

**OVERSIGHT BOARD
OF THE SUCCESSOR AGENCY TO THE BIG BEAR LAKE
IMPROVEMENT AGENCY**

**REGULAR MEETING AGENDA
JANUARY 15, 2013**

BOARD MEMBERS

**Chairman Jay Obernolte
Vice Chairman Bill Jahn
Board Member Jackie Heule
Board Member Kurt Madden
Board Member Helen Walsh
Vacant Seat
Vacant Seat**

ORDER OF BUSINESS

Open Session 10:30 a.m.

**Big Bear Lake Civic Center, Training Room
39707 BIG BEAR BOULEVARD
Big Bear Lake, California 92315**

**OVERSIGHT BOARD OF THE SUCCESSOR AGENCY TO THE
BIG BEAR LAKE IMPROVEMENT AGENCY
MEETING AGENDA
January 15, 2013**

Regular Session – 10:30 a.m. – Training Room, 39707 Big Bear Blvd. Big Bear Lake, CA 92315

OPEN SESSION

CALL TO ORDER

MOMENT OF SILENCE/PLEDGE OF ALLEGIANCE

ROLL CALL Heule, Jahn, Madden, Obernolte, Walsh, (Two Seats Vacant)

Please Note: Agenda items may be moved at the discretion of the Oversight Board.

PUBLIC COMMUNICATIONS (Public comment is permitted only on items not on the posted agenda that are within the subject matter jurisdiction of the Oversight Board. Please note that State law prohibits the Oversight Board from taking any action on items not listed on the agenda. There is a three minute maximum time limit when addressing the Oversight Board during the time period.)

1. DISCUSSION/ACTION ITEMS

1.1 Resolution Approving Minutes of the January 7, 2013 Meeting

1.2 Consideration of Adopting a Resolution Approving the Non-Housing (Other Funds) Due Diligence Review Report Pursuant to California Health & Safety Code §34179.6

Oversight Board consideration of adopting a Resolution approving the Due Diligence Review of the Other Improvement Agency Funds and direct the Successor Agency to submit the report to the County Auditor-Controller/Treasurer/Tax Collector and State Department of Finance.

ADJOURNMENT

I hereby certify under penalty of perjury, under the laws of the State of California, that the foregoing agenda was posted in accordance with the applicable legal requirements. Dated this 10th day of January, 2013.



Cheri A. Haggerty, Board Secretary

PLEASE NOTE: Agenda related writings or documents provided to the Oversight Board are available for public inspection in the binder located at the Reception Desk in the Big Bear Lake City Hall Lobby at 39707 Big Bear Boulevard during regular business hours, 8:00 a.m. to 5:00 p.m., Monday – Friday.

The Oversight Board wishes to make all of its public meetings accessible to the public. If you need special assistance to participate in this meeting, please contact the City Clerk's Office at (909) 866-5831. Notification 48 hours prior to the meeting will enable the Oversight Board to make reasonable arrangements to ensure accessibility to this meeting.

RESOLUTION NO. OB2013-02

**A RESOLUTION OF THE OVERSIGHT BOARD OF THE SUCCESSOR
AGENCY TO THE BIG BEAR LAKE IMPROVEMENT AGENCY,
COUNTY OF SAN BERNARDINO, STATE OF CALIFORNIA,
ADOPTING THE APPROVED MINUTES FROM THE MEETING OF
JANUARY 7, 2013**

NOW, THEREFORE, BE IT RESOLVED, that the Oversight Board of the Successor Agency to the Big Bear Lake Improvement Agency does hereby adopt the minutes from the meeting of January 7, 2013.

PASSED, APPROVED AND ADOPTED this 15th day of January, 2013.

AYES:

NOES:

ABSENT:

ABSTAIN:

Jay Obernolte, Chairman

ATTEST:

Cheri A. Haggerty, Board Secretary

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Resolution No. OB2013-02

STATE OF CALIFORNIA)
COUNTY OF SAN BERNARDINO) ss

I, Cheri A. Haggerty, Board Secretary of the Oversight Board of the Successor Agency to the Big Bear Lake Improvement Agency, do hereby certify that the whole number of the Board is seven; that the foregoing Resolution, being Resolution No. OB2013-02 was duly passed and adopted by the said Board and attested by the Board Secretary, all at a regular meeting of the said Board held on the 15th day of January, 2013 and that the same was so passed and adopted by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Note: Two seats currently vacant

Cheri A. Haggerty, Board Secretary

**OVERSIGHT BOARD TO THE SUCCESSOR AGENCY
OF THE BIG BEAR LAKE IMPROVEMENT AGENCY
MINUTES FOR MEETING
January 7, 2013**

A Meeting of the Oversight Board to the Successor Agency of the Big Bear Lake Improvement Agency was called to order by Chairman Jay Obernolte at 10:30 a.m., Monday, January 7, 2013, in the Civic Center Training Room, 39707 Big Bear Boulevard, Big Bear Lake, California.

Moment of Silence/Flag Salute: Vice Chairman Bill Jahn

Board Members Present: Chairman Jay Obernolte
Vice Chairman Bill Jahn
Board Member Jackie Heule
Board Member Kurt Madden
Board Member Helen Walsh
Vacant Seat
Vacant Seat

Board Members Excused: None

Board Members Absent: None

Others Present: Kathleen Smith, Chief Operations Officer for the City of Big Bear Lake
Lyle Haynes, Representative of the Successor Agency
Kelly Ent, Director of Administrative Services for the City of Big Bear Lake
Cheri A. Haggerty, Board Secretary

PUBLIC COMMUNICATIONS

None.

