



**PLUMAS COUNTY**

**BOARD OF SUPERVISORS' POLICY**

**FOR AGENDA PREPARATION AND**

**SUBMITTAL**

**(ADOPTED BY THE BOARD OF SUPERVISORS ON**

**AUGUST 14, 2018)**

**LAST AMENDMENT – FEBRUARY 6, 2024**

## BOARD OF SUPERVISORS' POLICY FOR AGENDA PREPARATION AND SUBMITTAL

### **I. INTRODUCTION AND GOALS OF AGENDA REVIEW PROCESS:**

The importance of proper preparation and submittal of agenda items is that it assists the Board to be able to review items prior to the meetings, ensures that items before the Board have been reviewed by involved departments, and ensures that the Board's conduct of business is in compliance with Open Meeting Act (i.e. "Brown Act"). At the meeting in which the item is considered, the Board should be provided with complete and accurate backup material. In addition, matters placed before the Board of Supervisors should stand on their own in the public record. Years from now when a member of the public is researching the Clerk's records and locates a department's board item and supporting materials, the issue should be self-explanatory and complete.

### **II. DEADLINES:**

The deadline to place an item on the agenda for the following week's board meeting is Monday at 12:00 p.m.

If the Monday deadline falls on a holiday, the deadline will be the Friday before the Holiday. A reminder will go out if the deadline changes for any reason.

For special meetings, the times vary, and you should check with the Clerk of the Board.

If your matter is "urgent", meaning that the need for Board action was discovered after the deadline and that the item cannot wait until the next Board meeting, reach out to the Clerk of the Board asap. Provide background information, including why this matter is urgent, to the Clerk of the Board and the Clerk will let you know when to be present at the meeting to discuss this item.

### **III. HOW TO PLACE AN ITEM ON THE AGENDA:**

1. Submit your item into Civic-Clerk, step-by-step training attached as "Attachment A" that includes a link to the training video.
2. The memo will automatically be generated by Civic-Clerk and the fields should include the following elements:
  - (i) Recommendation – provide what you are recommending the Board to do.

For example: "Approve and authorize chair to sign agreement between Plumas County Department and Contractor for...."

- (i) Background – provide historical background on the item, if available, what this item will accomplish if approved, whether the board has considered this action previously, and any other relevant information. If the item was required to be reviewed by another department(s), please indicate which department(s) and if they approved.
  - (ii) Action – provide what action you would like the board to take.
  - (iii) Fiscal Impact – provide whether this item has impact to the General Fund or not, whether it was approved in the current fiscal year's budget; if there is no General fund impact, what funds are being used to fund the item (i.e.. Grants, road tax, etc.); if the item is unbudgeted, it will require a 4/5ths roll call vote (4/5ths roll call vote must be under departmental matters).
- 3. Please provide one single-sided original (or however many you need for original signature) with 5 double sided copies of backup material.
  - 4. All supporting backup material must be submitted to the Clerk of the Board no later than 12:00 p.m. the Wednesday before the meeting. Any item without supporting backup material provided to the Clerk by this deadline will be pushed to the next regular meeting of the Board.

#### IV.SPECIAL INSTRUCTIONS FOR SPECIFIC TYPES OF AGENDA ITEMS:

These items require special processing before being placed on the agenda.

- 1. Agreements/Contracts, MOUs, and Leases:  
One original copy (or however many copies you require) of any agreements, contracts, MOUs, or leases must be attached to the agenda backup material. Original signatures must be on the original document, **all signatures** are required prior to bringing it to the Board for final execution (the Board Chair will be the last signature on the document). The original will be returned to the department with a note to scan and email a fully executed copy to the Clerk as soon as possible. The Clerk of the Board will keep an electronic signed document for the County's records.
- 2. Ordinances and Resolutions:  
Attach only one original ordinance or resolution as there can be only one original document. Once the ordinance or resolution has been processed by the Clerk, a digital copy will be provided to the department and uploaded to the County website.

If the ordinance or resolution amends a previously adopted ordinance or resolution, please provide the revised resolution and in the backup, please show a marked-up version of the same ordinance or resolution using bold italic font to highlight any language changed or added and the “strikeout” function to highlight any deleted language in the document. This allows the Board to clearly see the changes being made. If any exhibits are referenced in the ordinance or resolution, be sure that the exhibits are clearly marked and attached accordingly.

Resolutions and Ordinances must be reviewed by County Counsel, and any other departments that may be affected, prior to the proposed ordinance or resolution being placed on the Board’s agenda. For example, if the proposed ordinance imposes a new County Code violation, evaluate whether the Sheriff’s Department and/or the Code Compliance Officer should review it.

