

SAN BERNARDINO COUNTYWIDE OVERSIGHT BOARD AGENDA

ITEM/ATTACHMENT INSTRUCTIONS

ACCESSING FORM FIELDS IN TEMPLATES

Depending on how the template document is saved, you may need to restrict editing or stop protection in order to access the form fields or general template text.

- Form fields can only be accessed when the document is restricted to only allow for filling in forms. To do this, restrict editing on the document. Typically, this is done by going to the “Review” tab and then clicking on “Restrict Editing”. You may then need to click in the box to “Allow only this type of editing in the document” and selecting “filling in forms”, then “Yes, start enforcing protection”. You will be prompted for a password which you can leave blank and click, “okay”. You will then be able to tab through all the form fields.

General text areas can be accessed when the above restriction is not in place. If the document has been restricted for filling in forms, you’ll need to again click on “Restrict Editing” in the “Review” tab and then click on, “Stop Protection”.

Document	File Name Format for BAI/Resolutions/Attachments
Board Agenda Item (BAI) <i>These will become the Minutes (MIN) of the CWOB Action</i>	Document 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 with the file name : MIN-YUCAIPA-8-13-18-1998 TAX ALLOCATION BOND REFINANCING
Resolution	The Resolution for the above example item would be saved as: RES-YUCAIPA-8-13-18-1998 TAX ALLOCATION BOND REFINANCING
Attachments	Any attachments that aren’t resolutions or contracts would be saved as: ATT-YUCAIPA-8-13-18-1998 TAX ALLOCATION BOND REFINANCING ESCROW AGREEMENT ATT-YUCAIPA-8-13-18-1998 TAX ALLOCATION BOND REFINANCING SUPPLEMENTAL INDENTURE OF TRUST
Contracts	Contracts would typically be included only for loan agreements and would be saved as follows (use the name of the actual loan) CON-YUCAIPA-8-13-18-XYZ OPERATIONAL LOAN CONTRACT

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 (EX: City of Montclair). (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: “RESOLUTION APPROVING THE SUCCESSOR AGENCY TO THE REDEVELOPMENT AGENCY OF THE CITY OF XX’S RECOGNIZED OBLIGATION PAYMENT SCHEDULE AND ADMINISTRATIVE BUDGET FOR FISCAL YEAR 2019-20” ; “RESOLUTION RECEIVING THE SUCCESSOR AGENCY TO THE REDEVELOPMENT AGENCY OF THE CITY OF XX’S REPORT ON THE DISPOSITION OF PARCELS #####-###-## IN ACCORDANCE WITH THE LONG RANGE PROPERTY MANAGEMENT PLAN” ; “RESOLUTION AUTHORIZING AN AGREEMENT REGARDING THE TRANSFER OF BOND PROCEEDS FROM THE SUCCESSOR AGENCY TO THE REDEVELOPMENT AGENCY OF THE CITY OF XX TO THE COUNTY” ; “RESOLUTION APPROVING THE SUCCESSOR AGENCY TO THE REDEVELOPMENT AGENCY OF THE CITY OF XX’S ISSUANCE AND SALE OF THE (INSERT NAME OF BONDS) TAX ALLOCATION REFUNDING BONDS”
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.
BACKGROUND INFORMATION	<p>There should be two spaces between sentences.</p> <p><i>For Annual ROPS submittals, please utilize the separate template with the approved language provided.</i></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 (assuming all acronyms are previously defined, “It is recommended the Countywide Oversight Board approve the Successor Agency’s 2019-20ROPS and administrative budget. The draft 2019-20 ROPS will be provided to DOF, the County Auditor-Controller and the</p>

	County Administrative Office as required by HSC 34177(2)(B). The adopted 2019-20 ROPS will be provided to DOF and the County Auditor-Controller pursuant to HSC 34177(o). This will commence the DOF review period.”
TYPE OF ACTION	ATTACHMENTS
Adoption of ROPS	Resolution (language should include administrative budget) Attachment of ROPS to be adopted and administrative budget
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
REVIEW BY OTHERS SECTION	
The dates in this section will be filled in by County staff & legal counsel after their review.	
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	San Bernardino 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	San Bernardino Countywide Oversight Board Agenda Item