1. DISCUSSION/ACTION ITEMS

1.1 Oath of Office for Oversight Board Member Jay Obernolte

City of Big Bear Lake Deputy City Clerk Cheri Haggerty administered the Oath of Office to Chairman Jay Obernolte.

1.2 Resolution Approving Minutes of the October 11, 2012 Meeting

Motion by Board Member Walsh, seconded by Vice Chairman Jahn to approve the minutes from the meeting of October 11, 2012 and to adopt the following resolution, entitled:

RESOLUTION NO. OB2013-01

A RESOLUTION OF THE OVERSIGHT BOARD TO THE SUCCESSOR AGENCY OF THE BIG BEAR LAKE IMPROVEMENT AGENCY, COUNTY OF SAN BERNARDINO, STATE OF CALIFORNIA, ADOPTING THE APPROVED MINUTES FROM THE MEETING OF OCTOBER 11, 2012

Said Motion was passed by the following vote:

AYES: Heule, Jahn, Madden, Walsh
NOES: None
ABSENT: None
ABSTAIN: Obernolte

1.3 Public Comment Session – Non-housing (“Other Funds”) Due Diligence Review Report

Oversight Board consideration of receiving a presentation on the Due Diligence Review of the Other Funds report and open the floor for public comment to be considered when it is anticipated the Board will take formal action on the item at their next meeting of January 15, 2013 to be held at 10:30 a.m. in the Training Room.

At the hour of 11:08 a.m., Chairman Obernolte opened the floor for public comment. There were no members of the public present at the meeting. Chairman Obernolte closed the floor for public comment and brought this item back to the Board for questions.

No formal action was taken by the Board.

ADJOURNMENT

There being no further business to come before the Oversight Board at this session, Chairman Obernolte adjourned the meeting at 11:09 a.m.

Cheri A. Haggerty, Board Secretary
City of Big Bear Lake



AGENDA REPORT

MEETING DATE: January 15, 2013

TO: Honorable Chairperson and Members of the Oversight Board of the Successor Agency to the Big Bear Lake Improvement Agency

FROM: Jeff Mathieu, City Manager

REVIEWED BY: Kathleen Smith, Chief Operations Officer

PREPARED BY: Kelly Ent, Director of Administrative Services

SUBJECT: **Approval – Non-housing (Other Funds) Due Diligence Review**

BACKGROUND

Pursuant to Health and Safety Code (“HSC”) section 34179.5, the Successor Agency to the former Big Bear Lake Improvement Agency (“Successor Agency”) engaged the firm of Lance, Soll & Lunghard LLP to conduct a Due Diligence Review of the Non-housing (“Other Funds”) for purposes of determining the amount of unencumbered funds to be recovered for distribution to the taxing entities. Lance, Soll & Lunghard LLP has completed their review of the Other Funds and has published the attached report. This report indicates that approximately \$9.5 million is available for distribution to the taxing entities from the non-housing funds of the former redevelopment agency.

As required under HSC 34179.6(a), the attached report was to be distributed by the Successor Agency to the Oversight Board, County Auditor-Controller/Treasurer/Tax Collector, State Controller, and Department of Finance. On January 7, 2013, the Oversight Board held a meeting to take public comment on the report pursuant to HSC 34179.6(b). The purpose of today’s meeting is to consider approval of the report and authorization for the Successor Agency to submit the report to the County Auditor-Controller/Treasurer/Tax Collector and Department of Finance.

RECOMMENDATION

It is recommended that the Oversight Board approve the attached resolution approving the Due Diligence Review of the Other Improvement Agency Funds and direct the Successor Agency to submit the report to the County Auditor-Controller/Treasurer/Tax Collector and Department of Finance.

RESOLUTION NO. OB2013-XX

A RESOLUTION OF THE OVERSIGHT BOARD OF THE SUCCESSOR AGENCY TO THE BIG BEAR LAKE IMPROVEMENT AGENCY, COUNTY OF SAN BERNARDINO, STATE OF CALIFORNIA, APPROVING THE NON-HOUSING (OTHER FUNDS) DUE DILIGENCE REVIEW PURSUANT TO CALIFORNIA HEALTH AND SAFETY CODE 34179.6

WHEREAS, pursuant to the Community Redevelopment Law (Health and Safety Code Sections 33000 *et seq.*) (“CRL”), the City Council of the City of Big Bear Lake (“City”) created the Big Bear Lake Improvement Agency (“Agency”); and

WHEREAS, pursuant to Health and Safety Code section 34172, the Agency was dissolved on February 1, 2012, and the City became the successor agency to the dissolved Agency (“Successor Agency”); and

WHEREAS, Health and Safety Code Section 34179.5, enacted by AB 1484, requires successor agencies to engage a licensed accountant to conduct a “due diligence review” to determine the amount of unencumbered funds that were previously held in the Agency’s non-housing funds that are available for transfer to the other taxing entities within the Agency’s former jurisdiction; and

WHEREAS, the Successor Agency engaged the accounting firm of Lance, Soll & Lunghard LLP to conduct the due diligence review of the non-housing funds; and

WHEREAS, the Successor Agency submitted a copy of the due diligence review report issued by Lance, Soll & Lunghard LLP to the Oversight Board, County Auditor-Controller/Treasurer/Tax Collector, State Controller and Department of Finance as required under Health and Safety Code Section 34179.6(a); and

WHEREAS, Health and Safety Code Section 34179.6(b) requires the Oversight Board to hold a meeting and give an opportunity for public comment on the due diligence review report at least five business days prior to considering the due diligence review report for approval; and

WHEREAS, the Oversight Board held such a meeting on January 7, 2013 and provided an opportunity for public comment on the report; and

WHEREAS, Health and Safety Code Section 34179.6(c) requires that the Oversight Board review, approve and transmit to the County Auditor-Controller/Treasurer/Tax Collector and Department of Finance the determination of the amount of non-housing cash and cash equivalents that are available for disbursement to taxing entities.

