

San Bernardino Countywide Oversight Board

Successor Agency Training



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I. Roles and Responsibilities

A. Auditor-Controller/Treasurer/Tax Collector (ATC)

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.

ATC will continue to be responsible for the following:

- Administering the Redevelopment Property Tax Trust Fund (RPTTF) distributions
- Performing pass-through calculations/payments to affected taxing entities.
- Reviewing ROPS and cash balances/disbursing RPTTF to successor agencies in accordance with the DOF approval letters.
- Preparing the residual calculations/payments to affected taxing entities.
- Reviewing Insufficient Funds Notifications.
- Distributing land sale proceeds for liquidation properties.
- Review Last and Final ROPS/perform allocations in accordance with the schedule approved by DOF.
- Review ROPS prior period adjustments and report findings to DOF.

B. Community Development and Housing Agency (CDHA)

The County Auditor-Controller has delegated CDHA to staff the CWOB.

CDHA will:

- Oversee processes and procedures with ATC.
- Review all Successor Agency CWOB Agenda Items to ensure they are formatted correctly and meet regulatory/statutory requirements.
- Submit all CWOB Agenda Items for processing by the Secretary to the CWOB (Secretary).
- Distribute executed CWOB Agenda Items to the Successor Agencies after they are processed by the Secretary.
- Staffing CWOB meetings to provide assistance to CWOB members.

C. Successor Agencies

- 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 (see Processes and Procedures in Section VI)

D. Countywide Oversight Board Members

CWOB Members:

- Fiduciary responsibility to holders of enforceable obligations and the taxing entities that benefit from distributions of property tax and other related revenues.
- Attend all scheduled CWOB meetings to ensure a quorum.
- Represent the entity that appointed such member.
- Serve without compensation or reimbursement for expenses.

II. Countywide Oversight Board (CWOB)

The CWOB is deemed to be a local entity for purposes of the Brown Act, Public Records Act and the Political Reform Act.

Pursuant to SB 107, HSC 34179 (j), the CWOB is appointed as follows:

- (1) One member is appointed by the County Board of Supervisors.
- (2) One member may be appointed by the city selection committee established pursuant to Government Code Section 50270.
- (3) One member may be appointed by the independent special district selection committee established pursuant to Government Code Section 56332 for the types of special districts that are eligible to receive property tax revenues pursuant to Section 34188.
- (4) One member may be appointed by the County Superintendent of Education to represent schools if the superintendent is elected. If the County Superintendent of Education is appointed, then the appointment made pursuant to this paragraph shall be made by the County Board of Education.
- (5) One member may be appointed by the Chancellor of the California Community Colleges to represent community college districts in the County.
- (6) One member of the public may be appointed by the County Board of Supervisors.
- (7) One member may be appointed by the recognized employee organization representing the largest number of Successor Agency employees in the County.

The San Bernardino Countywide Oversight Board Members are 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

III. Items Requiring CWOB Approval

Items requiring CWOB approval include, but are not limited to:

- Annual Recognized Obligation Payments Schedule (ROPS) – approving payments for outstanding obligations.
- Modifications to the Long Range Property Management Plan (LRPMP) – only for properties that remain with the Successor Agency.
- Bond refunding or refinancing.
- Amendments to the annual ROPS.
- Property disposition that does not adhere to the LRPMP.
- Last and Final ROPS and/or any amendments to the Last and Final ROPS.
- Operational Loans
- Request to formally dissolve the successor agency.

All CWOB actions shall not be effective for five (5) business days after submission to the California Department of Finance (DOF), unless DOF requests a review of the action.

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

Note: ROPS Prior Period Adjustments (True-ups) do not require Countywide Oversight Board action.

IV. Scheduled Meeting Dates

The CWOB will adopt the annual meeting schedule at its first meeting and subsequently each year.

