

Board of Supervisors' Policy for Agenda Preparation and Submittal

I. INTRODUCTION AND GOALS OF AGENDA REVIEW PROCESS:

The importance of proper preparation and submittal of agenda items is that it assists the Board to be able to review items prior to the meetings, ensures that items before the Board have been reviewed by involved departments, and ensures that the Board's conduct of business is in compliance with Open Meeting Act (i.e. "Brown Act). At the meeting in which the item is considered, the Board should be provided with complete and accurate backup material. In addition, matters placed before the Board of Supervisors should stand on their own in the public record. Years from now when a member of the public is researching the Clerk's records and locates a Department's board item and supporting materials, the issue should be self explanatory and complete.

II. DEADLINES:

Amended by Board of Supervisors on January 15, 2008

The deadline to place an item on the agenda for the following week's board meeting is Monday at 12:00 p.m.

For special meetings, the times vary and you should check with the Clerk of the Board. If the Monday deadline falls on a holiday, the deadline is then the Friday before the Holiday.

If your matter is "urgent", meaning that the need for Board action was discovered after the deadline and that the item can not wait until the next Board meeting, then complete the Agenda Request Form and add in the background information why the matter is urgent (provide all relevant detail please.) Provide this to the Clerk of the Board and receive instructions about what time you should be present at the Board meeting.

III. HOW TO PLACE AN ITEM ON THE AGENDA:

- A. Submit an agenda request form to the Clerk of the Board. This form can be obtained from the Clerk. This form may also be downloaded from the County webpage at www.countyofplumas.com. Each form must be complete and must notice the Clerk of the Board that the request has been reviewed by all involved departments. For example, contracts should be reviewed and approved as to form by the County Counsel's office; the Human Resources Director should review personnel matters, etc. These pre-meeting courtesy contacts with affected departments will avoid surprises both for you and for others. The Agenda Request Form, with original signatures, needs no additional copies.

- B. Submit the necessary backup. To assist the Board, there must be attached to the agenda request some background information in the form of a letter or memorandum.
1. The memo should be directed to: The Honorable Board of Supervisors.
 2. The memo should include at least the following elements:
 - a) Under a heading entitled “Recommendation” please provide a succinct description of the action you are asking the Board to take, and who needs to take the recommended action. For example: “Receive the report from the Health and Human Services Cabinet, and authorize the Social Services Director to submit the necessary grant application to fund the proposed consulting services.”
 - b) Under a heading entitled “Background and Discussion” please describe
 - i) the historical context of the requested action,
 - ii) why the action is timely;
 - iii) the financial impact to the County if the Board takes the recommended action, (for example, the dollar impact to the General Fund), and
 - iv) whether the Board has previously considered the action and when, and,
 - v) any other relevant information.
 3. Please provide 13 copies along with your original backup information letter or memo, including any attachments to it. If an attached document is very lengthy, please provide one copy of the Clerk of the Board and mention in your background information that a copy is on file with the Clerk of the Board for public review.
 4. If you bring additional, or new, information to the meeting, please bring 13 copies so that the Board and the media may have copies.

IV. SPECIAL INSTRUCTIONS FOR SPECIFIC TYPES OF AGENDA ITEMS:

These items require special processing before being placed on the agenda.

A. Agreement and Leases:

Three original copies of any agreements, contracts, MOU’s, or leases must be attached to the agenda backup documents. Original signatures must be on all three copies except those situations where an outside party insists on the County first approving the contract. The Clerk of the Board will keep a signed original document for the County’s records. The other two documents will be returned to the submitting department. One is for the other party (i.e. the vendor) and one is for the department’s file. Contracts, Agreements, MOU’s, Leases, or similar documents must be approved by County Counsel prior to being placed on the Board’s agenda.

B. Ordinances and Resolutions:

Attach only one original ordinance or resolution as there can be only one original document. Upon request, the Clerk of the Board can provide a certified copy of any original document approved by the Board of Supervisors.

If the ordinance or resolution amends a previously adopted ordinance or resolution, please provide the revised resolution and in the backup, please show a marked up version of the same ordinance or resolution using bold italic font to highlight any language changed or added and the “strikeout” function to highlight any deleted language in the document. This allows the Board to clearly see the changes being made. If any exhibits are referenced in the ordinance or resolution, be sure that the exhibits are clearly marked and attached accordingly.

Resolutions and Ordinances shall be reviewed by County Counsel, and any other departments that may be affected, prior to the proposed ordinance or resolution being placed on the Board’s agenda. For example, if the proposed ordinance imposes a new County Code violation, evaluate whether the Sheriff’s Department and/or the Code Compliance Officer should review it.