NOW, THEREFORE, BE IT RESOLVED, that the Oversight Board of the Successor Agency to the Big Bear Lake Improvement Agency hereby resolves as follows:

Section 1: Recitals. The Recitals set forth above are true and correct and incorporated herein by reference.

Section 2: Approval and Adoption of Report. The Oversight Board hereby approves the Other Improvement Agency Funds Due Diligence Review Report attached hereto, as required by Health and Safety Code Section 34179.6(c).

Section 3: Future Action. The Oversight Board hereby hereby directs the Successor Agency to submit copies of the approved Other Improvement Agency Funds Due Diligence Review Report to the County Auditor-Controller and the State of California Department of Finance by January 15, 2013.

Section 4: Severability. If any provision of this Resolution or the application of any such provision to any person or circumstance is held invalid, such invalidity shall not affect other provisions or applications of this Resolution that can be given effect without the invalid provision or application, and to this end the provisions of this Resolution are severable. The Oversight Board declares that it would have adopted this Resolution irrespective of the invalidity of any particular portion of this Resolution.

Section 5: Certification. The Board Secretary shall certify to the adoption of this Resolution.

Section 6: Effective Date. Pursuant to Health and Safety Code Section 34179(h), all actions taken by the Oversight Board may be reviewed by the State of California Department of Finance, and, therefore, this Resolution shall not be effective for five (5) business days, pending a request for review by the State of California Department of Finance.

PASSED, APPROVED AND ADOPTED this ____ day of _____, 2013:

AYES:
NOES:
ABSENT:
ABSTAIN:

Date

Jay Obernolte, Chairman

ATTEST:

Cheri A. Haggerty, Board Secretary



**Successor Agency of the Former
Big Bear Lake Improvement Agency**

**Due Diligence Review
of the Other Improvement Agencies Funds
Pursuant to Sections 34179.5(c)(1) through 34179.5(c)(3)
and Sections 34179.5(c)(5) through 34179.5(c)(6)
of Assembly Bill No. 1484 of 2012**

Lance Soll & Lunghard, LLP

Orange County
Silicon Valley
Temecula Valley

www.lslcpas.com

Successor Agency of the Former
Big Bear Lake Improvement Agency

Due Diligence Review
of the Other Improvement Agency Funds
Pursuant to Sections 34179.5(c)(1) through 34179.5(c)(3)
and Sections 34179.5(c)(5) through 34179.5(c)(6)
of Assembly Bill No. 1484 of 2012



CERTIFIED PUBLIC ACCOUNTANTS

- Brandon W. Burrows, CPA
- David E. Hale, CPA, CFP
A Professional Corporation
- Donald G. Slater, CPA
- Richard K. Kikuchi, CPA
- Susan F. Matz, CPA
- Shelly K. Jackley, CPA
- Bryan S. Gruber, CPA
- Deborah A. Harper, CPA

INDEPENDENT ACCOUNTANTS' REPORT ON APPLYING
AGREED-UPON PROCEDURES

To the Successor Agency of the
Former Big Bear Lake Improvement Agency
City of Big Bear Lake, California

We have performed the procedures enumerated in Attachment A for the Other Improvement Agency Funds, which were agreed to by the California State Controller's Office and the State of California Department of Finance (State Agencies) solely to assist you in ensuring that the dissolved Improvement Agency is complying with Assembly Bill 1484, Chapter 26, Section 17's amendment to health and safety code 34179.5. This agreed-upon procedures engagement was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants. Management of the successor agency is responsible for providing all the information obtained in performing these procedures. The sufficiency of these procedures is solely the responsibility of those parties specified in the report. Consequently, we make no representations regarding the sufficiency of the procedures described below either for the purpose for which this report has been requested or for any other purpose.

As stated above, the scope of this engagement was limited to performing the procedures identified in Attachment A, which specified the "List of Procedures for the Due Diligence Review" obtained from the California Department of Finance Website.

The results of the procedures performed are identified in Attachment B1 through B11.

We were not engaged to and did not conduct an audit, the objective of which would be the expression of a certified opinion as to the appropriateness of the results of the procedures performed. Accordingly, we do not express such an opinion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to the Successor Agency.

This report is intended solely for the information and use of the Successor Agency Oversight Board, the Successor Agency and the applicable State Agencies, and is not intended to be, and should not be used by anyone other than these specified parties. This restriction is not intended to limit distribution of this report, which is a matter of public record.

Lance, Soll & Lunghard, LLP

Brea, California
December 20, 2012

List of Procedures for Due Diligence Review of the Other Improvement Agency Funds

