Tax Trusts Fund (RPTTF) distributions
- Pass-through calculations/payments to affected taxing entities (ATE)
- Reviewing the Recognized Obligation Payment Schedule (ROPS) and cash balances/disbursing RPTTF
- Preparing the residual calculations/payments to ATE
- Reviewing Insufficient Funds Notifications
- Distributing land sale proceeds
- Review Last and Final ROPS
- Review ROPS prior period adjustments

- **Oversee processes and procedures**
- **Review all Successor Agency CWOB Agenda Items**
- **Submit all CWOB Agenda Items for processing**
- **Distribute executed CWOB Agenda Items**
- **Staffing CWOB meetings**

- Administer the dissolution and wind down of the former redevelopment agency.
  - Preparation of ROPS
  - Bond refinancing
  - Sale of liquidation property(ies)
  
- Draft, submit, and present Successor Agency agenda items to the CWOB

- Fiduciary responsibility
- Attend all scheduled CWOB meetings
- Represent the appointing entity
- Serve without compensation or reimbursement for expenses.

The CWOB is deemed to be a local entity for purposes of the:

- **Brown Act**
  
- **Public Records Act**
  
- **Political Reform Act**

Training Manual – Page 2



## Pursuant to SB 107, HSC 34179(j) the CWOB Is Appointed as Follows:

Entity Name	Board Member Name
County Board of Supervisors	David Wert
City Selection Committee	Acquanetta Warren
Independent Special District Committee	Cindy Saks
County Superintendent of Education	Richard De Nava
Chancellor of the California Community Colleges	Lawrence Strong
County Board of Supervisors (public)	Kenneth Miller
Recognized Employee Organization (Teamsters Local 1932)	Mario Vasquez

**Items requiring CWOB approval include, but is not limited to:**

- Annual ROPS
- LRPMP Modifications
- Bond Refunding/ Refinancing
- ROPS Annual Amendments
- Property Disposition
  - LRPMP Language Requires CWOB Approval
  - Not Per LRPMP

Training Manual – Page 3

**Items requiring CWOB approval include, but is not limited to:**

- Last & Final ROPS
- Amendments to Last & Final ROPS
- Operational Loans
- Successor Agency Dissolution Requests

**NOTE:** ROPS Prior Period Adjustments (True-ups), do not require CWOB action

## Effective Date

Five (5) business days after submission to DOF, unless.....  
DOF requests a review.

## DOF Review

DOF has:

- 100 days to review and approve the Last and Final ROPS
- 30 days to approve or deny requests to formally dissolve a successor agency.

Training Manual – Page 3

**COUNTY WIDE OVERSIGHT BOARD MEETING DATES, TIMES AND LOCATIONS**

Meeting Date	Meeting Location	Meeting Time	Purpose
8/13/2018	County Board Chambers	1:00-5:00 pm	General Meeting
9/10/2018	County Board Chambers	1:00-5:00 pm	General Meeting
9/27/2018	County Board Chambers	1:00-5:00 pm	General Meeting
10/15/2018	County Board Chambers	1:00-5:00 pm	General Meeting
11/19/2018	County Board Chambers	1:00-5:00 pm	General Meeting
12/17/2018	County Board Chambers	1:00-5:00 pm	General Meeting
1/14/2019	County Board Chambers	9:00 am - 5:00 pm	Annual ROPS / General Meeting
1/23/2019	County Board Chambers	9:00 am - 12:00 pm	Annual ROPS / General Meeting
	HDGC (linked in to County Board Chambers)	1:00 pm - 5:00 pm	
1/28/2019	County Board Chambers	9:00 am - 5:00 pm	Annual ROPS / General Meeting
1/30/2019	County Board Chambers	9:00 am - 5:00 pm	Annual ROPS / General Meeting

## COUNTY WIDE OVERSIGHT BOARD MEETING DATES, TIMES AND LOCATIONS

Meeting Date	Meeting Location	Meeting Time	Purpose
February	No meeting		
3/11/2019	County Board Chambers	1:00-5:00 pm	General Meeting
4/8/2019	County Board Chambers	1:00-5:00 pm	General Meeting
5/20/2019	County Board Chambers	1:00-5:00 pm	General Meeting
6/17/2019	County Board Chambers	1:00-5:00 pm	General Meeting
<b>HDGC (High Desert Government Center, 15900 Smoke Tree Street, Hesperia)</b>			
<b>County Board Chambers (San Bernardino County Government Center Board Chambers - 385 N. Arrowhead Ave., First Floor, San Bernardino)</b>			

