



**COUNTY OF SAN LUIS OBISPO
BOARD OF SUPERVISORS
AGENDA ITEM TRANSMITTAL**

(1) DEPARTMENT Administrative Office		(2) MEETING DATE 3/21/2017		(3) CONTACT/PHONE Emily Jackson 781-5011	
(4) SUBJECT Submittal of a report and request for direction regarding potential changes to the Board of Supervisors agenda packet contents and publishing timelines. All Districts.					
(5) RECOMMENDED ACTION It is recommended that the Board receive and file the attached report, and provide staff with direction related to potential changes to the County's current Board of Supervisors agenda packet contents and publishing timelines.					
(6) FUNDING SOURCE(S) N/A		(7) CURRENT YEAR FINANCIAL IMPACT \$0.00		(8) ANNUAL FINANCIAL IMPACT \$0.00	
(9) BUDGETED? N/A					
(10) AGENDA PLACEMENT <input type="checkbox"/> Consent <input type="checkbox"/> Presentation <input type="checkbox"/> Hearing (Time Est. _____) <input checked="" type="checkbox"/> Board Business (Time Est. <u>45 min.</u>)					
(11) EXECUTED DOCUMENTS <input type="checkbox"/> Resolutions <input type="checkbox"/> Contracts <input type="checkbox"/> Ordinances <input checked="" type="checkbox"/> N/A					
(12) OUTLINE AGREEMENT REQUISITION NUMBER (OAR) N/A				(13) BUDGET ADJUSTMENT REQUIRED? BAR ID Number: N/A <input type="checkbox"/> 4/5th's Vote Required <input checked="" type="checkbox"/> N/A	
(14) LOCATION MAP N/A		(15) BUSINESS IMPACT STATEMENT? No		(16) AGENDA ITEM HISTORY <input checked="" type="checkbox"/> N/A Date _____	
(17) ADMINISTRATIVE OFFICE REVIEW Guy Savage					
(18) SUPERVISOR DISTRICT(S) All Districts					



COUNTY OF SAN LUIS OBISPO

TO: Board of Supervisors

FROM: Emily Jackson, Division Manager
Zola Moore-Stansbury, Administrative Analyst Aide

DATE: 3/21/2017

SUBJECT: Submittal of a report and request for direction regarding potential changes to the Board of Supervisors agenda packet contents and publishing timelines. All Districts.

RECOMMENDATION

It is recommended that the Board receive and file the attached report, and provide staff with direction related to potential changes to the County's current Board of Supervisors agenda packet contents and publishing timelines.

DISCUSSION

Background

During the regular Board of Supervisors meeting on January 24, 2017, your Board directed staff to schedule a future discussion to consider changes to the County's current Board of Supervisors agenda publishing practices. Specifically, some Board members were interested in the possibility of including staff presentation materials in the agenda packet that is regularly posted on the Wednesday preceding a Tuesday meeting.

The Ralph M. Brown Act was passed in 1953 in response to public concerns over informal, undisclosed meetings held by local elected officials, and guarantees the public's right to attend and participate in the meetings of local legislative bodies. The Act (Government Code 54950 *et seq.*) lays out many different requirements, including the agendas and noticing of public meetings. Under the Act, California cities, counties, boards and councils are required to post agendas at least 72 hours in advance of public meetings. The agendas must include a brief general description (approximately 20 words in length) of each matter to be considered or discussed.

The County of San Luis Obispo far exceeds the 72 hour agenda posting requirement. Typical practice is for the County to post agendas on the Tuesday, and full agenda packets (including staff reports, resolutions, contracts and other materials for the Board's consideration) on the Wednesday before regularly scheduled Tuesday meetings. Rather than including a brief description of items scheduled for consideration three days in advance of meetings, County staff makes all detailed agenda materials available to the Board and public six days in advance of meetings. This timeline and process represents a balance between ensuring that staff has adequate time to prepare agenda

materials that include the most current information available, and providing the public and your Board with an ample amount of time to review agenda materials. This balance reflects the County's commitment to our organizational values to be accountable and responsive to the community, by making sure that complete and accurate items come before your Board in a timely manner.

