DEPARTMENT: Board  BY: Mike Coffield  PHONE: 966-3222

RECOMMENDED ACTION AND JUSTIFICATION: (Policy Item: Yes _  No___)

Discussion and consideration of amending the agenda processing schedule.

Presently, the deadline for submitting agenda items is the Wednesday noon prior to the Tuesday Board meeting, with the agenda and packages being available on Thursday afternoon. Staff has surveyed other counties to determine their timeframes (see attachment). The Board will note that Mariposa has the fastest turnaround from docket deadline to distributed agenda; and also that none of the surveyed counties have a delay between docket deadline and Board action of greater than eight days.

Two alternatives for timeframes are identified as follows:

1) Process the agenda so that it is available ten days prior to the meeting. In order to meet a ten day deadline for submitting agenda items, departments will need to have their items ready at least twenty days in advance of the subject meeting to allow for routing, as necessary. A calendar is attached reflecting processing dates. We do not recommend this schedule because we believe this extensive lead time and the number of items which must be acted upon promptly will result in an increased number of "off docket" actions.

2) Process the agenda so that it is available one week before the meeting. This is the recommended alternative, and would allow for the agenda and packages to be ready on Tuesday for the following Tuesday's meeting. In order to meet this timeframe, agenda items would be due in the Clerk of the Board's Office on Friday by noon, and processed so that the agenda packages would be available on Tuesday for the following week's meeting. If Friday or Monday of the week is a holiday, the deadline would be on Thursday. A calendar is attached reflecting processing dates.

It is further recommended that if the Board determines to change the timeframes, that such a change be implemented effective June 1, 1995. With a fifth Tuesday during the last week of May, this would allow for a smooth transition.

It should be noted that with any change resulting in earlier preparation of the agenda, the minutes will be approved later.

BACKGROUND AND HISTORY OF BOARD ACTIONS:

Staff was requested to review the agenda processing schedule and bring this matter to the Board for further consideration.

LIST ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:
1) Approve the recommended alternative.
2) Do not approve and provide alternative direction.
3) Do not approve and stay with the current schedule.
<table>
<thead>
<tr>
<th>COSTS:</th>
<th>SPECIAL INSTRUCTIONS:</th>
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<tbody>
<tr>
<td>A. Budgeted current FY</td>
<td>List the attachments and number</td>
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<tr>
<td>B. Total anticipated costs</td>
<td>the pages consecutively:</td>
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<td>C. Required additional funding</td>
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<td>D. Internal transfers</td>
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<td>( ) 4/5ths Vote Required</td>
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<tr>
<td>A. Unanticipated revenues</td>
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<td>B. Reserve for contingencies</td>
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<td>C. Source description:</td>
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<td>Balance in Reserve for Contingencies, if approved: $</td>
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**CLERK’S USE ONLY:**

<table>
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<tr>
<th>Res. No.:</th>
<th>95-187</th>
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<tbody>
<tr>
<td>Ord. No.:</td>
<td></td>
</tr>
<tr>
<td>Vote - Aye*</td>
<td>Noes:</td>
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<td>Absent:</td>
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<tr>
<td>Approved:</td>
<td>Abstained:</td>
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<td>( ) Denied</td>
<td>( ) Minute Order Attached</td>
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</table>

The foregoing instrument is a correct copy of the original on file in this office.

Date:

**ATTEND:** MARGIE WILLIAMS, Clerk of the Board

County of Mariposa, State of California

By: Deputy

**ADMINISTRATIVE OFFICER’S RECOMMENDATION:**

This item on agenda as:

- [ ] Recommended
- [ ] Not Recommended
- [ ] For Policy Determination
- [ ] Submitted with Comment
- [ ] Returned for Further Action

Comment:

A.O. Initials: [Signature]

Action Form Revised 5/92

A:agsched
MARIPosa COUNTY BOARD OF SUPERVISORS

MINUTE ORDER

TO: MIKE COFFIELD, COUNTY ADMINISTRATIVE OFFICER

FROM: MARGIE WILLIAMS, Clerk of the Board

SUBJECT: AGENDA PROCESSING SCHEDULE

THE BOARD OF SUPERVISORS OF MARIPosa COUNTY, CALIFORNIA,

ADOPTED THIS Order on May 2, 1995

ACTION AND VOTE:

Discussion and Consideration of Amending the Agenda Processing Schedule (Continued from Forthcoming Policy on 04/25/95) (County Administrative Officer)

BOARD ACTION: Following discussion, (M)Balmain, (S)Reilly, Res. 95-187 adopted approving recommended schedule that calls for the agenda to be available one week before the meeting effective with the June 6, 1995, meeting. After further discussion, Board concurred that an amended agenda could be posted on Wednesdays, if necessary, to allow for items to be continued from one meeting to the next. Ayes: Reilly, Balmain, Stewart, Parker; Excused: Taber.

cc: All Departments
    File
May 18, 1995

To: All Departments

From: Margie Williams, Clerk of the Board

Subject: Agenda Processing Schedule

At its meeting of May 2, 1995, the Board of Supervisors took action to amend the agenda processing schedule so that the agenda would be available one week before the meeting.

