

## **Frequently Asked Questions (FAQs)**

### **Availability of Department of Finance's (DOF) ROPS template**

- Q.** DOF ROPS template won't be available by November 1st to allow SA to submit our item by the established deadline. How do we proceed if the template isn't available?
- A.** If the DOF template is not available by the CWOB item submission deadline, please prepare your Board Agenda Item (BAI) and Resolution documents with your proposed annual ROPS on the current year's DOF template. This will act as a place holder for the Annual ROPS and allow for the content to be reviewed. DOF will release the new template no later than December 1, 2018; you will transfer the data to the new DOF approved ROPS template and submit to us via email ASAP.

### **Addressing internal requirement of the City**

- Q.** How do we proceed if we normally take the ROPS approval to our City Council prior to going to the CWOB but the DOF ROPS template won't be released prior to the date we go to City Council?
- A.** The Annual ROPS is not required to go before your City Council; however, if this is an internal requirement for your City, then it's suggested that you do so any time up until the CWOB meeting date. Should there be changes, please refer to the deadline for the final item submission to the County. This should allow enough flexibility to meet your City's requirements while still being able to comply with the CWOB deadlines.

### **Holiday Schedule**

- Q.** How do we still meet the deadlines if our offices are closed for the holidays during part or all of the draft item submittal and review deadlines?
- A.** You may submit your CWOB items earlier than the deadline to ensure its reviewed and able to be finalized prior to the dates your offices will be closed. Please advise of the office closure at the time of submittal so this can be taken into account during the review process.

### **Request to change meeting schedule**

- Q.** What if we would like to submit our Annual ROPS at a different meeting date and/or time than what's been scheduled?
- A.** Please request a change ASAP and provide at least three alternate date/time choices in order of preference. All efforts will be made to accommodate these requests.