C. Request for Budget Appropriation Transfer or Supplemental Budget:

Follow the requirements of the Budget Appropriation Transfer or Supplemental Budget Form, attached. All required signatures shall be obtained before the agenda request is submitted. Please submit these forms to the Auditor’s office by the Friday before the agenda is due.

D. Request to Appropriate Funds from Fund 001, Dept. 20980, Acct. 52840 (General Fund Contingency):

These requests shall be placed on the regular agenda, not on the consent agenda.

E. Increase in Position Allocations, Changes in Job Descriptions, or Similar Agenda Items:

These requests require the approval of the Human Resources Department before submitting the agenda request. The HR department will provide the County department with the appropriate resolution.

F. Grants:

All new grant awards shall be reviewed by the Auditor's office prior to submittal to the Clerk of the Board. Reoccurring funding sources for Departments do not need to be reviewed by the Auditor's office. If specific legal questions are raised by the grant, provide all relevant documents to the County Counsel's office along with the legal question to be addressed. Also, provide copies of all contracts to be executed to the County Counsel's office for review.

G. Policy Issues:

Please discuss any agenda items that may change County/Department policy with the CAO and other affected Departments.

V. SPECIFIC TIME REQUIREMENTS FOR REVIEW BY OUTSIDE DEPARMENTS PRIOR TO AN ITEM BEING PLACED ON THE AGENDA:

A. Human Resources: For normal agenda items, such as position increase due to grant funding, please provide one week for the Department to review the item. If the agenda item involves reorganization of the Department, revisions of job descriptions, or other more complex issues, additional time may be needed. Please contact the Department for specific instructions. When presenting the proposed agenda item to the department, please present the specific item that will be presented to the BOS and any additional information which may be necessary for Department to evaluate the agenda request.

B. Auditor's Office:

1. **Grants:** Provide copy of grant application, grant guidelines, and supplemental budget adjustments for any Departments affected by the grant. This information shall be provided at least the Thursday prior to the Tuesday agenda deadline.
2. **Other agenda items:** Other agenda items, such as supplemental budget adjustments, must be presented to the Auditor's office by the Friday prior to the Tuesday agenda deadline.

C. Information Technology: For any agenda items which need I.T.'s review, present the proposed agenda item to Dave Preston at least one week prior to the agenda deadline.

D. County Counsel: Any contracts, leases, ordinances, resolutions or other items needing County Counsel's review, must be presented for review at least two weeks prior to the Agenda deadline. Please indicate if your agenda item is needed for a specific Board date. Also, please indicate any specific legal questions that you wish addressed.

E. Other Departments: When your agenda item affects any other County department, you must provide that department with the agenda request for their review.

VI. GUIDELINES FOR CONSENT AGENDA:

A department head may request non-controversial or routine items to be placed on the consent agenda. These items are such that the Board may approve them quickly without discussion. If the CAO concurs, the matter will be placed on the consent agenda. The CAO will attempt to place as many items on the consent agenda as possible. If an item is placed on the consent agenda, the requesting party or department head need not appear at the Board of Supervisors meeting. However, any member of the Board or a member of the public may ask that an item be removed from the consent agenda for discussion. In this case, your attendance may be required and a call will be placed to you to appear at the Board meeting.

VII. AFTER THE BOARD MEETING

When the Board authorizes specific action which was not part of the original agenda item, the Department head shall ensure that all required documents, such as budget transfers, supplemental budgets, or position allocations, are completed and forwarded to the relevant departments in a timely manner.

Since the agenda packet is the most readily available source of information for matters considered by the Board, whenever possible Board minutes should indicate whether something was approved “as presented” or “as reviewed by the Board.” This will clarify whether an item in the agenda packet is the final version of a document.

VIII. CONSEQUENCES OF NOT COMPLYING WITH AGENDA REQUIREMENTS:

If an item is incomplete, it will not be placed on the agenda and will be held until the item is complete or it will be returned to the Department with a note as to what needs to be done or what might be lacking. Further, an agenda item that requires the review or coordination with another department or the recommendation or approval from another Department, will not be placed on the agenda unless those Departments have signed the agenda request form indicating that they have had the opportunity to read the material, confer with the requesting Department head, and prepare their own written recommendation to the Board if desired.

This policy has been applied consistent over the years without regard to whether the Department head is appointed or elected, based on the premises that the Board should have the best and most complete information available to it when it is asked to determine policy. The philosophy is that when an item is placed before the Board, it should be ready for the Board’s action and should not require additional research or work for its implementation.

Please contact the CAO or the Clerk of the Board regarding: Advance timing necessary for Public Hearing notices, Ordinance Summaries, and any other questions you may have regarding the agenda process.