The meeting dates have been scheduled through June 2019. (See Exhibit A)

All meetings for the timeframe of July 2018 through June 2019 will be held in the Board Chambers at the San Bernardino County Government Center located at 385 N. Arrowhead Avenue, First Floor, San Bernardino. The only exception to this is the January 23, 2019 meeting which an option has been provided to present items from the High Desert Government Center. (See Section V)

V. Annual ROPS Meeting Schedule

Due to the required Annual ROPS submittal to DOF, and to accommodate all 26 Successor Agencies, four meetings have been scheduled in the months of December 2018 and January 2019 as follows: December 17th, January 14th, 23rd, and 28th. January 30th has been reserved for Successor Agencies which may need to bring their Annual ROPS back to the CWOB from a previously scheduled meeting. (See Exhibit B)

In order to ensure each Successor Agency has sufficient time to present their items to the CWOB, each Successor Agency will be allotted one-hour unless otherwise coordinated in advance with the Successor Agency. While each Successor Agency is scheduled for a specific time, be advised that should an earlier scheduled Successor Agency item take less time than allotted, you may be called to present your item earlier than the scheduled time; therefore, it is recommended that each Successor Agency plan on being in attendance at least 30 minutes earlier than their scheduled time (except for the first scheduled time slot for the morning and afternoon sessions).

In order to accommodate the Successor Agencies located in the high desert area, the January 23, 2019 meeting will be scheduled in two sessions:

- A morning session (9:00 am – noon) held in the Board Chambers of the San Bernardino County Government Center; and
- An afternoon session (1:00 pm – 5:00 pm) held at the High Desert Government Center located at 15900 Smoke Tree Street, Hesperia via videoconference to the CWOB meeting at the San Bernardino Government Center location.

Pursuant to HSC Section 34177 (m), the Department of Finance (DOF) shall make its determination of the enforceable obligations and the amounts and funding sources of the enforceable obligations 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, except for those items which are the subject of litigation disputing DOF's previous or related determination.

VI. CWOB Agenda Items (BAI)

Successor Agencies wishing to bring an item before the CWOB, will prepare a "Countywide Oversight Board Agenda Item" (BAI) on the appropriate template (See Exhibit D).

The BAI is divided into separate sections with each having a specific purpose. Utilizing the template characteristics for each section [Font style (**bold**, CAPS, etc.); format; wording; use of abbreviations, etc.] will allow the Secretary to process Successor Agency items quickly and easily.

Do NOT copy and paste text onto the BAI from any other document. The BAI template was developed for use with the County's Automated Agenda System so adherence to the point is critical to the successful functioning of the BAI within the system.

BAI File Naming Convention: Documents should be saved in the following format:

MIN-AGENCY-DATE-SUBJECT

For example, an item from the City of Yucaipa for the 8/13/18 meeting for Bond Refinancing would be saved as follows:

MIN-YUCAIPA-8-13-18-1998 TAX ALLOCATION BOND REFINANCING

BAI Sections:

- First Page Header
 - Template header may not be modified
- Subsequent Page Headers
 - 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”
- Date/From/Subject
 - Font style – **bold**, all CAPS, etc. should be as indicated on template.
 - Abbreviations should not be utilized in any of these fields.
- Recommendations
 - Abbreviations should not be utilized in this section.
 - If only one recommendation, numbering is not required
 - Recommendations should follow the formatting shown in the BAI Instructions.
 - “Presenter” – Successor Agency staff that will be presenting before the CWOB should be identified here with their name, title, agency and phone number.
- Background Information
 - Abbreviations **may** be used in this section by using the full name of the term to be abbreviated followed by the abbreviation in parenthesis. [Example: Community Development and Housing Agency (CDHA)] The abbreviation may then be utilized from this point forward in the remainder of the document.
 - See template for purpose of this section and topics that should be addressed therein.
- Attachments
 - Items to be brought before the CWOB will require a resolution. Depending on the type of action being requested, other attachments may also be needed. All attachments should be listed in this section.
 - See BAI Instructions for required attachments for each type of Successor Agency item.
 - See subsection “A” below for more information on attachments.
- Review By Others
 - CDHA and CWOB Legal Counsel will enter the date they reviewed the BAI.