**COUNTY WIDE OVERSIGHT BOARD JANUARY 2019 MEETING  
SUCCESSOR AGENCY SCHEDULE**

Meeting Date	Meeting Location	Meeting Time	Purpose	Successory Agency Schedule
1/14/2019	County Board Chambers	9:00 am - 5:00 pm	Annual ROPS / General Meeting	Fontana (9:00 am - 10:00 am)
				City of San Bernardino (10:00 am - 11:00 am)
				Ontario (11:00 am - Noon)
				Montclair (1:00 pm - 2:00 pm)
				Rancho Cucamonga (2:00 pm - 3:00 pm)
				Rialto (3:00 pm - 4:00 pm)
				IVDA (4:00 pm - 5:00 pm)
1/23/2019	County Board Chambers	9:00 am - 12:00 pm	Annual ROPS / General Meeting	Apple Valley (9:00 am - 10:00 am)
	HDGC (linked in to County Board Chambers)	1:00 pm - 5:00 pm		Victorville (10:00 am - 11:00 am)
				VVEDA (11:00 am - Noon)
				Needles (1:00 pm - 2:00 pm)
				Adelanto (2:00 pm - 3:00 pm)
				Barstow (3:00 pm - 4:00 pm)
				Hesperia (4:00 pm - 5:00 pm)

**COUNTY WIDE OVERSIGHT BOARD JANUARY 2019 MEETING  
SUCCESSOR AGENCY SCHEDULE**

1/28/2019	County Board Chambers	9:00 am - 5:00 pm	Annual ROPS / General Meeting	Chino (9:00 am - 10:00 am)
				29 Palms (10:00 am - 11:00 am)
				Yucca Valley (11:00 am - Noon)
				Redlands (1:00 pm - 2:00 pm)
				Highland (2:00 pm - 3:00 pm)
				Colton (3:00 pm - 4:00 pm)
				Grand Terrace (4:00 pm - 5:00 pm)
1/30/2019	County Board Chambers	9:00 am - 5:00 pm	Annual ROPS / General Meeting	Loma Linda (9:00 am - 10:00 am)
				Upland (10:00 am - 11:00 am)
				Yucaipa (11:00 am - Noon)
				Big Bear (1:00 pm - 2:00 pm)
				County of San Bernardino (2:00 pm - 3:00 pm)



## Pursuant to HSC Section 34177 (m)

- DOF shall make its determination no later than 45 days after the Recognized Obligation Payment Schedule is submitted.
- Within five business days of DOF's determination, a Successor Agency may request additional review by DOF and an opportunity to meet and confer on disputed items (with exceptions)

- ATC will host
- Currently under development
- Information will be sent via email

# San Bernardino Countywide Oversight Board

[HOME](#)[BOARD MEMBERS](#)[NEWS](#)[CALENDAR](#)[SUCCESSOR AGENCIES](#)[AGENDAS/ MINUTES](#)[RESOURCES](#)[CONTACTS](#)

## Welcome to San Bernardino Countywide Oversight Board

### Latest News

Read about San Bernardino County Oversight Boards Latest News

[MORE NEWS](#)

### Successor Agencies



#### Highland

Greenspot Road Bridge Construction of a new 4-lane, 98'-wide bridge across Santa Ana River approximately 250' downstream from the existing ...

[Read More](#)

### Upcoming Events

#### [Countywide Oversight Board Meeting.](#)

July 16 @ 1:00 pm - 5:00 pm

#### [Countywide Oversight Board Meeting](#)

August 13 @ 1:00 pm - 5:00 pm

## Processes and Procedures

Training Manual – Page 4



**Exhibit D: CWOB Agenda Item Template**

ENTER SUBJECT  
 ENTER MEETING DATE  
 PAGE 2 OF 2



**REPORT/RECOMMENDATION TO THE SAN BERNARDINO COUNTYWIDE OVERSIGHT BOARD AND RECORD OF ACTION**



Month DD, YYYY

FROM: **ENTER NAME, Enter Title**  
**Enter Entity Name**

SUBJECT: **ENTER SUBJECT**

**RECOMMENDATION(S)**

Enter recommendation(s) here:

