



MEMORANDUM
OFFICE OF THE
COUNTY EXECUTIVE OFFICE
COUNTY OF PLACER

TO: Honorable Board of Supervisors
FROM: Holly L. Heinzen, Chief Assistant County Executive Officer
DATE: June 18, 2013
SUBJECT: Board of Supervisors' Procedures
Threshold for Consent Items

ACTION REQUESTED:

Approve a resolution amending the Board of Supervisors' Procedures to revise the dollar amount from a threshold of \$250,000 to \$400,000 for placing items on the Consent Calendar.

BACKGROUND:

The Board of Supervisors' Procedures within the Placer Administrative Manual (PAM) outline elements of meetings of the Board of Supervisors, including preparation of agendas, the role of the Chairman, and general conduct of Board meetings. The Procedures were most recently revised by the Board approval on November 23, 2010.

Currently, purchases or agreements over the threshold of \$250,000 are placed on the agenda for discussion and consideration by the Board. The Procedures as written provide that routine items be placed on the "Consent Calendar" at the discretion of the County Executive Officer under the direction of the Chairman. Specifically the Procedures state that "Routine items are those that are repetitive, non-controversial, ministerial, or procurement items involving purchases of less than \$250,000."

ISSUE:

In order to streamline the agenda process and allow more time for discussion of higher priority and/or more controversial items, staff is proposing that the threshold for placing items on consent be raised from up to \$250,000 to \$400,000 or less.

Increasing the threshold will result in fewer Department items and ease time constraints resulting from the number of items requiring discussion by the Board. Agenda items listed as Department Items over the last year were evaluated by staff. Of the 128 items involving procurement and/or contract approvals, 67 or 52% were \$400,000 or less. It appears that increasing the threshold would have a substantial impact on the number of items for discussion. Certainly, even with a revised threshold, those items that are otherwise controversial or of known Board or community interest would be placed as a Department item or could otherwise be pulled from the consent agenda.

FISCAL IMPACT:

Savings in staff time for those that present such items, although not quantified, is anticipated with the reduction in the number of staff presentations that will be required. Moreover, this revision would allow the Board to focus efforts on more material issues and minimize attention to these items that are more ministerial in nature.

Attachment: Resolution

Available for review at Clerk of the Board:

Before the Board of Supervisors
County of Placer, State of California

Resol. No: _____

In the Matter of:

**Revisions to the Placer Administrative
Manual Board of Supervisors' Procedures**

The following Resolution was duly passed by the Board of Supervisors of the County
of Placer at a regular meeting held on _____ by the following vote on roll call:

Ayes:

Noes:

Absent:

Signed and approved by me after its passage.

Chair, Board of Supervisors

Attest:
Clerk of said Board

WHEREAS, the Board of Supervisors Procedures within the Placer Administrative Manual (PAM) outline elements of meetings of the Board of Supervisors, including preparation of agendas, the role of the Chairman, and general conduct of Board meetings; and

WHEREAS, the Procedures provide that routine items are those that are repetitive, non-controversial, ministerial, or procurement items involving purchases of less than \$250,000 are placed on the consent calendar and purchases or agreements over the threshold of \$250,000 are currently placed on the agenda for discussion and consideration by the Board; and

Whereas, in order to streamline Board meetings and allow for greater focus and time on more material items the Board is desirous of revising the threshold from up to \$250,000 to \$350,000 or less; and

Whereas, such action requires a revision to Section 7.4 of the **Board of Supervisors' Procedures**.

Now, THEREFORE BE IT RESOLVED that Section 7.4 of the **Board of Supervisors' Procedures** is revised as follows:

7.4 Items submitted for routine action shall be so identified by the submitting party and scheduled as items for the "Consent Calendar" at the discretion of the County Executive Officer under the direction of the Chairman. "Routine items" shall include matters that are repetitive, non-controversial, ministerial, or procurement items involving purchases less than ~~\$250,000~~ of \$400,000 or less. Prior to a motion and a second on consent items, any member may request an item be pulled for discussion at a later time; otherwise approval of the consent agenda items shall be acted upon without further discussion. Public comment shall be allowed on any consent item before action of the Board. If a Board member intends to ask for the removal of an item set for consent, the member is encouraged to so advise the Chairman at least twenty-four (24) hours before the meeting, unless it is a special meeting or an emergency meeting made with less than twenty-four hours' notice. The member should attempt to resolve any and all questions or uncertainties the member has about the item through inquiries to staff before the meeting. It is the expectation of the Chairman when he/she sets matters on consent that staff may not be present to discuss the item.