Refer to Exhibits D and E – provided as part of this document and separately for reference for examples and detailed instructions.

In order to ensure CWOB items are scheduled on the CWOB agenda, deadlines have been established and are indicated on “Countywide Oversight Board Agenda Item Dates and Deadlines” (Exhibit C) and are covered below.

A. CWOB Attachments

1. Resolution - Each action coming before the CWOB requires a separate resolution. Refer to Exhibit F for the CWOB Resolution template which is also provided as a separate document and will be available electronically via email and on the CWOB Website.

Resolution Format:

- RESOLUTION NO.:
 - Input the last two digits for the year after, “20”
 - Leave the section after the “-“ blank as it will be completed by the Secretary after execution by the CWOB
 - Title/Subject:
 - Insert the requested action item name.
 - Example, “RECOGNIZED OBLIGATION PAYMENT SCHEDULE FOR FISCAL YEAR 2018-19”
 - First Paragraph:
 - Day: Enter the day of the week the CWOB meeting is scheduled (Monday, Wednesday, etc.)
 - Month DD: Enter the month and date (Ex: January 23)
 - Input the last two digits for the year after “20”.
 - Leave the CWOB member names blank. These will be populated by the Secretary after the CWOB meeting.
 - Body of Resolution:
 - Enter the “WHEREAS” language in this section.
 - Abbreviations should be defined here, if appropriate.
 - See sample CWOB Resolution provided as a separate handout and on the CWOB Website to provide guidance.
 - Section 2:
 - Enter the action item name as stated in the “Title/Subject” above.
 - Abbreviations **may** be used in this section if the term was defined in the Body of Resolution.
 - Last Paragraph:
 - Month DD: Enter the month and date (Ex: January 23)
 - Input the last two digits for the year after “20”.
2. CWOB Contract Coversheet – Should an obligation loan agreement be brought before the CWOB, a “Contract Coversheet” will be required to accompany the contract/agreement in order for the Secretary to process and assign the item a contract/agreement number. Refer to Exhibit G for the CWOB Contract Coversheet

template which is also provided as a separate document and will be available electronically via email and on the CWOB Website.

Contract Coversheet Format:

- Contract Number:
 - Leave this section blank as it will be completed by the Secretary
- Successor Agency Name:
 - Enter the name of your Successor Agency
- Successor Agency Contract Representative/Telephone Number
 - Enter the name of the contact should questions arise regarding the contract and their telephone number.
- Contractor:
 - Name of entity the Successor Agency is entering into the contract/agreement with (if applicable)
- Contractor Representative/Telephone Number:
 - Enter the name of the Contractor's contact regarding the contract/agreement and their telephone number.
- Contract Term:
 - Enter the dates the contract is effective (From – To) or a set term (1 year)
- Original Contract Amount:
 - Enter the dollar amount based on the terms of the first contract for this item.
- Amendment Amount:
 - Only used for amendments to previously approved contracts/agreements.
 - If applicable, enter the dollar amount of the increase or decrease only based on the amendment.
- Total Contract Amount:
 - For first-time contracts/agreements, this will be the same as the “Original Contract Amount”
 - For amended contracts/agreements, this will be the combined total of the “Original Contract Amount” and the “Amendment Amount”.
- Description:
 - Provide a brief description of the general nature of the contract. Would be the same as part of the Background information on the BAI.
- Approval Sections:
 - Approved as to Legal Form – will be signed by CWOB legal counsel
 - Reviewed/Approved by Successor Agency - signed by appropriate Successor Agency staff approving the contract/agreement.