1. Obtain from the Successor Agency a listing of all assets that were transferred from the former Improvement Agency to the Successor Agency on February 1, 2012. Agree the amounts on this listing to account balances established in the accounting records of the Successor Agency. Identify in the Agreed-Upon Procedures (AUP) report the amount of the assets transferred to the Successor Agency as of that date.
2. If the State Controller's Office has completed its review of transfers required under both sections 34167.5 and 34178.8 and issued its report regarding such review, attach a copy of that report as an exhibit to the AUP report. If this has not yet occurred, perform the following procedures:
 - a. Obtain a listing prepared by the Successor Agency of transfers (excluding payments for goods and services) from the former Improvement Agency to the city, county, or city and county that formed the Improvement Agency for the period from January 1, 2011 through January 31, 2012. For each transfer, the Successor Agency should describe the purpose of the transfer and describe in what sense the transfer was required by one of the Agency's enforceable obligations or other legal requirements. Provide this listing as an attachment to the AUP report.
 - b. Obtain a listing prepared by the Successor Agency of transfers (excluding payments for goods and services) from the Successor Agency to the city, county, or city and county that formed the Improvement Agency for the period from February 1, 2012 through June 30, 2012. For each transfer, the Successor Agency should describe the purpose of the transfer and describe in what sense the transfer was required by one of the Agency's enforceable obligations or other legal requirements. Provide this listing as an attachment to the AUP report.
 - c. For each transfer, obtain the legal document that formed the basis for the enforceable obligation that required any transfer. Note in the AUP report the absence of any such legal document or the absence of language in the document that required the transfer.
3. If the State Controller's Office has completed its review of transfers required under both Sections 34167.5 and 34178.8 and issued its report regarding such review, attach a copy of that report as an exhibit to the AUP report. If this has not yet occurred, perform the following procedures:
 - a. Obtain a listing prepared by the Successor Agency of transfers (excluding payments for goods and services) from the former Improvement Agency to any other public agency or to private parties for the period from January 1, 2011 through January 31, 2012. For each transfer, the Successor Agency should describe the purpose of the transfer and describe in what sense the transfer was required by one of the Agency's enforceable obligations or other legal requirements. Provide this listing as an attachment to the AUP report.
 - b. Obtain a listing prepared by the Successor Agency of transfers (excluding payments for goods and services) from the Successor Agency to any other public agency or private parties for the period from February 1, 2012 through June 30, 2012. For each transfer, the Successor Agency should describe the purpose of the transfer and describe in what sense the transfer was required by one of the Agency's enforceable obligations or other legal requirements. Provide this listing as an attachment to the AUP report.
 - c. For each transfer, obtain the legal document that formed the basis for the enforceable obligation that required any transfer. Note in the AUP report the absence of any such legal document or the absence of language in the document that required the transfer.

List of Procedures for Due Diligence Review for the Other Improvement Agency Funds (Continued)

4. Perform the following procedures:
 - a. Obtain from the Successor Agency a summary of the financial transactions of the Improvement Agency and the Successor Agency in the format set forth in the attached schedule for the fiscal periods indicated in the schedule. For purposes of this summary, the financial transactions should be presented using the modified accrual basis of accounting. End of year balances for capital assets (in total) and long-term liabilities (in total) should be presented at the bottom of this summary schedule for information purposes.
 - b. Ascertain that for each period presented, the total of revenues, expenditures, and transfers accounts fully for the changes in equity from the previous fiscal period.
 - c. Compare amounts in the schedule relevant to the fiscal year ended June 30, 2010 to the state controller's report filed for the Improvement Agency for that period.
 - d. Compare amounts in the schedule for the other fiscal periods presented to account balances in the accounting records or other supporting schedules. Describe in the report the type of support provided for each fiscal period.
5. Obtain from the Successor Agency a listing of all assets of the Low and Moderate Income Housing Fund as of June 30, 2012 for the report that is due October 1, 2012 and a listing of all assets of all other funds of the Successor Agency as of June 30, 2012 (excluding the previously reported assets of the Low and Moderate Income Housing Fund) for the report that is due December 15, 2012. When this procedure is applied to the Low and Moderate Income Housing Fund, the schedule attached as an exhibit will include only those assets of the Low and Moderate Income Housing Fund that were held by the Successor Agency as of June 30, 2012 and will exclude all assets held by the entity that assumed the housing function previously performed by the former Improvement Agency. Agree the assets so listed to recorded balances reflected in the accounting records of the Successor Agency. The listing should be attached as an exhibit to the appropriate AUP report.
6. Obtain from the Successor Agency a listing of asset balances held on June 30, 2012 that are restricted for the following purposes:
 - a. Unspent bond proceeds:
 - i. Obtain the Successor Agency's computation of the restricted balances (e.g., total proceeds less eligible project expenditures, amounts set aside for debt service payments, etc.).
 - ii. Trace individual components of this computation to related account balances in the accounting records, or to other supporting documentation (specify in the AUP report a description of such documentation).
 - iii. Obtain from the Successor Agency a copy of the legal document that sets forth the restriction pertaining to these balances. Note in the AUP report the absence of language restricting the use of the balances that were identified by the Successor Agency as restricted.
 - b. Grant proceeds and program income that are restricted by third parties:
 - i. Obtain the Successor Agency's computation of the restricted balances (e.g., total proceeds less eligible project expenditures).
 - ii. Trace individual components of this computation to related account balances in the accounting records, or to other supporting documentation (specify in the AUP report a description of such documentation).

List of Procedures for Due Diligence Review for the Other Improvement Agency Funds (Continued)