Survey Information

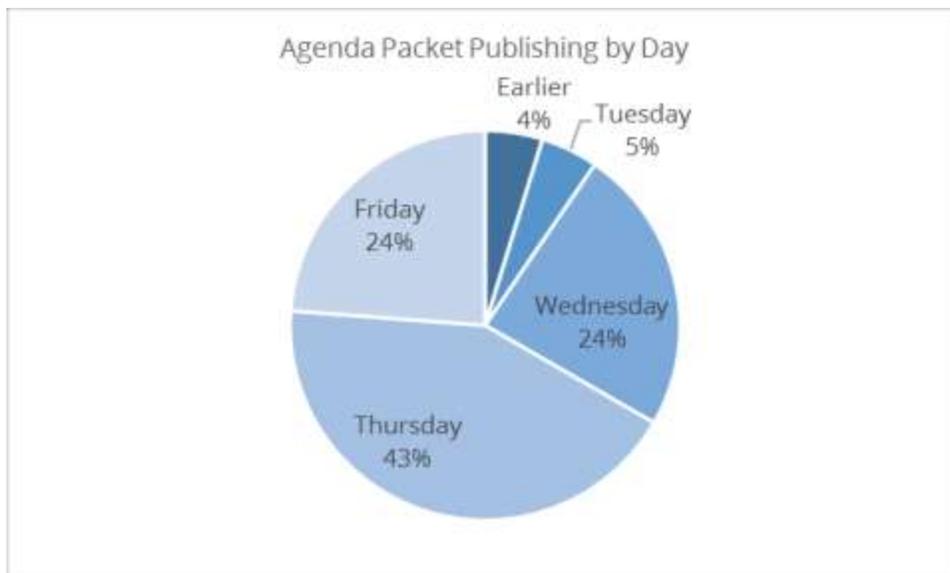
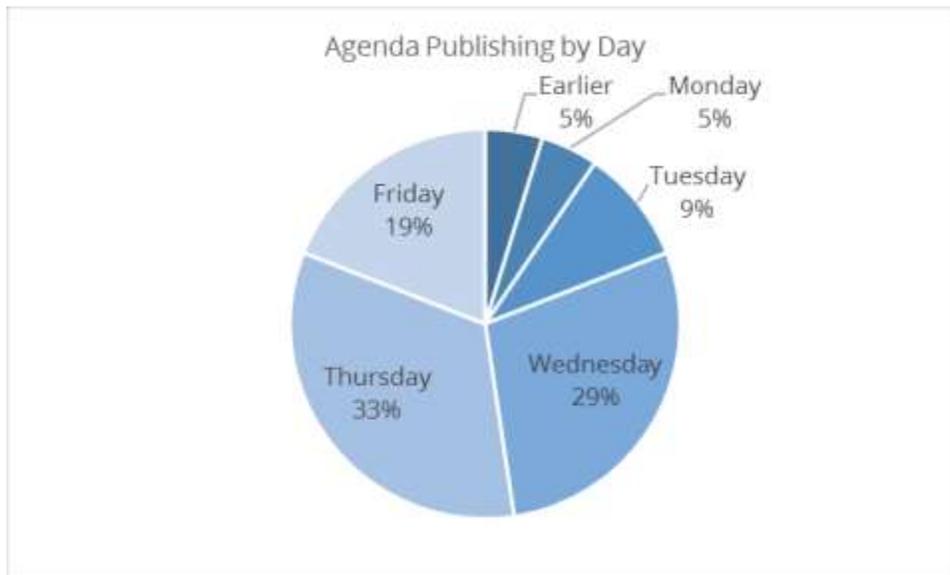
To provide context for your Board's discussion, staff gathered information about other counties' and cities' agenda packet materials and publishing timelines. Staff surveyed the seven local cities, as well as 14 California counties, including El Dorado, Kern, Kings, Marin, Monterey, Orange, Placer, Riverside, Sacramento, San Bernardino, San Diego, Santa Barbara, Sonoma and Ventura. Below is a summary of the information gathered:

Jurisdiction	Agenda Posted	Agenda Packet Posted	PowerPoint Included in Agenda Materials?
San Luis Obispo County	Tuesday	Wednesday	No
El Dorado County	Wednesday	Wednesday	Yes. However, the timing for publishing presentations is flexible, and may be as late as an hour before the start of the meeting.
Kern County	Thursday	Thursday	No
Kings County	Friday	Friday	Occasionally, but not required.
Marin County	Thursday	Thursday	No
Monterey County	Thursday	Thursday	Occasionally, but not required.
Orange County	Wednesday (2 weeks prior)	Wednesday (2 weeks prior)	Occasionally.
Placer County	Wednesday	Wednesday	No
Riverside County	Thursday	Thursday	Occasionally, but not required.
Sacramento	Friday	Friday	Occasionally, but not required.
San Bernardino County	Tuesday	Friday	Yes
San Diego County	Wednesday	Wednesday	No
Santa Barbara County	Thursday	Thursday	Yes. However, presentation materials submitted late may be added to the published agenda less than 72 hours before the meeting; and presentations might be slightly modified from what is included in the published agenda.
Sonoma County	Wednesday	Thursday	Occasionally, but not required.
Ventura County	Monday	Thursday	Yes. However, presentation materials are submitted Thursday, Friday, Monday and sometimes on Tuesday, if an item is scheduled in the afternoon, and the published agenda packet is revised daily as presentations or additional documents are submitted.
City of Arroyo Grande	Friday	Friday	Only if an outside agency is presenting
City of Atascadero	Tuesday	Tuesday	No
City of Grover Beach*	Thursday	Thursday	No
City of Morro Bay	Wednesday	Wednesday	No