B. CWOB Agenda Item Process

The process for bringing a Successor Agency item before the CWOB is as follows:

1. Notify CDHA via email to CWOB@sbcountry.gov no later than the deadline provided on Exhibit C under, "Entity Notifies County RE: Next Meeting Action" of the Successor Agency's intent to bring an item before the CWOB.
 - a. In order to allow for emergency meeting requests, should CDHA not be notified by any Successor Agency of their intent to bring an item before the CWOB at least 8 working days in advance of the next scheduled CWOB meeting, the scheduled meeting will be cancelled.
2. Provide the draft BAI and all required attachments (Resolutions, reports, etc.) to CDHA via email to CWOB@sbcountry.gov by the deadline specified on Exhibit C under, "Draft Item Due to County for Review".
 - a. BAIs are required to be reviewed by County staff. Submitting your documents by this deadline allows for review so it can be placed on the CWOB agenda.
3. Legal Counsel and County Staff will then review the BAI and any attachments and return them to the Successor Agency via email with comments, recommended changes, etc. by the deadline on Exhibit C under, "County Feedback to Entity".
 - a. Should there be no corrections to the BAI or attachments, no documents will be returned to the Successor Agency during this step in the process; however, CDHA will notify the Successor Agency of the BAI's status.
4. Upon return of the BAI and attachments, the Successor Agency should address all comments and recommended changes and then return the documents to the County via email by the deadline on Exhibit C under, "Final Draft Item Due to County".
 - a. Meeting this deadline, allows sufficient time for the documents to be processed internally and prepared for submittal by the Secretary for processing.
5. BAIs and attachments will be sent by CDHA to the Secretary for processing which includes posting on the CWOB Website.
6. CWOB executed items will be processed by the Secretary and provided to CDHA for distribution to each Successor Agency.
 - a. The turn-around time for this process is two (2) weeks with exception to items presented to the CWOB in late January. CDHA will ensure agencies have an electronic copy of the executed items pertaining to the annual ROPS prior to the February 1st deadline.

NOTE: Pursuant to HSC Section 34179(p), "On matters within the purview of the Oversight Board, decisions made by the Oversight Board supersede those made by the Successor Agency or the staff of the Successor Agency". To that effect, should the CWOB not approve a Successor Agency's recommendation, the Successor Agency may bring forth the recommendation to the CWOB at a later date upon addressing CWOB's

question(s), request(s) for additional documentation and/or concern(s) that resulted in the CWOB vote to not approve the recommendation.

C. CWOB Agenda Exceptions

Should a Successor Agency not sufficiently address the comments, edits, etc. referenced in section VI(B)(4) which results in the item being contrary to RDA dissolution statute or regulation, CDHA will prepare a “Staff Report” in the form of a memo attached to the BAI. The Staff Report will outline how the recommended item is contrary to the RDA dissolution statute or regulation and will become part of the BAI packet and, as such, will be public record.

D. Emergency Items

The Secretary requires notification of the necessity for an emergency item no later than 8 working days in advance of the scheduled CWOB meeting. Successor Agencies should notify CDHA as soon as it’s determined that an emergency item is necessary. The draft BAI and all required attachments should be submitted to CDHA at least 7 working days prior to the scheduled CWOB meeting to allow for the required review by CDHA and CWOB legal counsel.

An “Emergency Item Request” form has been drafted for use by Successor Agencies wishing to bring forth an emergency item to the CWOB before the next regularly scheduled meeting. If a need for an emergency CWOB meeting arises, please complete the form in its entirety and submit via email to CWOB@sbcountry.gov. The necessity for an emergency meeting will then be reviewed and the Successor Agency will be notified via email of the status.

E. Revisions to BAI

The following process and timelines provide assistance should a previously submitted and finalized BAI require revisions:

1. In order for revisions to be processed, CDHA must receive the revised items (following the process below) no later than 5 business days prior to the scheduled CWOB meeting which is the date indicated Exhibit C under, “Revisions to Finalized Items Due to County”.
2. Successor Agency notifies CDHA of the need for a revision as soon as the necessity is determined by the Successor Agency.
3. The revised items will need to be submitted to CDHA in two formats as follows:
 - a. A PDF version of the item showing red-lined tracked changes which may be accomplished as follows:
 - i. Turn on “Track Changes” on the Word document.
 - ii. Make revisions as necessary.
 - iii. Save the Word document with the tracked changes showing and then either:
 1. Convert the Word document to PDF; or
 2. Print the Word document and scan to create a PDF

- b. A Word version of the item in a clean, final format (no tracked changes or edits shown).
 - i. Accept all previously tracked changes in the Word document and resave the document as a clean version.
- c. Email both the PDF document showing tracked changes and the clean Word document to CDHA at CWOB@sbccounty.gov.