3. Request for Budget Appropriation Transfer or Supplemental Budget:

Follow the requirements of the Budget Appropriation Transfer or Supplemental Budget Form, available on the auditor/controller’s website. All required signatures shall be obtained before the agenda item is submitted into Civic Clerk. Please submit these forms to the Auditor’s office by the Friday before the agenda deadline.

4. Request to Appropriate Funds from Fund 001, Dept. 20980, Acct. 52840 (General Fund Contingency):

These requests shall be placed under departmental matters, not on the consent agenda, and will require a four/fifths majority roll call vote.

5. Increase in Position Allocations, Changes in Job Descriptions, or Similar Agenda Items:

These requests require the approval of the Human Resources Department before submitting the agenda request. The HR department will provide the County department with the appropriate resolution.

6. Grants:

All new grant awards shall be reviewed by the Auditor’s office prior to submittal to the Clerk of the Board. Reoccurring funding sources for Departments do not need to be reviewed by the Auditor’s office. If specific legal questions are raised by the grant, provide all relevant documents to the County Counsel’s office along with the legal question to be addressed. Most grants require a resolution that authorizes the department head to apply for, execute agreements and/or amendments, distribute funds, etc., these are also required to be reviewed by County Counsel prior to being submitted to the agenda. Also, provide copies of all contracts to be executed to the County Counsel’s office for review. The Resolution along with the grant paperwork should be included in the backup material.

7. Policy Issues:

Any proposed policy must be reviewed by County Counsel and presented to Management Council for input prior to submittal to the agenda for Board approval.

The policy shall include a title, content, signature line for the Chair and date adopted and/or amended. The request shall be placed under department matters, not on the consent agenda.

Upon adoption by the Board of Supervisors, the Clerk of the Board will provide each county department with a copy of the policy.

V. SPECIFIC TIME REQUIREMENTS FOR REVIEW BY OUTSIDE DEPARTMENTS PRIOR TO AN ITEM BEING PLACED ON THE AGENDA:

1. Human Resources: For normal agenda items, such as position increase due to grant funding, please provide one week for the Department to review the item. If the agenda item involves reorganization of the Department, revisions of job descriptions, or other more complex issues, additional time may be needed. Please contact the Department for specific instructions. When presenting the proposed agenda item to the department, please present the specific item that will be presented to the BOS and any additional information which may be necessary for the Department to evaluate the agenda request.
2. Auditor/Controller:
  - a. **Grants:** Provide a copy of the grant application, grant guidelines, and supplemental budget adjustments for any Departments affected by the grant. This information shall be provided at least by the Thursday prior to the Agenda deadline.
  - b. **Other agenda items:** Other agenda items, such as supplemental budget adjustments, must be presented to the Auditor's office by the Friday prior to the Agenda deadline.
3. Information Technology: For any agenda items which need I.T.'s review, present the proposed agenda item to the Director of Information Technology at least one week prior to the agenda deadline.
4. County Counsel: Any contracts, leases, ordinances, resolutions or other items needing County Counsel's review, must be presented for review at least two weeks prior to the agenda deadline. Please indicate if your agenda item is needed for a specific Board date. Also, please indicate any specific legal questions that you wish addressed.

5. Other Departments: When your agenda item affects any other County department, you must provide that department with the agenda request for their review.

**VI. GUIDELINES FOR CONSENT AGENDA:**

A department may place non-controversial or routine items on the consent agenda. These items are such that the Board may approve them quickly without discussion. If an item is placed on the consent agenda, the requesting party or department head need not appear at the Board of Supervisors meeting.

However, any member of the Board or a member of the public may ask that an item be removed from the consent agenda for discussion. In this case, your attendance may be required.

**VII. AFTER THE BOARD MEETING**

When the Board authorizes specific action which was not part of the original agenda item, the Department head shall ensure that all required documents, such as budget transfers, supplemental budgets, or position allocations, are completed and forwarded to the relevant departments in a timely manner.

Since the agenda packet is the most readily available source of information for matters considered by the Board, whenever possible Board minutes should indicate whether something was approved as presented or as reviewed by the Board within the motion. This will clarify whether an item in the agenda packet is the final version of a document.


**VIII. CONSEQUENCES OF NOT COMPLYING WITH AGENDA REQUIREMENTS:**

If an item is incomplete, it will not stay on the agenda, it will be pushed to the next regular meeting or until the item is complete; an email will be sent to the department stating what it is lacking. Further, an agenda item that requires the review or coordination with another department or the recommendation or approval from another Department, will not stay on the agenda unless those Departments have approved/agreed with the item as presented (this must be included in the background field, which departments reviewed and approved/agreed to the item).