- iii. Obtain from the Successor Agency a copy of the grant agreement that sets forth the restriction pertaining to these balances. Note in the AUP report the absence of language restricting the use of the balances that were identified by the Successor Agency as restricted.
 - c. Other assets considered to be legally restricted:
 - i. Obtain the Successor Agency's computation of the restricted balances (e.g., total proceeds less eligible project expenditures).
 - ii. Trace individual components of this computation to related account balances in the accounting records, or to other supporting documentation (specify in the AUP report a description of such documentation).
 - iii. Obtain from the Successor Agency a copy of the legal document that sets forth the restriction pertaining to these balances. Note in the AUP report the absence of language restricting the use of the balances that were identified by Successor the Agency as restricted.
 - d. Attach the above mentioned Successor Agency prepared schedule(s) as an exhibit to the AUP report. For each restriction identified on these schedules, indicate in the report the period of time for which the restrictions are in effect. If the restrictions are in effect until the related assets are expended for their intended purpose, this should be indicated in the report.
7. Perform the following:
- a. Obtain from the Successor Agency a listing of assets as of June 30, 2012 that are **not** liquid or otherwise available for distribution (such as capital assets, land held for resale, long-term receivables, etc.) and ascertain if the values are listed at either purchase cost (based on book value reflected in the accounting records of the Successor Agency) or market value as recently estimated by the Successor Agency.
 - b. If the assets listed at 7(A) are listed at purchase cost, trace the amounts to a previously audited financial statement (or to the accounting records of the Successor Agency) and note any differences.
 - c. For any differences noted in 7(B), inspect evidence of disposal of the asset and ascertain that the proceeds were deposited into the Successor Agency trust fund. If the differences are due to additions (this generally is not expected to occur), inspect the supporting documentation and note the circumstances.
 - d. If the assets listed at 7(A) are listed at recently estimated market value, inspect the evidence (if any) supporting the value and note the methodology used. If no evidence is available to support the value and/or methodology, note the lack of evidence.
8. Perform the following:
- a. If the Successor Agency believes that asset balances need to be retained to satisfy enforceable obligations, obtain from the Successor Agency an itemized schedule of asset balances (resources) as of June 30, 2012 that are dedicated or restricted for the funding of enforceable obligations and perform the following procedures. The schedule should identify the amount dedicated or restricted, the nature of the dedication or restriction, the specific enforceable obligation to which the dedication or restriction relates, and the language in the legal document that is associated with the enforceable obligation that specifies the dedication of existing asset balances toward payment of that obligation.
 - i. Compare all information on the schedule to the legal documents that form the basis for the dedication or restriction of the resource balance in question.

List of Procedures for Due Diligence Review for the Other Improvement Agency Funds (Continued)

- ii. Compare all current balances to the amounts reported in the accounting records of the Successor Agency or to an alternative computation.
 - iii. Compare the specified enforceable obligations to those that were included in the final Recognized Obligation Payment Schedule approved by the California Department of Finance.
 - iv. Attach as an exhibit to the report the listing obtained from the Successor Agency. Identify in the report any listed balances for which the Successor Agency was unable to provide appropriate restricting language in the legal document associated with the enforceable obligation.
- b. If the Successor Agency believes that future revenues together with balances dedicated or restricted to an enforceable obligation are insufficient to fund future obligation payments and thus retention of current balances is required, obtain from the Successor Agency a schedule of approved enforceable obligations that includes a projection of the annual spending requirements to satisfy each obligation and a projection of the annual revenues available to fund those requirements and perform the following procedures:
- i. Compare the enforceable obligations to those that were approved by the California Department of Finance. Procedures to accomplish this may include reviewing the letter from the California Department of Finance approving the Recognized Enforceable Obligation Payment Schedules for the six month period from January 1, 2012 through June 30, 2012 and for the six month period July 1, 2012 through December 31, 2012.
 - ii. Compare the forecasted annual spending requirements to the legal document supporting each enforceable obligation.
 - a. Obtain from the Successor Agency its assumptions relating to the forecasted annual spending requirements and disclose in the report major assumptions associated with the projections.
 - iii. For the forecasted annual revenues:
 - a. Obtain from the Successor Agency its assumptions for the forecasted annual revenues and disclose in the report major assumptions associated with the projections.
- c. If the Successor Agency believes that projected property tax revenues and other general purpose revenues to be received by the Successor Agency are insufficient to pay bond debt service payments (considering both the timing and amount of the related cash flows), obtain from the Successor Agency a schedule demonstrating this insufficiency and apply the following procedures to the information reflected in that schedule.
- i. Compare the timing and amounts of bond debt service payments to the related bond debt service schedules in the bond agreement.
 - ii. Obtain the assumptions for the forecasted property tax revenues and disclose major assumptions associated with the projections.
 - iii. Obtain the assumptions for the forecasted other general purpose revenues and disclose major assumptions associated with the projections.
- d. If procedures A, B, or C were performed, calculate the amount of current unrestricted balances necessary for retention in order to meet the enforceable obligations by performing the following procedures.

List of Procedures for Due Diligence Review for the Other Improvement Agency Funds (Continued)

- i. Combine the amount of identified current dedicated or restricted balances and the amount of forecasted annual revenues to arrive at the amount of total resources available to fund enforceable obligations.
 - ii. Reduce the amount of total resources available by the amount forecasted for the annual spending requirements. A negative result indicates the amount of current unrestricted balances that needs to be retained.
 - iii. Include the calculation in the AUP report.
9. If the Successor Agency believes that cash balances as of June 30, 2012 need to be retained to satisfy obligations on the Recognized Obligation Payment Schedule (ROPS) for the period of July 1, 2012 through June 30, 2013, obtain a copy of the final ROPS for the period of July 1, 2012 through December 31, 2012 and a copy of the final ROPS for the period January 1, 2013 through June 30, 2013. For each obligation listed on the ROPS, the Successor Agency should add columns identifying (1) any dollar amounts of existing cash that are needed to satisfy that obligation and (2) the Successor Agency's explanation as to why the Successor Agency believes that such balances are needed to satisfy the obligation. Include this schedule as an attachment to the AUP report.
10. Include (or present) a schedule detailing the computation of the Balance Available for Allocation to Affected Taxing Entities. Amounts included in the calculation should agree to the results of the procedures performed in each section above. The schedule should also include a deduction to recognize amounts already paid to the County Auditor-Controller on July 12, 2012 as directed by the California Department of Finance. The amount of this deduction presented should be agreed to evidence of payment. The attached example summary schedule may be considered for this purpose. Separate schedules should be completed for the Low and Moderate Income Housing Fund and for all other funds combined (excluding the Low and Moderate Income Housing Fund).
11. Obtain a representation letter from Successor Agency management acknowledging their responsibility for the data provided to the practitioner and the data presented in the report or in any attachments to the report. Included in the representations should be an acknowledgment that management is not aware of any transfers (as defined by Section 34179.5) from either the former Improvement Agency or the Successor Agency to other parties for the period from January 1, 2011 through June 30, 2012 that have not been properly identified in the AUP report and its related exhibits. Management's refusal to sign the representation letter should be noted in the AUP report as required by attestation standards.