VII. Exhibits

- Exhibit A: 2018-19 Meeting Schedule
- Exhibit B: Annual ROPS Meeting Schedule (January 2019)
- Exhibit C: CWOB Agenda Item Submittal Deadlines
- Exhibit D: CWOB Agenda Item Template
- Exhibit E: CWOB Agenda Item Instructions
- Exhibit F: CWOB Resolution Template
- Exhibit G: CWOB Contract Coversheet

Exhibit A: 2018-19 Meeting Schedule

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	9:00 am - 5:00 pm	Annual ROPS / 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
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
HDGC (High Desert Government Center, 15900 Smoke Tree Street, Hesperia)			
County Board Chambers (San Bernardino County Government Center Board Chambers - 385 N. Arrowhead Ave., First Floor, San Bernardino)			

Exhibit B: Annual ROPS Meeting Schedule

COUNTYWIDE OVERSIGHT BOARD SUCCESSOR AGENCY ANNUAL ROPS MEETING SCHEDULE				
Meeting Date	Meeting Location	Meeting Time	Purpose	Successory Agency Schedule
12/17/2018	County Board Chambers	9:00 am - 5:00 pm	Annual ROPS / General Meeting	Ontario (9:00 am - 10:00 am)
				Yucaipa (10:00 am - 10:45 am)
				29 Palms (10:45 am - 11:30 am)
				Montclair (11:30 am - 12:15 pm)
				<i>(afternoon reserved for other items as needed)</i>
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)
				Big Bear (11:00 am - Noon)
				Rancho Cucamonga (1:00 pm - 2:00 pm)
				Rialto (2:00 pm - 3:00 pm)
				Loma Linda (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)	
1/28/2019	County Board Chambers	9:00 am - 5:00 pm	Annual ROPS / General Meeting	Chino (9:00 am - 10:00 am)
				Upland (10:00 am - 11:00 am)
				Yucca Valley (11:00 am - Noon)
				Redlands (1:00 pm - 2:00 pm)
				County of San Bernardino (2:00 pm - 3:00 pm)
1/30/2019	County Board Chambers	9:00 am - 5:00 pm	Annual ROPS / General Meeting	<i>(day reserved for other items as needed)</i>
HDGC (High Desert Government Center, 15900 Smoke Tree Street, Hesperia)				
County Board Chambers (San Bernardino County Government Center Board Chambers - 385 N. Arrowhead Ave., First Floor, San Bernardino)				

Exhibit C: CWOB Agenda Item Submittal Deadlines

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	Final Draft to Clerk of the Board
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	5 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

Exhibit D: CWOB Agenda Item Template

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

Record of Action of the San Bernardino Countywide Oversight Board

Action:

Table with 7 columns: MOTION:, Vote, De Nava, Vote, Miller, Vote, Saks, Vote, Strong, Vote, Vasquez, Vote, Warren, Vote, Wert

BY _____

DATED: _____



(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.”

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.

