

1 MARIPOSA COUNTY RESOLUTION NO. 84-200

2 ESTABLISHING PROCEDURES REGARDING
3 PREPARATION OF DOCUMENTS
4 FOR PRESENTATION TO THE BOARD OF SUPERVISORS

5 WHEREAS, Department Heads, from time-to-time, need to
6 present material to the Board of Supervisors which requires a
7 resolution in order to adopt the proposal, and

8 WHEREAS, a draft of the proposed resolution is not
9 always prepared by the Department Heads prior to his/her pre-
10 sentation to the Board, and

11 WHEREAS, the Clerk's Office and County Counsel's Office
12 are spending an inordinate amount of time in the preparation of
13 said resolution nunc pro tunc, and

14 WHEREAS, the Board of Supervisors desires to have the
15 Department Heads submit a draft of the proposed resolution at
16 the time the matter is brought before the Board, and

17 WHEREAS, the Board of Supervisors desires to establish
18 procedures to cover said proposals, in addition to the procedures
19 already adopted by the Board to handle budget actions.

20 NOW, THEREFORE, BE IT RESOLVED by the Board of Super-
21 visors of Mariposa County, a political subdivision of the State
22 of California, as follows:

23 1. Each Department Head shall be responsible for
24 preparing and delivering to the Clerk's Office a proposed
25 resolution, together with all other documentation regarding the
26 proposed resolution, prior to the Board hearing.

27 2. Each Department Head may seek advice and guidance
28 from County Counsel's Office or County Clerk's Office regarding
the proper preparation of the proposed resolution.