Procedure 1
 List of Assets Transferred from the Former Redevelopment Agency to the Successor Agency
 Other Redevelopment Agency Funds
 As of February 1, 2012

<u>Asset</u>	<u>Balance at 2/1/2012</u>
Pooled cash and investments	\$ 6,962,746
Cash with fiscal agent	1,188,324
Due from other government agencies	91,431
Loans receivable	97,308
	<hr/>
Total Assets transferred:	\$ 8,339,809

Procedure 2

ATTACHMENT B2

**Listing of Transfers (Excluding Payments for Goods and Services) to the City
Other Redevelopment Agency Funds
For the Period from January 1, 2011 through June 30, 2012**

Describe Purpose of Transfer	Enforceable Obligation (EO)/ Other Legal Requirement (LR)	Amount	Legal Documentation Obtained? (Y/N)
<u>From former Redevelopment Agency to City for January 1, 2011 through January 31, 2012</u>			
Repayment of Interest on Advances to the General Fund in January 2011 through June 2011	EO	\$ 38,168	Y
Interest on advances entered into in the first two years from the date the redevelopment agency was formed			
Interest on advances entered into after the first two years from the date the redevelopment agency was formed	N/A	213,029	N
Repayment of Advances to the General Fund in December 2011	N/A		
Big Bear Project Area Resolution 84-09 - March 31, 1985	EO	18,067	Y
Big Bear Project Area Resolution 84-09 - June 30, 1985	N/A	518,210	N
Moonridge Project Area Resolution 86-02 - November 1, 1985	EO	300,000	Y
Big Bear Project Area Resolution 86-01 - January 30, 1986	N/A	447,000	N
Moonridge Project Area Resolution 86-02 - January 30, 1986	N/A	80,000	N
Big Bear Project Area Resolution 86-07 - March 1, 1986	N/A	510,000	N
Big Bear Project Area Resolution 88-01 and 88-03 - June 30, 1988	N/A	1,100,000	N
Big Bear Project Area Resolution 91-02 - July 1, 1991	N/A	876,000	N
Moonridge Project Area Resolution 91-02 - July 1, 1991	N/A	800,000	N
Repayment of Interest on Advances to the General Fund in July 2011 through December 2011	N/A	251,197	N
Reimbursement to City for capital project expenses incurred from 1999-2002	EO	796,026	Y
Reimbursement to City for street capital project expenses	EO	2,629,622	Y
	Sub-total:	8,577,319	

From Successor Agency to City for February 1, 2012 through June 30, 2012

No transfers were made to the City during this time period or they were diminimus

Total Transfers to City for 1/1/2011 through 6/30/2012: \$ 8,577,319

Footnotes:

- a) Although there is an agreement entered into between the former redevelopment agency and the City, this obligation was not approved on the ROPS.
- b) Street and capital project expenses were paid pursuant to the approved EOPS. These items were subsequently disallowed by DOF on ROPS I per their letter dated May 11, 2012 at which time the Successor Agency ceased reimbursements to the City for these purposes.
- c) These advances were entered into within the first two years from the date the redevelopment agency was formed.

Procedure 3
 Listing of Transfers (Excluding Payments for Goods and Services) to Other Public Agencies or Private Parties
 Other Redevelopment Agency Funds
 For the Period from January 1, 2011 through June 30, 2012

Describe Purpose of Transfer	Enforceable Obligation (EO)/ Other Legal Requirement (LR)	Amount	Legal Documentation Obtained? (Y/N)
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From former Redevelopment Agency to other public agencies or private parties for January 1, 2011 through January 31, 2012

No transfers were made to other public agencies or third parties during this time period or they were diminimus

From Successor Agency to other public agencies or private parties for February 1, 2012 through June 30, 2012

No transfers were made to other public agencies or third parties during this time period or they were diminimus

Procedure 4
 Summary of the Financial Transactions of Redevelopment Agency and Successor Agency
 All Funds
 Per schedule attached to List of Procedures for Due Diligence Review

	Redevelopment Agency 12 Months Ended 6/30/2010	Redevelopment Agency 12 Months Ended 6/30/2011	Redevelopment Agency 7 Months Ended 1/31/2012	Successor Agency 5 Months Ended 6/30/2012
Assets (modified accrual basis)				
Pooled cash and investments	\$ 18,986,468	\$ 17,697,030	\$ 7,700,048	\$ 7,941,244
Cash with fiscal agent	947,976	1,648,415	1,465,237	947,953
Due from other governments	196,205	88,239	91,432	-
Interest receivable	27,135	22,598	136,839	136,839
Loans receivable	-	100,000	5,394,914	5,394,914
Total Assets	\$ 20,157,784	\$ 19,556,282	\$ 14,788,470	\$ 14,420,950
Liabilities (modified accrual basis)				
Accounts payable	\$ 153,139	\$ 113,446	\$ 93,377	\$ 2,484,327
Deferred revenue	-	-	136,839	136,839
Pass-through payable	-	-	234,334	-
Due to other governments	352,980	1,058,672	-	-
Total Liabilities	506,119	1,172,118	464,550	2,621,166
Equity	19,651,665	18,384,164	14,323,920	11,799,784
Total Liabilities + Equity	\$ 20,157,784	\$ 19,556,282	\$ 14,788,470	\$ 14,420,950
Total Revenues:	\$ 7,354,795	\$ 6,819,609	\$ 6,475,691	\$ 1,126,934
Total Expenditures:	4,957,131	6,141,824	7,130,108	3,526,070
Total Transfers:	(3,034,576)	(1,209,301)	(3,405,827)	14,198,920
Net change in equity	(636,912)	(531,516)	(4,060,244)	11,799,784
Beginning Equity:	20,288,577	18,915,680	18,384,164	-
Ending Equity:	\$ 19,651,665	\$ 18,384,164	\$ 14,323,920	\$ 11,799,784
Other Information (show year end balances for all four periods presented):				
Capital assets as of end of year	\$ -	\$ -	\$ -	\$ -
Long-term debt as of end of year	17,834,277	17,069,277	11,960,000	11,615,000

