

Successor Agency Handbook

Board Agenda Item Review & Docketing Process

The process for bringing a Board Agenda Item before the SBCOB is as follows:

1. Submit the Board Agenda Item (BAI) packet (agenda and attachments) to the SBCOB Staff for review 4 weeks prior to the meeting date.

- a) Send BAI packet via email to SBCOversightBoardStaff@co.santa-barbara.ca.us 4 weeks prior to the meeting date.

Due to the observance of certain holidays or special circumstances submittal of BAI packet will be required to be submitted earlier at the discretion of the SBCOB Staff and Clerk of the Board.

- b) It is advisable that those listed under "Contact" make themselves available for clarification of submitted materials. The BAI packets are required to have all of the proper approvals prior to being docketed. The intent is that when an item is placed before the SBCOB, it should be ready for the Board's action and should not require additional research or work for its implementation.

2. SBCOB staff will review the BAI packet for completeness

- a) Allow for **2 weeks** turn-around time for the review process with the exception of holidays or special items that will require additional time for review. The SBCOB Staff will either approve or request Successor Agency to provide additional information or include recommended changes, etc.
- b) Once BAI packet is approved, SBCOB staff will notify the Successor Agency that their BAI has been approved for docketing.
- c) If SBCOB staff considers the BAI incomplete or feels that it does not meet the necessary requirements for approval, SBCOB staff will work to resolve the issues and may request that the Successor Agency to revise or withdraw the BAI for future submittal.

3. Once BAI is approved, docket BAI packet 2 weeks prior to the meeting date.

- a) The Successor Agency is required to submit original + 8 copies to be filed with the SBCOB staff 2 weeks prior to the meeting.
- b) Submit docketing BAI packets to:
Auditor-Controller's Office
Attn: Advanced & Specialty Accounting
Santa Barbara County Oversight Board Staff
105 E. Anapamu St Room 301
Santa Barbara, CA 93102.
- c) SBCOB staff will deliver the Successor Agencies docketing packets to the Clerk of the Board.

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4. Docketed BAI will be distributed by the Clerk of the Board to Board Members

- a) The Clerk of the Board will examine BAI documents with the recommended action on the BAI.
- b) The Clerk of the Board will distribute the BAI packets to the SBCOB Members **10 days** prior to the meeting and publish the docketed material on the SBCOB website, SBCOversightBoard.org.

Guidelines & Requirements

- Follow the BAI Review & Docketing process and submit BAI by required due dates
- Submit BAI packets for review including attachments, presentations, and signatures
- BAI packets should be complete and ready for SBCOB to take action on item
- Required to use the Board Agenda Item template form
- Send BAI packets to SBCOversightBoardStaff@co.santa-barbara.ca.us
- BAI Docketing packet: 1 original (paper clip, single sided) + 8 copies (stapled, double sided)

Policy

All Board Agenda Items and materials submitted for review to the SBCOB Staff and legal counsel are required to be complete and accurate. When an item is placed before the SBCOB, it should be ready for the Board's action and should not require additional research or work for its implementation. It is preferred that items requiring revision be pulled and resubmitted for the following Agenda.

To ensure accurate and timely preparation of the Agenda the SBCOB Staff or the Clerk of the Board will have discretion on accepting replacements, substitutions or additional material after the docketing deadline.

Docketing Deadline

The deadline to docket a Board Agenda Item for the SBCOB meetings is **2 weeks prior to the meeting, at 4:00 P.M.** Due to the observance of certain holidays or special circumstances submittal of BAI packet will be required to be submitted earlier at the discretion of the SBCOB Staff and Clerk of the Board.

