



## Board Agenda Item 4

---

DATE: October 18, 2016

TO: Board of Supervisors

SUBMITTED BY: Jean M. Rousseau, County Administrative Officer

SUBJECT: Staff Time Spent on a Board Member's Agenda Items

RECOMMENDED ACTION(S):

**Discuss and adopt policies or procedures for placement of items on agenda by individual Board members and governing staff time spent on developing agenda items for individual Board members.**

ALTERNATIVE ACTION(S):

Your Board may choose to not discuss and/or provide direction on this issue.

FISCAL IMPACT:

There is no Net County Cost associated with this action. However, the amount of time staff spends on an individual Board member's item, could impact their flexibility to use their Net County Cost allocation on other County issues.

DISCUSSION:

On occasion, individual Board members request that departments assist with the preparation of agenda items the Supervisor would like to place on a Board agenda. Depending on the issue, the amount of time staff spends can impact other projects/assignments the department is tasked with completing.

This discussion of the Board will consider possible policies, procedures or Board direction concerning when an individual Board member should seek direction or consensus from the full Board of Supervisors before obtaining the assistance of department staff with developing individual agenda items.

CAO ANALYST:

Jeannie Z. Figueroa