

# COUNTYWIDE OVERSIGHT BOARD

## COUNTY OF MERCED

### Agenda Submission Procedures

All Successor Agency agenda items must be submitted to the Countywide Oversight Board Counsel or other party designated by the Countywide Oversight Board by electronic mail. Each Agenda Item Submission Request Form and all accompanying documents must be submitted in one single email addressed to the Countywide Oversight Board Counsel or other designated party. The resolution and staff reports submitted for any one particular item must be in Microsoft word format, supporting documents may be submitted in PDF format. The items must be submitted in the form included in this policy,

Submission must be made no later than 5 p.m. pacific standard time, not less than twenty (20) calendar days from the date of the proposed date of the Countywide Oversight Board that the Successor Agency desires the item be considered.

<b>2018 Regular Countywide Oversight Board Meeting Dates</b>	<b>Agenda Submission Deadline</b>
September 27, 2018	September 7, 2018
November 29, 2018	November 9, 2018

<b>2019 Regular Countywide Oversight Board Meeting Dates</b>	<b>Agenda Submission Deadline</b>
January 24, 2019	January 4, 2019
March 28, 2019	March 8, 2019
May 23, 2019	May 3, 2019
July 25, 2019	July 5, 2019
September 26, 2019	September 6, 2019

December 5, 2019	November 15, 2019
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Submissions for special meetings must be made not less than seven (7) calendar days prior to the date on which the Special Meeting will be held.

Review of Agenda Item Submittals

The Countywide Oversight Board staff and Countywide Oversight Board counsel shall conduct the initial review of all items requested to be placed on an agenda of the Countywide Oversight Board. During the initial review, the Countywide Oversight Board staff may consult with Oversight Board counsel and other parties in the review of the items. Countywide Oversight Board legal counsel will have final review of all items for compliance with these Policies and Procedures and consistency with laws and the Dissolution Act.

The Countywide Oversight Board staff or Oversight Board counsel may request additional information and documentation to the Successor Agency Representative. Should there be questions or changes in the items submitted for consideration, the Designated Official will coordinate with the Successor Agency Representative and the Successor Agency Representative must respond in writing. Failure to timely respond will result in exclusion of the item from the agenda.

After the review and approval by Countywide Oversight Board legal counsel, the item will be approved for inclusion on the agenda for the next regularly scheduled Countywide Oversight Board meeting, or special meeting as applicable.