



County of El Dorado

330 Fair Lane, Building A
Placerville, California
530 621-5390
FAX 622-3645
www.edcgov.us/bos/

Legislation Text

File #: 11-0022, **Version:** 1

Chief Administrative Office recommending Board affirm procedures and receive and file information pertaining to the Board's Agenda process. (Est. Time: 15 Min.)

FUNDING: N/A

Fiscal Impact/Change to Net County Cost: N/A

Reason for Recommendation: In order to conduct the business of the County of El Dorado efficiently and effectively, a recap of the process to put an item on the Board of Supervisors meeting agenda is being provided. No major changes have been effected, but a review and adherence to the procedures is requested by all individuals requiring the Board's attention on the meeting agenda. The attached BOS Agenda-Basic Information outlines the basic procedure.

Recap:

Twelve days prior to the date of the Board meeting (usually a Thursday), all items should be complete and ready for the Clerk of the Board. That means that all approvals, including department head, CAO analyst, and CAO should be completed. All materials should be complete and included as of this date. Please refer to the attached memo from the Clerk of the Board for specific deadline dates for the January and February 2011 Board meetings.

Please be sure to include any past Legistar reference numbers that would be appropriate for inclusion with the item. This will allow easy access to past Board decisions, materials and discussions for reference prior to the Board meeting.

In order to provide adequate time for review of materials, items will NOT be included on the Board agenda as addendum unless the issue truly is an urgent item and the Chairman, County Counsel and CAO have approved the addendum. The addendum process should be used for exceptional and urgent situations.

The Chairman will conduct a weekly Agenda Review meeting on Mondays. Any item that is deficient will be pulled from the Board Agenda, at the Chairman's discretion. No item should be placed on the Agenda without review by the Chief Administrative Office, including those submitted by constituents, or Board Members.

To save on printing costs, Consent item materials will no longer be regularly printed as part of the Board packet. Supervisors who wish to review specific material may access the material on line and request hard copies, as desired.

The Clerk of the Board is currently researching alternate methods for the distribution of materials for the Board meetings and will return with suggestions for consideration in the near future.

Action to be taken following Board approval: Receive and File

Contact: Terri Daly, Chief Administrative Officer
Suzanne Allen de Sanchez, Clerk of the Board of Supervisors