1. See "Countywide Oversight Board Item Instructions" for language to be used for each type of item in order for this document to be processed.
2. Items requiring Countywide oversight board approval are:
  - a. Adoption of Recognized Obligation Payment Schedule (Requires Resolution)
  - b. Long Range Property Management Plan Amendment (Requires Resolution and Worksheet)
  - c. Disposition of Property Per LRPMP (Requires Resolution, Appraisal and document showing Taxing Entity Share)
  - d. Expenditure of Bonds Proceeds (Requires Resolution and Agreement)
  - e. Issuance and Sale of Tax Allocation Bonds (Requires Resolution, Purchase Agreement, Savings Report, Indenture of Trust, Escrow Agreement)
  - f. Loan Repayment from Successor Agency to City/Entity (Requires Resolution, Agreement Re reinstatement of Loans, Loan Agreement and Cash Flow Forecast)
  - g. Receipt of Department of Finance Informational Reports  
 (Presenter: **Enter Name, Title, Agency, Phone Number of presenter**)

**BACKGROUND INFORMATION**

This section should start with citing the appropriate California Health & Safety Code Section. For example, "California Health & Safety Code (HSC) Section 34188 requires the San Bernardino Countywide Oversight Board (CWOB) approve the Recognized Obligation Payment Schedule (ROPS)." Section should also state whether the approved item is required to be sent to the Department of Finance (DOF), County Auditor-Controller Tax Collector and/or any other entities. First paragraph should explain the "Why" for this item.

This section should also include the item's necessity. *How does this action further the Successor Agency dissolution? What is the dollar amount net effect?*

Additional background information may be required as appropriate.

The last paragraph of this section should state the recommendation. For example, "It is recommended the CWOB approve the 2017-2018 Recognized Obligation Payment Schedule (ROPS 17-18). The adopted R OPS 17-18 will be provided to the DOF and the County Auditor as required by HSC 34177 (o). This will commence the DOF review period."

Record of Action of the Countywide Oversight Board of the County of San Bernardino

Action: APPROVED

MOTION:	Vote	Vote	Vote	Vote	Vote	Vote	Vote
	De Nava	Miller	Saks	Strong	Vasquez	Vallen	Wirt

BY \_\_\_\_\_

DATED: \_\_\_\_\_

**ATTACHMENTS**

If attachments are included, they should be identified in this section. For example:

- "Attachment "A" – Resolution"
- "Attachment "B" – ROPS 17-18 for Fiscal Year 2017-18."
- "Attachment "B" – XXX Property Appraisal"
- "Attachment "C" – Land Sales Distribution"
- "Attachment "B" – Agreement regarding Expenditure of Bond Proceeds"
- "Attachment "B" – XXXX Property Refunding Supplement indenture of Trust"
- "Attachment "C" – XXX Property Refunding Escrow Agreement"
- "Attachment "B" – XXX Property Refunding Bond Purchase Agreement"
- "Attachment "D" – XXX Property Refunding Debt Service Savings Report"
- "Attachment "B" – Loan Repayment Agreement"
- "Attachment "C" – Former Redevelopment Agency Loan Agreements"
- "Attachment "A" – LRPMP Worksheet"

**REVIEW BY OTHERS**

This item has been reviewed by Community Development and Housing Agency on **Month DD, YYYY** and San Bernardino Countywide Oversight Board Legal Counsel on **Month DD, YYYY**.

- Purpose of the BAI template:
  - Simplify the process for each Successor Agency
  - Consistency for ease of review by CWOB members
  - Ensure compatibility with the County's Automated Agenda System

## DO

- Use the template provided
- Adhere to the formatting instructions for each section

## DON'T

- Modify the template in any way
- Copy and paste text

- The first page header may not be modified for any reason

## REPORT/RECOMMENDATION TO THE SAN BERNARDINO COUNTYWIDE OVERSIGHT BOARD AND RECORD OF ACTION



Training Manual – Page 4





- Date
- FROM
- SUBJECT

August 13, 2018|

**Date - Bold**

**FROM:** YOUR NAME, Finance Director  
City of My City

**NAME - BOLD ALL CAPS**  
**Title/Entity - bold**

**SUBJECT:** ADOPT A RESOLUTION APPROVING THE RECOGNIZED  
OBLIGATION PAYMENT SCHEDULE FOR FISCAL YEAR 2017-18

**SUBJECT – BOLD ALL CAPS**

- The SUBJECT must be **BOLD IN ALL CAPS**
- No abbreviations should be used in this section
- Concise and to the point while still containing all pertinent information.
- Will typically start with the ‘action’
  - ADOPT A.....

