

DEPARTMENT: Administration BY: John W. McCamman PHONE: 966-3222

RECOMMENDED ACTION AND JUSTIFICATION:

Adopt this resolution amending the agenda processing section of the Board's rules regarding policy items as follows:

Policy Issues

A section of the agenda shall be separately identified as "forthcoming policy issues". That agenda format shall reflect issues which have been submitted to the Board of Supervisors which are policy in nature and which will be considered at a forthcoming meeting.

Policy items shall be defined as those items which substantively amend the activities or regulatory aspects of County government, and which result in a departure from past practice. Policy items shall not include those items which carry out prior Board direction, the final execution of a document, or carry out a budget policy or some other ministerial act. A policy is defined as a definite course or method of action selected from among alternatives and in light of giving conditions to guide and determine present and future decisions.

The following actions are required in order to carry out this direction:

1. The agenda action form has been amended as per the attached to reflect a commitment by the department as to whether or not a policy action is required.
2. A single copy of a requested policy action will be submitted by the agenda deadline two weeks in advance of the intended hearing date.
3. The Clerk of the Board shall place on the agenda two weeks in advance of the actual hearing date a listing of the policy issues by department and the scheduled date. Copies of the policy with later material will be available at the departmental level.
4. On the agenda deadline the week that the policy item is scheduled to be heard, departments will submit a regular agenda packet concerning that policy item.
5. The agenda format will be expanded in the case of policy items to include an attachment to the action form of a description of the policy implications of the proposed recommended action. This will be a discussion of the policy issue, the alternatives, and the recommended policy proposal. This should be in narrative form.
6. This shall not preclude the Board from taking action prior to the scheduled time, but is intended to provide the Board and public advance notice of forthcoming policy issues.

BACKGROUND AND HISTORY OF BOARD ACTIONS:

At its meeting of 1/15/91, the Board directed the Administrative Officer and Clerk of the Board to prepare a proposal which would separate policy and ministerial items in agenda processing and to bring the proposal back to the Board on February 5. This direction was in response to a request from Ralph Bayless, Mariposans for Environmentally Responsible Growth.

LIST ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:

1. Amend the processing of agenda policy items as recommended.
 2. Do not amend and retain current practice.
 3. Develop another method of processing policy items.
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COSTS: (X) Not Applicable
A. Budgeted current FY \$ _____
B. Total anticipated costs \$ _____
C. Required add'l funding \$ _____
D. Source: _____

SOURCE: () 4/5ths Vote Required
A. Internal transfers \$ _____
B. Unanticipated revenues \$ _____
C. Reserve for Contingency \$ _____
D. Description: _____
Balance in Reserve for Contingency
if approved: \$ _____

CLERK'S USE ONLY:

Res. No.: 91-58
Ord. No.: _____
Vote - Ayes: 5 Noes: _____
Absent: _____ Abstained: _____
MW Approved () Denied
(X) Minutes Order Attached

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

Date: _____

ATTEST: MARGIE WILLIAMS

County of Mariposa, State of CA

By: _____

Deputy

SPECIAL INSTRUCTIONS:

List the attachments and number the pages consecutively:

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: 

Mariposa County Board of Supervisors



JOHN W. McCAMMAN
Administrative Officer

MARGIE WILLIAMS
Clerk of the Board

P.O. Box 784
MARIPOSA, CALIFORNIA 95338
(209) 966-3222

DISTRICT 1 ARTHUR G. BAGGETT, JR.
DISTRICT 2 SALLY S. PUNTE
DISTRICT 3 ERIC J. ERICKSON
DISTRICT 4 GEORGE P. RADANOVICH
DISTRICT 5 GERTRUDE R. TABER

February 22, 1991

To: Department Heads
From: Margie Williams, Clerk of the Board *mw*
Subject: Agenda Processing - Policy Items

As discussed at the last department head meeting, the agenda processing has been amended to include a section of "forthcoming policy issues."

Attached you will find directions concerning this change and new agenda transmittal and action forms. It is up to you to note whether or not a policy action is required. If it is a policy matter, you need to allow for the extra time.

Note that the Board has determined that the regular agenda packet be submitted at the time the item is placed on the "Forthcoming Policy Issues" portion of the agenda; i.e., two weeks in advance of the intended hearing date. It is our intent to save those agenda items and reuse them for when the item is scheduled on the regular agenda.

If you have any questions, please do not hesitate to contact this office.

Thank you for your continued cooperation.



MARIPOSA COUNTY

AGENDA TRANSMITTAL FORM

Instructions: Please fill in all blanks applicable for your agenda item. Items requiring staff review must be submitted to the appropriate staff on the Thursday before the Wednesday of agenda deadline. Incomplete material will be returned. Submit the original of the Transmittal and Action forms to the Board Clerk, along with the original and eleven copies, 3-hole punched, of any supporting documents.

AGENDA OF (Date): _____

DEPARTMENT: _____

BY: _____

APPROVED BY DEPT. HEAD: _____

AGENDA TITLE:

4/5ths Vote Required: Yes _____ No _____

Policy Item: Yes _____ No _____ (For Action Agenda of _____)

AGENDIZE AS:

IF TIMED:

Routine Agenda: _____

() Public Hearing at: _____

Information: _____

() Public Input Anticipated

Attention: _____

() Indicate Time Required: _____

Timed: _____

STAFF REVIEW REQUIRED:

ROUTE: APPROVED AS TO FORM

REMARKS:

- _____ County Counsel _____
- _____ Auditor _____
- _____ Personnel _____
- _____ Purchasing _____
- _____ Other _____

SPECIAL INSTRUCTIONS TO CLERK:

_____ Rush| Need to have signed documents by: _____

_____ Legal publication required. (This is responsibility of submitting department.)

_____ Other (i.e., need cert. resolutions, and/or signed contracts) You want us to send copy of Action to: _____

CLERK'S USE ONLY:

RECEIVED:

AGENDIZED FOR: _____

By: _____

Agenda Item No.: _____

Routine Agenda. _____

Information _____

Attention _____

Timed at: _____

MARIPOSA COUNTY
BOARD OF SUPERVISORS

AGENDA
ACTION FORM

DATE: _____
AGENDA ITEM NO.: _____

DEPARTMENT: _____

BY: _____

PHONE: _____

RECOMMENDED ACTION AND JUSTIFICATION: (Policy Item: Yes ___ No ___)

BACKGROUND AND HISTORY OF BOARD ACTIONS:

LIST ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:

COSTS: () Not Applicable
A. Budgeted current FY \$ _____
B. Total anticipated costs \$ _____
C. Required Add'l funding \$ _____
D. Source: _____

SPECIAL INSTRUCTIONS:
List the attachments and number
the pages consecutively:

SOURCE: () 4/5ths Vote Required
A. Internal transfers \$ _____
B. Unanticipated revenues \$ _____
C. Reserve for contingency \$ _____
D. Description: _____
Balance in Reserve for Contingencies,
if approved: \$ _____

CLERK'S USE ONLY:

Res. No.: _____
Ord. No.: _____
Vote - Ayes: _____ Noes: _____
Absent: _____ Abstained: _____
() Approved () Denied
() Minute Order Attached

ADMINISTRATIVE OFFICER'S
RECOMMENDATION:

This item on agenda as:

_____ Recommended
_____ Not Recommended
_____ For Policy Determination
_____ Submitted with Comment
_____ Returned for Further
Action

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

Date: _____
ATTEST: MARGIE WILLIAMS
Clerk of the Board of Supervisors
County of Mariposa, State of CA
By: _____
Deputy

Comment: _____

A.O. Initials: _____