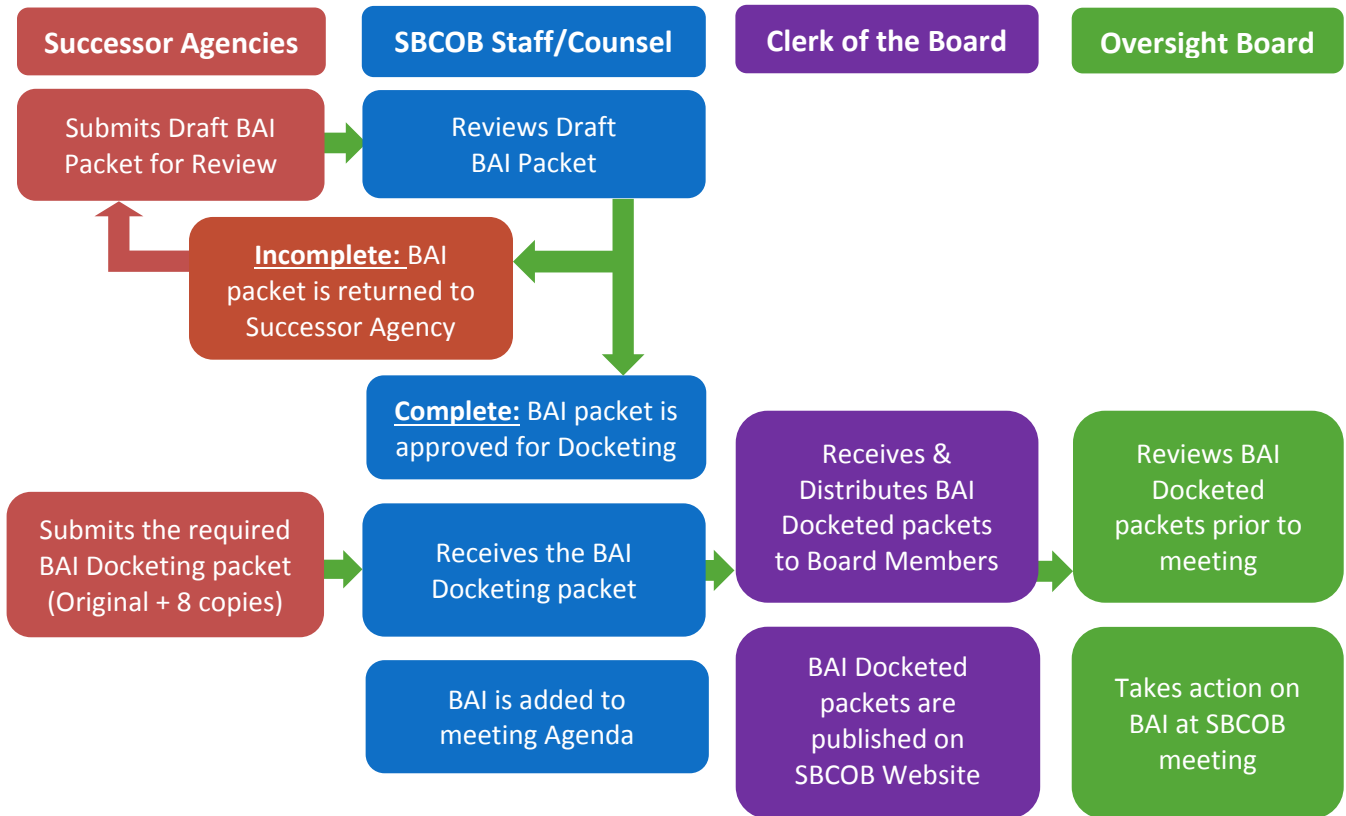
Publication

The Ralph M. Brown Act requires that at least 72 hours before a regular meeting, the legislative body of the local agency, or its designee, shall post an Agenda containing a brief general description of each item of business to be transacted or discussed at the meeting, including items to be discussed in closed session. The Agenda shall specify the time and location of the regular meeting and shall be posted in a location that is freely accessible to members of the public (Government Code §54954.2).

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QUICK SUMMARY- BOARD AGENDA ITEM (BAI)

BAI Review and Docketing Process



Docketing Due Dates

Review & Docketing Board Agenda Item Process	Due Dates
Submits Draft BAI packet for review to SBCOB Staff	4 weeks prior to meeting date
SBCOB Staff/Counsel will finalize BAI packet review	Allow for 2 weeks turn-around time
BAI Docket Deadline -Submit approved packet (original + 8 copies)	2 weeks prior to meeting date
SBCOB Staff will submit BAI packet to the Clerk of the Board	2 weeks prior to meeting date
Clerk of the Board will distribute BAI packets to Board Members	10 days prior to meeting date

Docketing Guidelines & Requirements

- Follow the BAI Review & Docketing process and submit BAI packet by required due dates
- Submit BAI packets for review including attachments, presentations, and signatures
- BAI packets should be complete and ready for SBCOB to take action on item
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