

## COUNTYWIDE OVERSIGHT BOARD AGENDA ITEM INSTRUCTIONS

SECTION	INSTRUCTIONS
FROM	This will typically be the name (all caps) and title of the authorized person for the entity submitting the item followed by the name of the entity. <b>(BOLD FONT)</b>
SUBJECT	Enter the subject of the item in ALL CAPS <b>BOLD</b> font. The subject should be concise and to the point while containing all pertinent information. Examples are: <b>“ADOPT A RESOLUTION APPROVING THE RECOGNIZED OBLIGATION PAYMENT SCHEDULE FOR FISCAL YEAR 2017-18”</b> ; <b>“ADOPT A RESOLUTION RECEIVING A REPORT ON THE DISPOSITION OF PARCELS ####-###-## IN ACCORDANCE WITH THE LONG RANGE PROPERTY MANAGEMENT PLAN”</b> ; <b>“INFORMATIONAL REPORT REGARDING DEPARTMENT OF FINANCE COMMUNICATION”</b> ; <b>“ADOPT A RESOLUTION AUTHORIZING AN AGREEMENT REGARDING THE TRANSFER OF BOND PROCEEDS TO THE COUNTY”</b> ; <b>“ADOPT A RESOLUTION APPROVING THE ISSUANCE AND SALE OF THE (INSERT NAME OF BONDS) TAX ALLOCATION REFUNDING BONDS”</b> ; <b>“ADOPT A RESOLUTION APPROVING AN AGREEMENT REGARDING REINSTATEMENT OF THE (ENTITY) LOANS MADE TO THE FORMER REDEVELOPMENT AGENCY”</b> ; <b>“ADOPT A RESOLUTION AMENDING THE LONG RANGE PROPERTY MANAGEMENT PLAN AND ATTACHMENTS”</b> ;
RECOMMENDATION(S)	Recommendations should be in agreement with, but more detailed than, the “Subject”. Keep in mind this is what the CWOB will be voting on. For examples, see below.
BACKGROUND INFORMATION	<p>The first paragraph in the “Background Information” section should explain the “why”. Why are we taking the recommended action? The first paragraph should reference the applicable Health and Safety Code section that requires the recommended action, and state to which agency(ies) any reports/documents, etc. will be sent. The subsequent paragraph(s) should provide a bit of historical information and/or other pertinent information. The final paragraph should re-state the recommendation. Example, “It is recommended the Countywide Oversight Board approve the....”</p> <p>This section should not be overly technical but should tell the ‘story’ of what is being requested.</p> <p>This section should also include the item’s necessity. <i>How does this action further the Successor Agency dissolution? What is the dollar amount net effect?</i></p> <p>Additional background information may be required as appropriate.</p> <p>The last paragraph of this section should state the recommendation. For example, “It is recommended the Countywide Oversight Board approve the 2017-2018 Recognized Obligation Payment Schedule (ROPS 17-18).</p>

	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.”
<b>TYPE OF ACTION</b>	<b>ATTACHMENTS</b>
Adoption of ROPS	Resolution Attachment of ROPS to be adopted
Issuance and Sale of Refinanced Tax Allocation Bonds	Resolution Purchase Agreement Savings Report Indenture of Trust Escrow Agreement
Disposition of Property	Resolution Appraisal Taxing entity share
Expenditure of Bonds Proceeds	Resolution Agreement
Loan Repayment from Successor Agency to City/Entity	Resolution Agreement RE reinstatement of loans Loan Agreement Cash Flow Forecast
Receipt of DOF Informational Reports	DOF Informational Report
Amendment of LRPMP	Resolution Worksheet
<b>IMPORTANT INFORMATION</b>	
<ul style="list-style-type: none"> <li>Do NOT copy and paste text from other documents onto the BAI Template as this will interfere with the ability of the item to be agendized properly through the automated system.</li> <li>Abbreviations should not be used in the “Subject” or “Recommendation(s)” sections.</li> <li>Abbreviations should be established in the “Background” section and only if they are subsequently utilized in the document. For example, if you are only referring to the Department of Finance once in the document, there is no need to establish the abbreviation of “(DOF)”.</li> </ul>	
<b>ABBREVIATIONS</b>	
CWOB	Countywide Oversight Board
DOF	Department of Finance
HSC	Health & Safety Code
LRPMP	Long Range Property Management Plan
ROPS	Recognized Obligation Payment Schedule
CDHA	Community Development and Housing Agency
ATC	County Auditor-Controller/Treasurer/Tax Collector
BAI	Countywide Oversight Board Agenda Item