

DEPARTMENT: Board

BY: Mike Coffield

PHONE: 966-3222

RECOMMENDED ACTION AND JUSTIFICATION: (Policy Item: Yes X 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.

COSTS: (x) Not Applicable

A. Budgeted current FY \$ _____

B. Total anticipated costs \$ _____

C. Required additional funding \$ _____

D. Internal transfers \$ _____

SOURCE: () 4/5ths Vote Required

A. Unanticipated revenues \$ _____

B. Reserve for contingencies \$ _____

C. Source description: _____

Balance in Reserve for Contingencies,
if approved: \$ _____

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

CLERK'S USE ONLY:

Res. No.: 95-187 Ord. No. _____

Vote - Ayes: _____ Noes: _____

Absent: 4 Abstained: _____

Approved _____ () Denied _____

() Minute Order Attached () No Action Necessary

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: MR

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

Date: _____

ATTEST: MARGIE WILLIAMS, Clerk of the Board
County of Mariposa, State of California

By: _____
Deputy

MARIPOSA COUNTY BOARD OF SUPERVISORS

MINUTE ORDER

TO: MIKE COFFIELD, COUNTY ADMINISTRATIVE OFFICER
FROM: MARGIE WILLIAMS, Clerk of the Board *MW*
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

Mariposa County Board of Supervisors

District 1.....PATTI A. REILLY
District 2.....DOUG BALMAIN
District 3.....ROBERT C. STEWART
District 4.....GARRY R. PARKER
District 5.....GERTRUDE R. TABER



MIKE COFFIELD
County Administrative Officer

MARGIE WILLIAMS
Clerk of the Board

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MARIPOSA, CALIFORNIA 95338
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May 18, 1995

To: All Departments
From: Margie Williams, Clerk of the Board *MW*
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

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2	3	4	5	6
	8	9	10	11	12	13
	15	16	17	18	19	20
	22	23	24	25	26	27
	29	30	31	ALTERNATIVE NO. 1 <div style="border: 1px solid black; border-radius: 15px; padding: 10px; text-align: center;"> <h1>May 1995</h1> </div>		

National Nurses Week

Cinco de Mayo

*Happy
Mother's
Day*

Route items to departments for June 6 meeting

Agenda available for June 6 meeting

Agenda deadline for June 6 meeting; Route items to Depts. for 6/13 Mtg.

Buckle-up America Week

Fifth Tuesday - No Board meeting

Agenda deadline for June 13 meeting; Route items to Depts. for 6/20 Mtg.

Memorial Day

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
ALTERNATIVE NO. 1 <div style="border: 2px solid black; border-radius: 15px; padding: 10px; display: inline-block;"> <h1 style="margin: 0;">June 1995</h1> </div>						
4	5	6	7 Agenda deadline for June 20 meeting; Route items to Depts. for 6/27	8	9 Agenda available for June 20 meeting	10
National Safety Week						
11	12	13	14 Agenda deadline for June 27 meeting; Route items to departments for July 5 meeting	15	16 Agenda available for June 27 Mtg.	17
Flag Day						
18 Happy Father's Day	19	20	21 Agenda deadline for July 5 meeting; Route items to departments for July 11 meeting	22	23 Agenda available for July 5 Mtg.	24
25	26	27	28 Agenda deadline for July 11 meeting; Route items to departments for July 18 meeting	29	30 Agenda available for July 11 Mtg.	

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
Happy Mother's Day					Route items to departments for June 6 meeting	
21	22	23	24	25	26	27
					Agenda deadline for June 6 Mtg.; Route items to departments for June 13 Mtg.	
28	29	30	31	ALTERNATIVE NO. 2		
	Memorial Day	5th Tues. - No Mtg. Agenda available for June 6 Mtg.		May 1995		

National Nurses Week

Buckle-up America Week

Cinco de Mayo

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
ALTERNATIVE NO. 2 <div style="border: 2px solid black; border-radius: 20px; padding: 10px; display: inline-block;"> <h1 style="margin: 0;">June 1995</h1> </div>						
4	5	6 Agenda available for June 13 Mtg.	7 National Safety Week	8	9 Agenda deadline for June 20 Mtg.; Route items to departments for June 27 Mtg.	10
11	12	13 Agenda available for June 20 Mtg.	14 Flag Day	15	16 Agenda deadline for June 27 Mtg.; Route items to departments for July 5 Mtg.	17
18 Happy Father's Day	19	20 Agenda available for June 27 Mtg.	21	22	23 Agenda deadline for July 5 Mtg.; Route items to departments for July 11 Mtg.	24
25	26	27 Agenda available for July 5 Mtg.	28	29	30 Agenda deadline for July 11 Mtg.; Route items to departments for July 18 Mtg.	