**SUBJECT: ADOPT A RESOLUTION APPROVING THE RECOGNIZED OBLIGATION PAYMENT SCHEDULE FOR FISCAL YEAR 2017-18**

**SUBJECT: ADOPT A RESOLUTION AMENDING THE LONG RANGE PROPERTY MANAGEMENT PLAN AND ATTACHMENTS**

Training Manual – Page 5

- Subsequent page header(s)
  - Enter the “Subject” in ALL CAPS, exactly as written in the “Subject” field on the first page of the BAI.
  - Enter the CWOB meeting date in ALL CAPS directly under the “Subject”
  - Page numbers will automatically populate

ENTER SUBJECT  
ENTER MEETING DATE  
PAGE 2 OF 2

**AUGUST 13, 2018**

*not*

8/13/18



Training Manual – Pages 4

## ■ Recommendations

- Abbreviations should not be utilized in this section.
- Recommendation numbering (if needed)
- Recommendations formatting as shown in Instructions.
- “Presenter” – Successor Agency staff presenting Item before the CWOB

## **BACKGROUND INFORMATION**

- Abbreviations OK
- Cite California Health & Safety Code
- Required to be sent to DOF, ATC, etc?
- First paragraph - explains “why”
- Include necessity
- Additional information
- Last paragraph – rephrase recommendation

## **BACKGROUND INFORMATION**

- Abbreviations
- Use Abbreviation going forward – OK
- Example:  
“The Countywide Oversight Board (CWOB) on.....”

## **BACKGROUND INFORMATION**

- Cite California Health & Safety Code

“California Health & Safety Code (HSC) Section 34188 requires the Countywide oversight board to approve the Recognized Obligation Payment Schedule (ROPS).”

## **BACKGROUND INFORMATION**

- First paragraph - explains “why”
- Include Necessity
  - How does this action further the Successor Agency dissolution?
  - What is the dollar amount net effect?



## **BACKGROUND INFORMATION**

- Last paragraph – rephrase recommendation
- Example:

“It is recommended the Countywide Oversight Board approve the 2017-2018 Recognized Obligation Payment Schedule (ROPS 17-18). The adopted ROPS 17-18 will be provided to the DOF and the County Auditor as required by HSC 34177(o). This will commence the DOF review period.”

- **Attachments**
  - Resolution – required for ALL CWOB actions
  - Other attachments may be needed
  - List all attachments
  - Refer to BAI Instructions for required attachments

## ATTACHMENTS

- Attachment “A” – Resolution
- Attachment “B” – ROPS 17-18 for Fiscal Year 2017-18
- Attachment “B” – XXX Property Appraisal
- Attachment “C” – Land Sales Distribution
- Attachment “B” – Agreement regarding Expenditure of Bond Proceeds
- Attachment “B” – XXXX Property Refunding Supplement indenture of Trust
- Attachment “C” – XXX Property Refunding Escrow Agreement
- Attachment “B” – XXX Property Refunding Bond Purchase Agreement
- Attachment “D” – XXX Property Refunding Debt Service Savings Report
- Attachment “B” – Loan Repayment Agreement
- Attachment “C” – Former Redevelopment Agency Loan Agreements
- Attachment “A” – LRPMP Worksheet

## **REVIEW BY OTHERS**

No Successor Agency Input Required

### **REVIEW BY OTHERS**

This item has been reviewed by Community Development and Housing Agency on **Month DD, YYYY** and Countywide Oversight Board Legal Counsel on **Month DD, YYYY**.

## Resolution:

- Required for *ALL* CWOB items.
- Each item requires a separate resolution.
- Template provided.

RESOLUTION NO. 20 - [REDACTED]

RESOLUTION OF THE SAN BERNARDINO COUNTYWIDE OVERSIGHT BOARD ADOPTING THE [INSERT ITEM NAME]

On [Day], [Month DD], 20[REDACTED] of [REDACTED] motion of San Bernardino Countywide Oversight Board Member [REDACTED], duly seconded by San Bernardino Countywide Oversight Board Member [REDACTED] and carried, the following resolution is adopted by the San Bernardino Countywide Oversight Board, State of California.

[INSERT BODY OF RESOLUTION HERE]

NOW, THEREFORE, BE IT RESOLVED, the San Bernardino Countywide Oversight Board hereby determines as follows:

Section 1. The foregoing recitals are true and correct.

Section 2. The [ITEM NAME (EX: ROPS)] in the form presented, together with such changes thereto as may be approved by the San Bernardino Countywide Oversight Board, are hereby approved.

Section 3. This resolution shall take effect from and after the date of its passage and adoption.