Procedure 5
 Listing of All Assets
 Other Redevelopment Agency Funds
 As of June 30, 2012

ATTACHMENT B5

Asset	Amount
Cash	
841-0000-1310	\$ 1,063,189
861-0000-1310	5,515,431
	<u> </u>
	TOTAL CASH: \$ 6,578,620
Cash with fiscal agent	
841-0000-1022	79,272
861-0000-1018	3
861-0000-1022	578,594
	<u> </u>
	TOTAL CASH WITH FISCAL AGENT: 657,869
Deferred charges	
841-0000-1622	29,318
861-0000-1622	215,001
	<u> </u>
	TOTAL INTANGIBLE ASSETS: 244,319
	<u> </u>
	TOTAL ASSETS AT 6/30/2012: \$ 7,480,808

Procedure 6
 Listing of Assets that are Restricted
 Other Redevelopment Agency Funds
 As of June 30, 2012

Item #	Description	Documentation Referenced	Amount	Purpose	Legal Documentation Obtained? (Y/N)
1	Cash with fiscal Agent				
	a) Cash with Fiscal Agent 2005	841-0000-1022	\$ 79,272	Held in Trust by Fiduciary per Bond Restrictions	Y
	b) Cash with Fiscal Agent 2005	861-0000-1022	578,594	Held in Trust by Fiduciary per Bond Restrictions	Y
	c) Cash with Fiscal Agent COP	861-0000-1018	3	Held in Trust by Fiduciary per Bond Restrictions	Y
		TOTAL:	\$ 657,869		

Procedure 7

ATTACHMENT B7

**Listing of Assets That Are Not Liquid or Otherwise Available for Distribution
Other Redevelopment Agency Funds
As of June 30, 2012**

Item #	Description	Reference	Amount	Value Method	Variance Noted? (Y/N)
1	Deferred charges				
	a) Cost of Issuance 2005 TARB	841-0000-1622	\$ 29,318	Amortized value	N
	b) Cost of Issuance 2005 TARB	861-0000-1622	215,001	Amortized value	N
	TOTAL RESTRICTIONS OF NON-CASH ITEMS		\$ 244,319		

Procedure 8a

ATTACHMENT B8a

Listing of Assets (resources) that are dedicated or restricted for the funding of enforceable obligations
 Other Redevelopment Agency Funds
 As of June 30, 2012

Item #	Project Name	Reference	Approved Obligation Amount	Amount Paid in Period Ending June 30, 2012	Amount Restricted for Obligation for June 30, 2012 Balance	Legal Documentation Obtained? (Y/N)
1	Façade/Sign Improvement Pgm	Form A Line 10	\$ 34,959	\$ -	\$ 34,959	Y
			\$ 34,959	\$ -	\$ 34,959	

Procedure 8b

ATTACHMENT B8b

**Listing of Assets (resources) that need to be retained due to insufficient funding for the funding of enforceable obligations
Other Redevelopment Agency Funds
As of June 30, 2012**

No assets that need to be retained due to insufficient funding for the funding of enforceable obligations

Procedure 8c

ATTACHMENT B8c

**Listing of Assets (resources) that need to be retained due to projected insufficient property tax revenues for bond debt payments
Other Redevelopment Agency Funds
As of June 30, 2012**

No assets that need to be retained due to projected insufficient property tax revenues for bond debt payments

Procedure 9

**Listing of Assets (resources) that need to be retained due to projected insufficient property tax revenues for future ROPS
Other Redevelopment Agency Funds
As of June 30, 2012**

No assets that need to be retained due to projected insufficient property tax revenues for future ROPS

Procedure 10

Summary of Other Redevelopment Agency Funds Available for Allocation to Affected Taxing Entities

ATTACHMENT B10

Total amount of assets held by the successor agency as of June 30, 2012 (procedure 5)	\$	7,480,808
Add the amount of any assets transferred to the city or other parties for which an enforceable obligation with a third party requiring such transfer and obligating the use of the transferred assets did not exist (procedures 2 and 3)		
		To City
		4,795,436
		To other parties
		-
Less assets legally restricted for uses specified by debt covenants, grant restrictions, or restrictions imposed by other governments (procedure 6)		(657,869)
Less assets that are not cash or cash equivalents (e.g., physical assets) - (procedure 7)		(244,319)
Less balances that are legally restricted for the funding of an enforceable obligation (net of projected annual revenues available to fund those obligations) - (procedure 8)		(34,959)
Less balances needed to satisfy ROPS for the 2012-13 fiscal year (procedure 9)		-
18 Less the amount of payments made on July 12, 2012 to the County Auditor-Controller as directed by the California Department of Finance		(1,828,835)
	\$	9,510,262

Amount to be remitted to county for disbursement to taxing entities

City of Big Bear Lake



ADMINISTRATIVE SERVICES DIVISION

December 20, 2012

Lance, Soll & Lunghard, LLP
Certified Public Accountants
203 North Brea Boulevard, Suite 203
Brea, CA 92821-4056

We are providing this letter in connection with your performance of the Due Diligence Review of the Other Improvement Agency Funds in accordance with Assembly Bill 1484 for the Successor Agency of the former Big Bear Lake Improvement Agency. We confirm that we are responsible for the complete and fair presentation of the previously mentioned review in conformity with the listed procedures of the Assembly Bill 1484 Due Diligence Review as published by the State Department of Finance on August 27, 2012. We are also responsible for adopting sound accounting policies, establishing and maintaining effective internal control over financial reporting, and preventing and detecting fraud.