City of Paso Robles	Friday	Friday	Occasionally
City of Pismo Beach	Thursday	Thursday	No
City of San Luis Obispo	Wednesday	Wednesday	No

* All agencies meet on Tuesdays, with the exception of the City of Grover Beach, which holds regular City Council meetings on Mondays.

Based on the information above, the County publishes both the agenda and full agenda packet earlier than most other agencies. The County publishes the agenda on Tuesdays, which is earlier than 81% of the surveyed agencies. Full agenda packets are published on Wednesdays, which is earlier than 67% of the surveyed agencies. The charts below display survey agency publishing timelines by day, in the week preceding meetings:



The majority of surveyed agencies do not include PowerPoint or other presentation materials in their published agenda packet. In some agencies, presentation materials are occasionally included in the published agenda packet, but are not required. For those agencies that do publish presentation materials in advance, agenda packets are typically published closer to the meeting date (on Thursdays or Fridays), and there is quite a bit of flexibility about when those materials are submitted. If presentation materials are published in advance, it is rarely done at the time that the full agenda packet is published, and is sometimes as late as the day of the meeting.

Options and Considerations

Based on the information above, below are four options for your Board's consideration:

1. Maintain the status quo. Under this option, Board agendas would continue to be published on the Tuesday (approximately 168 hours) prior to Board meetings, and detailed agenda packets would continue to be published on the Wednesday (approximately 144 hours) prior to Board meetings. As noted, this option far exceeds the 72 hour posting requirements laid out in the Brown Act, by making detailed agenda materials available to the Board and public six days in advance of meetings. This option also provides agenda materials to the Board and public earlier than most other counties and local cities, which publish agenda packets on either Thursdays or Fridays. PowerPoint presentations would still be provided to interested Board members the day before the Board meeting.
2. Maintain the status quo, but add all PowerPoint presentations to the published agenda packet via corrigenda on the Friday before the meeting. Under this option, the agenda packet would continue to be published on Tuesday, with the full agenda packet published on the Wednesday of the week prior to the meeting. All presentation materials would be added to the agenda packet via a corrigenda on Friday afternoon. While this option would provide presentation materials approximately 90 hours prior to the meeting, the need to process multiple corrigendas every week to modify the agenda packet after publishing creates inefficiencies.
3. Include draft PowerPoint presentations in the detailed agenda packet published on Wednesdays. Under this option, Board agendas would continue to be published on the Tuesday, and detailed agenda packets (including draft PowerPoint presentations) would be published on the Wednesday prior to Tuesday Board meetings. Due to timing issues, staff presentations made during Tuesday Board meetings might be changed from the presentations included in the published agenda, in an effort to present the most current information possible. Due to the anticipated workload, staff would not have the capacity to identify changes for the Board and members of the public.
4. Delay publishing of detailed agenda packets to Friday, and include PowerPoints presentations in the published agenda packet. Under this option, the agenda would continue to be published on Tuesdays, but the full agenda packet wouldn't be published until the Friday (approximately 96 hours) before the meeting, in order to include presentation materials. While this option would provide staff with an extended timeframe for agenda material preparation (to ensure that information is as current as possible), the delayed publishing provides both the Board and members of the public with considerably less time to review agenda materials in advance of the meeting.

OTHER AGENCY INVOLVEMENT/IMPACT

This item is scheduled for discussion, based on direction provided by the Board on January 24, 2017. Staff surveyed the seven local cities, as well as 14 California counties, including El Dorado, Kern, Kings, Marin, Monterey, Orange, Placer, Riverside, San Bernardino, San Diego, Santa Barbara, Sonoma and Ventura to provide information about other agencies' agenda packet materials and publishing timeframes.

FINANCIAL CONSIDERATIONS

There are no financial considerations directly associated with this item.

RESULTS

Per direction from your Board on January 24, 2017, this item is intended to inform discussion related to potential changes to the County's existing Board of Supervisors agenda packet contents and publishing timelines.

ATTACHMENTS

N/A