

**LIST ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:**

1. Adopt the policy.
2. Do not adopt the policy. Policy will not be written for routine agenda items.
3. Make changes to the criteria above and adopt the policy with changes.

continued . . .

**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 Contingencies, if approved: \$ \_\_\_\_\_

**SPECIAL INSTRUCTIONS:**

List the attachments and number the pages consecutively:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**CLERK'S USE ONLY:**

Res. No.: 92-45

Ord. No.: \_\_\_\_\_

Vote - Ayes: 5 Noes: \_\_\_\_\_

Absent: \_\_\_\_\_ Abstained: \_\_\_\_\_

( ) Approved ( ) Denied

(x) Minute Order Attached

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

**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: CP

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

RECOMMENDED ACTION AND JUSTIFICATION: (Policy Item: Yes  No )  
Resolution Adopting a Clarifying Policy Establishing Criteria for  
Items to be Placed on Board's Routine Agenda

**BACKGROUND AND HISTORY OF BOARD ACTIONS:**

The Board of Supervisors in discussion in a regular Board meeting directed that a policy statement be brought forward outlining what type of items will be placed on the routine agenda. The concern emanated from a discussion conducted by the Board of Supervisors regarding a number of items contained on the routine agenda on one specific date.

Current policy provides: "Items submitted for routine action shall be so identified and scheduled as such at the discretion of the Administrative Officer. Prior to a motion and a second on a routine item, any Board member may request an item be pulled for discussion at a later time. In addition, any Board member may ask questions regarding an item on the routine agenda prior to adoption of the routine agenda if that question does not involve considerable discussion." (Item F., Resolution 90-231, Rules of Procedure)

Staff has reviewed the past several agenda's to try and identify the nature of the items on the routine agenda. The following criteria are recommended for adoption by the Board of Supervisors to reflect the types of items that will be placed on the routine agenda. In order for an item to be placed on the routine agenda, it must meet at least one of the following criteria:

1. It directly responds to and carries out prior Board policy direction;
2. It reflects minor, non-policy changes within existing scope of work and budget;
3. Contains no substantive changes to County work effort, employee status, or level of funding;
4. Executes agreements to carry out budgeted activities;
5. Contains purely ministerial actions of an insignificant nature;
6. Repeats actions taken by the Board in prior years of a non-controversial nature.

This list outlines the nature of the items placed on the routine agenda over the past several months. In addition, each routine agenda item must meet the following criteria:

- a. In no case will a known controversial item be placed on the routine agenda;
- b. In every case the action recommended is concurred in by the department head and the Administrative Officer.

By documenting these guidelines, I believe the Board can feel reassured that routine agenda items are indeed routine ministerial actions of the Board and not significant policy issues.

MARIPOSA COUNTY BOARD OF SUPERVISORS

MINUTE ORDER

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TO: JOHN MCCAMMAN, ADMINISTRATIVE OFFICER  
FROM: MARGIE WILLIAMS, CLERK OF THE BOARD *mw*  
RE: ROUTINE AGENDA CLARIFYING POLICY

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THE BOARD OF SUPERVISORS OF MARIPOSA COUNTY, CALIFORNIA  
ADOPTED THIS Order on January 21, 1992

ACTION AND VOTE:

Resolution Adopting a Clarifying Policy Establishing  
Criteria for Items to be Placed on Board's Routine  
Agenda (Administrative Officer)  
BOARD ACTION: (M)Erickson, (S)Taber, Res. 92-45  
adopted: 1) amending the Board's rules of procedures  
(Resolution No. 90-231) by deleting option to ask  
questions prior to adoption of routine items; 2)  
changing "Routine" agenda to "Consent" agenda; and 3)  
adopting criteria for items to be placed on Consent  
agenda/Ayes: Unanimous.

cc: File