Exhibit E: CWOB Agenda Item Instructions

COUNTYWIDE OVERSIGHT BOARD AGENDA ITEM/ATTACHMENT INSTRUCTIONS

Document	File Name Format for BAI/Resolutions/Attachments
<p>Board Agenda Item (BAI)</p> <p><i>These will become the Minutes (MIN) of the CWOB Action</i></p>	<p>Document should be saved in the following format: MIN-AGENCY-DATE-SUBJECT</p> <p>For example, an item from the City of Yucaipa for the 8/13/18 meeting for Bond Refinancing would be saved with the file name : MIN-YUCAIPA-8-13-18-1998 TAX ALLOCATION BOND REFINANCING</p>
<p>Resolution</p>	<p>The Resolution for the above example item would be saved as: RES-YUCAIPA-8-13-18-1998 TAX ALLOCATION BOND REFINANCING</p>
<p>Attachments</p>	<p>Any attachments that aren't resolutions or contracts would be saved as: ATT-YUCAIPA-8-13-18-1998 TAX ALLOCATION BOND REFINANCING ESCROW AGREEMENT</p> <p>ATT-YUCAIPA-8-13-18-1998 TAX ALLOCATION BOND REFINANCING SUPPLEMENTAL INDENTURE OF TRUST</p>
<p>Contracts</p>	<p>Contracts would typically be included only for loan agreements and would be saved as follows (use the name of the actual loan)</p> <p>CON-YUCAIPA-8-13-18-XYZ OPERATIONAL LOAN CONTRACT</p>
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. (BOLD FONT)
SUBJECT	Enter the subject of the item in ALL CAPS BOLD font. The subject should be concise and to the point while containing all pertinent information. Examples are: " ADOPT A RESOLUTION APPROVING THE RECOGNIZED OBLIGATION PAYMENT SCHEDULE FOR FISCAL YEAR 2017-18 "; " ADOPT A RESOLUTION RECEIVING A REPORT ON THE DISPOSITION OF PARCELS #####-###-## IN ACCORDANCE WITH THE LONG RANGE PROPERTY MANAGEMENT PLAN "; " INFORMATIONAL REPORT REGARDING DEPARTMENT OF FINANCE COMMUNICATION "; " ADOPT A RESOLUTION AUTHORIZING AN AGREEMENT REGARDING THE TRANSFER OF BOND PROCEEDS TO THE COUNTY "; " ADOPT A RESOLUTION APPROVING THE ISSUANCE AND SALE OF THE (INSERT NAME OF BONDS) TAX ALLOCATION REFUNDING BONDS "; " ADOPT A RESOLUTION APPROVING AN AGREEMENT REGARDING REINSTATEMENT OF THE (ENTITY) LOANS MADE TO THE FORMER REDEVELOPMENT AGENCY "; " ADOPT A RESOLUTION AMENDING THE LONG RANGE PROPERTY MANAGEMENT PLAN AND ATTACHMENTS ";

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>There should be two spaces between sentences.</p> <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). 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."</p>
TYPE OF ACTION	ATTACHMENTS
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
Amendment of LRPMP	Resolution Worksheet

IMPORTANT INFORMATION	
<ul style="list-style-type: none"> • 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. • Abbreviations should not be used in the “Subject” or “Recommendation(s)” sections. • 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)”. 	
ABBREVIATIONS	
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

NOTE: Templates are restricted to allow for filling in the form fields; however, you will need to also modify the body of the documents. To do this, you’ll need to unprotect the document. Note, there is no password for these documents. To unprotect, have the document open, then go to “File” then select, “Protect Document” then select, “Restrict Editing” a menu will pop up on next to your document and you’ll need to click on, “Stop Protection”. In order to gain access to the form fields should changes need to be made, you’ll need to click on, “Yes, Start Enforcing Protection” and leave the password fields blank.

Exhibit F: CWOB Resolution Template

RESOLUTION NO. 20 -

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

On [Day], [Month DD], 20 on motion of San Bernardino Countywide Oversight Board Member , duly seconded by San Bernardino Countywide Oversight Board Member 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 H. 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.

LAURA H. WELCH
Secretary to the San Bernardino Countywide
Oversight Board

By _____

Exhibit G: CWOB Contract Coversheet

Contract Number

Successor Agency Name

Successor Agency Contract Representative _____
Telephone Number _____

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

Briefly describe the general nature of the contract: _____

Approved as to Legal Form	Reviewed/Approved by Successor Agency
_____ _____, CWOB Counsel	_____
Date _____	Date _____

CONTACTS

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