In order to meet the new timeframes, agenda items will be due in the Clerk of the Board's Office on Friday by noon, and processed so that the agenda packages would be available on Tuesday for the following week's meeting. If Friday or Monday of the week is a holiday, the deadline will be on Thursday. Note that this schedule also moves up the deadline for routing items to departments for approval prior to placing an item on the agenda.

Implementation will occur with the agenda for the June 6th meeting; and due to the Memorial Day holiday, agenda items will be due on Thursday, May 25th, by noon.

Attached you will find a copy of Resolution No. 95-187 relative to this action, along with a calendar attachment (Alternative 2) reflecting agenda processing dates for June meetings. The Board also directed that an amended agenda could be posted on Wednesdays, if necessary, to allow for items to be continued from one meeting to the next.

Compliance with the timely submittal of agenda items is necessary to make this process work without placing undue hardship on Board staff.

Thank you for your continued cooperation; and please do not hesitate to contact me if you have any questions or concerns relative to this matter.

Attachment
BOARD OF SUPERVISORS MEETING INFORMATION

ALPINE COUNTY - (916) 694-2281
Agenda Deadline: Tuesday at 2:00 p.m. one week before that meeting
Addendum Deadline: Friday at 12:00 Noon before meeting
Agenda Distributed: Wednesday or Thursday before that meeting
Meetings: 1st and 3rd Tuesday of each month.

MADERA COUNTY - 675-7700
Agenda Deadline: Tuesday at 5:00 p.m. one week before that meeting
Agenda Distributed: Thursday morning the week before that meeting
Meetings: Every Tuesday of each month (4-per month, almost always)

MERced COUNTY - 385-7366
Agenda Deadline: Each Tuesday at 12:00 Noon before meeting
Agenda Distributed: Each Friday at 12:00 Noon before meeting
Meetings: Three Tuesdays per month. (Vote on a meeting calendar at the beginning of the year. One meeting per month, usually during a holiday week, is canceled. Calendar shows four Tuesdays, but one each month is canceled.)

SIERRA COUNTY - (916) 289-3295
Agenda Deadline: Every Tuesday at 5:00 p.m., prior to meeting
Agenda Distributed: Every Thursday prior to meeting, as soon as it is completed
Meetings: 1st and 3rd Tuesday of each month (alternate meeting locations, at city hall and following across county)

STANISLAUS COUNTY - 525-4494
Agenda Deadline: Wednesday 12:00 Noon, before each meeting
Agenda Distributed: Friday before each meeting, as soon as it is completed by Quick Copy Dept.
Meetings: Every Tuesday of each month, (Usually 9:00 a.m., except for the 3rd Tuesday- which is an evening meeting.)

TRINITY COUNTY - (916) 623-1217
Agenda Deadline: Wednesday 12:00 Noon, before each meeting
Agenda Distributed: Friday before each meeting, as soon as it is completed
Meetings: 1st and 3rd Tuesday of each month; and the 1st Wednesday of each month

TUOLUMNE COUNTY - 533-5521
Agenda Deadline: Monday 12:00 Noon, 1 week before that meeting
Agenda Distributed: Thursday by 10:00 a.m., usually the week before that meeting
Meetings: Every Tuesday 9:00 a.m., of each month
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**May 1995**

- **May 1-6**: National Nurses Week
- **May 7**: Mother's Day
- **May 8**: Cinco de Mayo

**Notes for May 1995**

- Agenda available for June 6 meeting
- Route items to departments for June 6 meeting
- Agenda deadline for June 6 meeting
- Route items to Depts. for 6/13 Mtg.
- Agenda deadline for June 13 meeting
- Route items to Depts. for 6/20 Mtg.
- Buckle-up America Week
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<td>National Safety Week</td>
<td>Deadline for July 5 meeting</td>
<td>Agenda available for June 13 meeting</td>
<td>Agenda available for June 20 meeting</td>
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**Flag Day**

**Happy Father's Day**

**July 5 Meeting**

**July 11 Meeting**

**July 18 Meeting**

**July 27 Meeting**

**July 29 Meeting**

**July 30 Meeting**
National Nurses Week

Cinco de Mayo

Route items to departments for June 6 meeting

Agenda deadline for June 6 Mtg.; Route items to departments for June 13 Mtg.

5th Tues. - No Mtg.

Agenda available for June 6 Mtg.

ALTERNATIVE NO. 2

May 1995
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- **April 3**: Agenda available for March 13 Mtg.
- **April 10**: Agenda available for March 20 Mtg.
- **April 17**: Agenda available for March 27 Mtg.
- **April 24**: Agenda available for March 5 Mtg.
- **April 1**: Agenda deadline for March 13 Mtg.
- **April 8**: Agenda deadline for March 20 Mtg.
- **April 15**: Agenda deadline for March 27 Mtg.
- **April 22**: Agenda deadline for March 5 Mtg.
- **April 29**: Agenda deadline for March 11 Mtg.
- **April 30**: Agenda deadline for March 18 Mtg.

**Notes**: June 1995, Happy Father's Day.