We confirm, to the best of our knowledge and belief, as of the date of this letter, the following representations made to you during your review:

1. We have made available to you:
 - a. In accordance with 34179.5(c)(1), the dollar value of all assets transferred from the former improvement agency to the successor agency on or about February 1, 2012.
 - b. In accordance with 34179.5(c)(2), the dollar value of all assets and cash and cash equivalents transferred after January 1, 2011, through June 30, 2012, by the improvement agency or the successor agency to the city, county, or city and county that formed the improvement agency and the purpose of each transfer. We have also provided the documentation of any enforceable obligation that required the transfer.
 - c. In accordance with 34179.5(c)(3), the dollar value of any cash or cash equivalents transferred after January 1, 2011, through June 30, 2012, by the improvement agency or the successor agency to any other public agency or private party and the purpose of each transfer. We have also provided documentation of any enforceable obligation that required the transfer.
 - d. In accordance with 34179.5(c)(4), the expenditure and revenue accounting information and have identified transfers and funding sources for the 2010–11 and 2011–12 fiscal years that reconciles balances, assets, and liabilities of the successor agency on June 30, 2012 to those reported to the Controller for the 2009–10 fiscal year.
 - e. In accordance with 34179.5(c)(5), a listing of all assets of the Low and Moderate Income Housing Fund as of June 30, 2012 for the report that is due October 1, 2012 and a listing of all assets of all other funds of the Successor Agency as of June 30, 2012 (excluding the previously reported assets of the Low and Moderate Income Housing Fund) for the report that is due December 15, 2012.

City of Big Bear Lake Civic Center and Performing Arts Center
39707 Big Bear Boulevard, P.O. Box 10000, Big Bear Lake CA 92315-8900
•Phone 909/866-5831 •Fax 909/866-5491

- f. In accordance with 34179.5(c)(5)(B), an itemized statement listing any amounts that are legally restricted as to purpose and cannot be provided to taxing entities. This could include the proceeds of any bonds, grant funds, or funds provided by other governmental entities that place conditions on their use.
 - g. In accordance with 34179.5(c)(5)(C), an itemized statement of the values of any assets that are not cash or cash equivalents. This may include physical assets, land, records, and equipment. For the purpose of this accounting, physical assets may be valued at purchase cost or at any recently estimated market value.
 - h. In accordance with 34179.5(c)(5)(D), an itemized listing of any current balances that are legally or contractually dedicated or restricted for the funding of an enforceable obligation that identifies the nature of the dedication or restriction and the specific enforceable obligation. In addition, we have provided a listing of all approved enforceable obligations that includes a projection of annual spending requirements to satisfy each obligation and a projection of annual revenues available to fund those requirements.
 - i. In accordance with 34179.5(c)(5)(E), an itemized list and analysis of any amounts of current balances that are needed to satisfy obligations that will be placed on the Recognized Obligation Payment Schedules for the current fiscal year.
2. There are no material transactions that have not been properly recorded in the accounting records underlying this Due Diligence Review.
 3. Management is not aware of any transfers (as defined by Section 34179.5) from either the former Improvement Agency or the Successor Agency to the City, other agencies or private parties for the period January 1, 2011 through June 30, 2012 that have not been identified in this report and related exhibits.
 4. We acknowledge our responsibility for the design and implementation of programs and controls to prevent and detect fraud.
 5. We have no knowledge of any fraud or suspected fraud affecting this Due Diligence Review involving:
 - a. Management,
 - b. Employees who have significant roles in internal control, or
 - c. Others where the fraud could have a material effect on this Due Diligence Review.
 6. We have no knowledge of any allegations of fraud or suspected fraud affecting the entity received in communications from employees, former employees, analysts, regulators, or others.
 7. When applicable, we have taken timely and appropriate steps to remedy fraud, illegal acts, violations of provisions of contracts or grant agreements, or abuse that you have reported to us.
 8. We have identified to you any previous audits, attestation engagements, performance audits, state controller reports or other studies related to the objectives of this Due Diligence Review and whether related recommendations have been implemented.
 9. The Successor Agency of the former Big Bear Lake Improvement Agency has no plans or intentions that may materially affect the carrying value or classification of assets, liabilities, or fund equity.
 10. We are responsible for compliance with the laws, regulations, provisions of contracts and grant agreements applicable to us, and all provisions related to the dissolution of the Improvement Agency in accordance with AB 1X 26 and AB 1484.

11. There are no known violations of:

- a. Laws and regulations,
- b. Provisions of contracts and grant agreements,
- c. Provisions related to the dissolution of the Improvement Agency in AB 1X 26 and AB 1484 whose effects should be considered for disclosure in this Due Diligence Review.

12. All bank accounts and investments associated with this review have been properly reflected in the general ledger accounting records.

13. No events, including instances of noncompliance, have occurred subsequent to the performance of this Due Diligence Review and through the date of this letter that would require adjustment to or disclosure in the aforementioned Due Diligence Review.

Signed:  _____

Title: Director of Administrative Services
