



## SAN BENITO COUNTY AGENDA ITEM TRANSMITTAL FORM

Dom Zanger  
District No. 1

Kollin Kosmicki  
District No. 2

Mindy Sotelo  
District No. 3  
Vice-Chair

Angela Curro  
District No. 4  
Chair

Bea Gonzales  
District No. 5

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**Item Number: 3.4**

**MEETING DATE:** 01/16/2024

**DEPARTMENT:** COUNTY ADMINISTRATION OFFICE

**AGENDA ITEM PREPARER:** Gracie Rodriguez

**DEPT HEAD/DIRECTOR:** Ray Espinosa

**SUBJECT:**

**BOARD OF SUPERVISORS**

Receive information and discuss adoption of proposed process for Board requested future agenda items and adopt Board of Supervisors Process to Request Future Agenda Item form and/or provide staff direction as desired.

SBC FILE NUMBER: 119

**AGENDA SECTION:**

REGULAR AGENDA

**BACKGROUND/SUMMARY:**

County staff have maintained a list of board-requested items since 2022 and have updated the list as appropriate. The list has routinely been attached to each respective Board agenda for viewing by board members and the public. In 2023, the board requested items totaling 111, with 99 items being completed by December 31, 2023.

The Board has previously discussed future agenda items and reached a consensus in streamlining the process to maximize efficiency and completion of requested items. The County Clerk of the Board has contacted the California Clerk of the Board Association and obtained other county jurisdiction process examples including Tuolumne and Fresno County.

Per the County of Fresno's Management Directives 2300, section "2314 - Items by Board Members," Board Members may place any agenda item on the Board's agenda with the CAO's advance knowledge and approval. Each Supervisor shall be limited to no more than two items on the Regular agenda at a single regular Board meeting, unless the Board directs otherwise. However, this limitation shall not apply

to proclamations, if placed on the Consent calendar, and adjournments in memory of a person, which shall always be placed on the Consent calendar.

The county of Tuolumne adopted a policy which has been attached.

For Board consideration, the staff is proposing a process similar to the County of Tuolumne's, attached herein, that would assist in providing clarity on the boards expectations and setting targeted dates as future agenda items. the document is a starting point for the County and may be modified by the Board if the new process needs to be modifies.

**RESOLUTION OR ORDINANCE NEEDED FOR THIS ITEM:**

No

**CONTRACT NEEDED FOR THIS ITEM:**

No

**CONTRACT AND RFP HISTORY:**

N/A

**LAST CONTRACT AMOUNT OR N/A:**

N/A

**STATE IF THIS IS A NEW CONTRACT/ HOW MANY PAST AMENDED CONTRACTS/ OR N/A:**

N/A

**STRATEGIC PLAN GOALS: 1. Operational Development & Excellence**

Yes

**STRATEGIC PLAN GOALS: 2. Planning And Sustainable Growth**

No

**STRATEGIC PLAN GOALS: 3. Technology**

No

**STRATEGIC PLAN GOALS: 4. Community Engagement**

No

**STRATEGIC PLAN GOALS: 5. Health & Safe Community**

No

**BUDGETED:**

N/A

**BUDGET ADJUSTMENT NEEDED:**

N/A

**SOURCE OF FUNDING:**

N/A

**UNFUNDED MANDATE:**

N/A

**SBC BUDGET LINE ITEM NUMBER:**

N/A

**CURRENT FY COST:**

N/A

**STAFF RECOMMENDATION:**

1. Receive information and discuss adoption of proposed process draft for Board requested of future agenda items and adopt a Board of Supervisors Process to Request Future Agenda Item form and/or provide staff direction as desired.

**BOARD ACTION RESULTS:**

Received information and adopted proposed process of future agenda items per staff recommendation.  
(5/0 vote)

**ATTACHMENTS:**

[Draft Future Agenda Items Request Form](#)  
[Tuolumne County Board Request Policy](#)  
[Fresno County](#)