This policy has been applied consistent over the years without regard to whether the Department head is appointed or elected, based on the premises that the Board should have the best and most complete information available to it when it is asked to determine policy. The philosophy is that when an item is placed before the Board, it should be ready for the Board's action and should not require additional research or work for its implementation.

Please contact the Clerk of the Board regarding: Advance timing necessary for Public Hearing notices, Ordinance Summaries, and any other questions you may have regarding the agenda process.

IX. APPROVED AND ADOPTED BY THE BOARD OF SUPERVISORS:

  
\_\_\_\_\_  
Greg Hagwood  
Chair Board of Supervisors

  
\_\_\_\_\_  
Date

ATTEST:

  
\_\_\_\_\_  
Allen Hiskey  
Clerk of the Board


## ATTACHMENT A

### STEPS FOR USING CIVICCLERK

- 1) Sign-in to Civic Clerk
- 2) Click on meetings on the left-hand side of the screen.
- 3) Choose which meeting you would like to add an item to and click on it.
  - a) Type and date of meeting is top center;
  - b) The cut-off for items to be added to the specific agenda is listed in the bottom left corner;
  - c) If there is an agenda, agenda packet or minutes posted for that specific meeting it will show "Public" and/or "Board" in the middle right.
- 4) Once you are in the meeting, there are two (2) drop-down menus "VIEW:AGENDA" and "CREATE", click on "CREATE", then "Item".
- 5) Under "Sections and Items" you will choose which section your item will show up under, for you it will be either "Consent Agenda" or "Departmental Matters", chose which one you need.
- 6) In the first box "create item" you will create your department section under "Agenda Item Name" example: County Counsel
- 7) You will then choose your item category from the drop-down menu "Item Category" this will be "other" since this is just your department section.
- 8) Your "Department" should already be in this box, if not find your department in the drop-down menu.
- 9) Click "Create and add new".
- 10) This time under "Sections and Items" you will look for your department's name.
- 11) "Agenda item name" will be what you are requesting the Board to do. There is a drop-down menu "text snippets" where there have been language templates



made so all you have to do is fill in the blanks. Choose whichever one you are submitting and fill in the information. (If you need an additional text snippet created, let the Clerk or Deputy Clerk know)

- 12) You will then choose your item category from the drop-down menu “Item Category” which is the type of submission you have, i.e.: contract, resolution, ordinance, etc. and click “create item”.
- 13) You should now be in “Item Fields”.
- 14) Scroll down to where you select “Department presenter” and “from:” select your department head for the department presenter section (do this for departmental matters only) and you for the from section (both consent and departmental matters).
- 15) Scroll down more and you will complete the “other details” section just like you would for a department generated memo, copy, and paste or just type into Civic Clerk. In the “Fiscal Impact” section please make sure you say whether it has a General Fund Impact and whether it was budgeted in the current FY’s budget. If there is No General Fund Impact please state where the funding comes from i.e. grants, taxes, etc. (there are text snippets available for this required language as well).
- 16) Once all sections have been completed, click “save item”.
- 17) Click on the drop-down menu “View: Item Fields” and choose “Item files”.
- 18) “Item Reports” is where everything you typed on the last screen will auto populate. Click “create/upload report” all of these sections will be Memorandum, check the “include in packet” box and “create file”. Please click on the green circle arrows to generate your memo in the agenda.  

- 19) “Attachments” is where you will upload your back-up documentation. Click “add attachments”, make sure yes is selected for “Show link in public portal” non-confidential is checked, then drag and drop your files and click add attachment. \*\*There is a “required documentation” section below.

20) Once you have your memo created and attachments attached, click on “Start approvals”, this will initiate the approval process for your submission.

21) Repeat all these steps to add another item.

There is a video training as well: <https://www.youtube.com/watch?v=At0IPNi8UhA>

**\*\*Required documentation (other than memo)\*\***

Contract/Agreement/MOU/Lease – County Counsel “approved as to form”  
contract/agreement/MOU/Lease

Amendment to contract/agreement/Lease - County Counsel “approved as to form”  
amendment to contract/agreement & the original contract/agreement/Lease (if there are more than 1 amendment, please include original and all amendments)

Ordinance – County Counsel “approved as to form” Ordinance and a copy of the Notice of Hearing

Resolution - County Counsel “approved as to form” Resolution, if the resolution is authorizing someone to sign a contract/agreement, please include the contract/agreement.

Budget Transfers – Budget transfer forms “approved” by the Auditor/Controller

Recruitment – Critical staffing questionnaire, job description, department organizational chart

Position allocation – this is a resolution, so follow the rules for a resolution above.