PASSED AND ADOPTED by the San Bernardino Countywide Oversight Board, State of California, by the following vote:

AYES: OVERSIGHT BOARD MEMBER:

NOES: OVERSIGHT BOARD MEMBER:

\*\*\*\*\* ABSENT: OVERSIGHT BOARD MEMBER:

STATE OF CALIFORNIA )
) ss.
COUNTY OF SAN BERNARDINO )

I, LAURA WELCH, Secretary to the San Bernardino Countywide Oversight Board, State of California, hereby certify the foregoing to be a full, true and correct copy of the record of the action taken by the Countywide Oversight Board, by vote of the members present, as the same appears in the Official Minutes of said Board at its meeting of [Month DD], 20[REDACTED].

LAURA WELCH
Secretary to the San Bernardino Countywide Oversight Board

By \_\_\_\_\_

## Contract Coversheet

- Used for obligation loan agreements
- Successor Agency prepares
- Submit with agreement/contract

Training Manual – Page 6 & 7



Contract Number

[Redacted]

Successor Agency Name

Successor Agency Contract Representative  
Telephone Number

[Redacted]  
\_\_\_\_\_

Contractor  
Contractor Representative  
Telephone Number  
Contract Term  
Original Contract Amount  
Amendment Amount  
Total Contract Amount

[Redacted]  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Briefly describe the general nature of the contract:

[Redacted]

Approved as to Legal Form

\_\_\_\_\_  
\_\_\_\_\_, CWOB Counsel

Date \_\_\_\_\_

Reviewed/Approved by Successor Agency

\_\_\_\_\_  
\_\_\_\_\_

Date \_\_\_\_\_



**COUNTY WIDE OVERSIGHT BOARD AGENDA ITEM DATES AND DEADLINES**

Meeting Date	Entity Notifies County RE: Next Meeting Action	Draft Item Due to County for Review	Oversight Board Counsel Review	County Feedback to Entity (if applicable)	Final Draft Item Due to County	Revisions to Finalized Items Due to County
8/13/2018	7/5/2018	7/11/2018	7/18/2018	7/25/2018	8/1/2018	8/6/2018
9/10/2018	8/2/2018	8/7/2018	8/14/2018	8/21/2018	8/28/2018	8/31/2018
9/27/2018	8/17/2018	8/24/2018	8/31/2018	9/10/2018	9/17/2018	9/20/2018
10/15/2018	9/4/2018	9/11/2018	9/18/2018	9/25/2018	10/2/2018	10/5/2018
11/19/2018	10/10/2018	10/17/2018	10/24/2018	10/31/2018	11/7/2018	11/13/2018
12/17/2018	11/2/2018	11/9/2018	11/19/2018	11/28/2018	12/5/2018	12/10/2018
1/14/2019	11/28/2018	12/4/2018	12/11/2018	12/20/2018	1/2/2019	1/7/2019
1/23/2019	12/6/2018	12/12/2018	12/19/2018	1/3/2019	1/10/2019	1/15/2019
1/28/2019	12/11/2018	12/17/2018	12/26/2018	1/8/2019	1/15/2019	1/18/2019
1/30/2019	12/13/2018	12/19/2018	12/28/2018	1/10/2019	1/17/2019	1/23/2019
February	No meeting					
3/11/2019	1/28/2019	2/6/2019	2/13/2019	2/20/2019	2/27/2019	3/4/2019
4/8/2019	2/28/2019	3/6/2019	3/13/2019	3/20/2019	3/27/2019	4/1/2019
5/20/2019	4/5/2019	4/17/2019	4/24/2019	5/1/2019	5/8/2019	5/13/2019
6/17/2019	5/7/2019	5/14/2019	5/21/2019	5/29/2019	6/5/2019	6/10/2019
	Before prior month's meeting when possible	10 Working Days from --> (except for January items = 12 working days)	5 Working Days from --> (except for January items = 7 working days)	5 Working Days from -->	3 Working Days from -->	5 working days before CWOB Meeting Date

## **CWOB Item Submittal/Review Process**

- SA - Notify CDHA of necessity via email
- SA - Submit draft BAI and attachments to CDH via email
- Legal Counsel & County Staff review
- CDHA - return BAI/Attachments to SA via email
- SA - address feedback and return corrected BAI via email
- CDHA - send BAI & attachments to Secretary

CWOB Email address [CWOB@sbcounty.gov](mailto:CWOB@sbcounty.gov)

## **Step 1:**

**Notify CDHA re: action needed at next CWOB meeting**

How? Via email: [CWOB@sbcountry.gov](mailto:CWOB@sbcountry.gov)

When? By the deadline shown, “Entity Notifies County”

Example: By 7/5/18 for the 8/13/18 meeting

“We would like to bring an item before the CWOB at the 8/13/18 meeting for.....”

## **Step 2:**

### **SA Submits draft BAI and Attachments to CDHA**

How? Via email: [CWOB@sbccounty.gov](mailto:CWOB@sbccounty.gov)

When? By the deadline shown, “Draft Item Due to County for Review”

Example: By 7/11/18 for the 8/13/18 meeting

## **Step 3 and 4:**

### **Legal Counsel & County staff review**

- Changes/comments via “Track Changes”
- CDHA returns BAI/Attachment(s) to SA

When? By the deadline shown, “County Feedback to Entity”

Example: By 7/25/18 for the 8/13/18 meeting

No changes to BAI/Attachment(s)?

SA notified of acceptance via email

## **Step 5:**

### **Successor Agency addresses feedback & returns**

- SA addresses all comments/changes
- SA returns BAI/Attachment(s) to CDHA via email

When? By the deadline shown, “Final Draft Item Due to County”

Example: By 8/1/18 for the 8/13/18 meeting

## Executed CWOB Item Process

- Processed by Secretary
- Secretary sends to CDHA
- CDHA sends to Successor Agency
- Turn-around time - 2 weeks
  - Except late January 2019 ROPS items
    - Electronic copy will be provided to meet DOF deadline

- HSC Section 34179(p)
- SA recommendation not approved by CWOB?
  - Successor Agency address CWOB:
    - Question(s)
    - Request(s) for additional documentation
- SA resubmits



- **BAIs Previously submitted and processed**
  - 5 days prior to CWOB meeting
  - Notify CDHA ASAP
- **Submit revised item(s) as follows:**
  - PDF showing redlined changes
  - Word document – clean w/no mark-up

## **PDF (redlined):**

- Track changes on Word document
- Make revisions
- Save Word document
  - Convert Word document to PDF, or
  - Print Word document and scan (creates PDF)

## **Word (clean):**

- Reopen saved Word document
  - Accept tracked changes
  - Save clean Word document

Training Manual – Page 9

- Recommendations contrary to:
  - RDA Dissolution Statute
  - DOF Regulation
  
- Staff Report

- **Emergency Item Request**
- **Secretary requires:**
  - 8 working days in advance of CWOB meeting
  - Successor Agencies notify CDHA ASAP
  - Draft BAI (w/attachments) submitted to CDHA
    - 7 working days prior to CWOB meeting

## ATC

**County Auditor-Controller/Treasurer/Tax Collector**  
**268 West Hospitality Lane, Fourth Floor**  
**San Bernardino, CA 92415-0018**

Oscar Valdez, Auditor-Controller/Treasurer/Tax Collector  
Phone: (909) 382-7000  
Email: [oscar.valdez@atc.sbcounty.gov](mailto:oscar.valdez@atc.sbcounty.gov)

John Johnson, Assistant Auditor-Controller/Treasurer/Tax Collector  
Phone: (909) 382-7004  
Email: [john.johnson@atc.sbcounty.gov](mailto:john.johnson@atc.sbcounty.gov)

Linda Santillano, Chief Deputy, Property Tax Division  
Phone: (909) 382-3189  
Email: [Linda.santillano@atc.sbcounty.gov](mailto:Linda.santillano@atc.sbcounty.gov)

Franciliza Zyss, Property Tax Manager  
Phone: (909) 382-3176  
Email: [Franciliza.zyss@atc.sbcounty.gov](mailto:Franciliza.zyss@atc.sbcounty.gov)

## CDHA

**Community Development and Housing Agency**  
**385 N. Arrowhead Avenue, Third Floor**  
**San Bernardino, CA 92415-0043**

Dena Fuentes, Deputy Executive Officer  
Phone: (909) 387-4355  
Email: [dena.fuentes@cdh.sbcounty.gov](mailto:dena.fuentes@cdh.sbcounty.gov)

Gary Hallen, Director, Community Development and Housing Department  
Phone: (909) 387-4411  
Email: [gary.hallen@cdh.sbcounty.gov](mailto:gary.hallen@cdh.sbcounty.gov)

Rebecca Wynn, Housing Project Manager II  
Phone: (909) 387-3212  
Email: [Rebecca.wynn@cdh.sbcounty.gov](mailto:Rebecca.wynn@cdh.sbcounty.gov)

# QUESTIONS?