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# COUNTY OF SAN DIEGO

INTER-DEPARTMENTAL CORRESPONDENCE

December 19, 1989

To: Lloyd M. Harmon, Jr.
County Counsel

From: Clerk of the Board of Supervisors

Subject: 1990 Board Meeting/Agenda Procedures

Following are changes planned by Vice Chairman Williams during his chairmanship in 1990. Attached for your information in reviewing meetings, etc., is a copy of the current 1990 Board Meeting Calendar.

Conference(s) - to be scheduled every other month, starting with February (may be set other months as well)

Agenda Cover Page (Blue) Tuesday and Wednesday -

(1) Same format, however, divisions of the agenda are eliminated except for Administrative Agenda. Tuesday Special Districts will be scheduled at 9:00 a.m. along with the Board of Supervisors. Wednesday Special Districts will be scheduled at 10:00 a.m.

(2) Housing Authority will move to Wednesday at 10:00 a.m., preceding Board's Land Use agenda (no divisions except Administrative Agenda).

(3) Information on Cable TV airing of Board meetings will return to front side of cover page.

Holiday - Wednesday, July 4, is a holiday. No meeting will be held on Thursday, July 5. If any Land Use matters need action that week, they will be scheduled for 2:00 p.m., on Tuesday, July 3, 1990.

Wednesday, December 12, is Chanukah. Need to receive direction from Chairman on items needing to be acted on that week.

Content - Administrative Agenda will be sole division.

Subject Title Page - Items identified by CAO to Clerk as policy matters will be shown with an asterisk along side of the agenda number on the subject title page.

Numbering Items - Items will be numbered consecutively starting with Public Communication as number 1.

Items Received After Wednesday Distribution - Items: backup and additional backup for already docketed items will be printed on colored paper.

Agenda Tuesday Meetings- (1) All Agenda (Board of Supervisors (B/S) as well as Special Districts) will be set at 9:00 a.m.

(2) Consent Calendar for B/S will be followed by Special Districts Consent Calendar(s).

(3) Item(s) pulled from Special Districts agenda for discussion with only a couple of people wishing to speak, will be heard before B/S discussion items.

(4) Item(s) pulled from Special Districts agenda for discussion with many people wishing to speak, the Chair will announce a time when those matter(s) will be heard.

(5) Chairman would like to set time limits for hearing an item including Board discussion. Attached is copy of San Diego City Council Rule 9, Procedure for Debate for your information.

Referrals by Board to CAO or County Counsel - Clerk will prepare list from 7-1-89 onward of referrals from Tuesday and Wednesday meetings. Listing will be distributed at beginning of each month to Board offices and CAO (DCAO Lari Sheehan for Wednesday)

Rules of Procedure

Rule 1.(b) July 4 holiday is an exception - will be Tuesday @ 2:00 p.m. instead of Thursday @ 10:00 a.m.

Rule 1.(c) Change year to 1990.
Legislative Activity Weeks:

| | |
|---|---|
| January | 22 - 26 |
| February | 20 - 23 |
| March | 19 - 23 |
| April | 2 - 6 |
| May | 14 - 18 |
| June | 18 - 22 |
| July | 16 - 20 |
| August | 20 - 24 |
| Sept. | (to be scheduled) |
| October | (to be scheduled) |
| November | 13 - 16 |
| December | (to be scheduled) |

Board Recess Periods

| | |
|---|---|
| Spring: | April 9 - 13 |
| Budget: | July 9 - 13 |
| Labor Day: | Aug. 27 - Sept. 7 |
| Winter: | Dec. 24 - Jan. 4, 1991 |

Rule 2(a) The Chairman and CAO will not meet to discuss items proposed for the agenda. Delete last sentence.

(b) The Chairman will not be approving late items for the agenda. There will only be the regular agenda and Administrative Agenda, consecutively numbered, Public Communications being number 1. Items identified as policy by the CAO will be marked with an asterisk along side of the agenda number on the subject title page. Delete sentence about Board agenda, policies and rules being available at information desk on first floor of CAC.

(j) The Chairperson does not wish to be consulted.

Rule 3(b) Eliminate reference to Agenda A,B,C, and County Operations.

(c) The day and time for Air Pollution Control District agenda is undecided at this time. Housing Authority moves to Wednesday at 10:00 a.m., preceding the Land Use agenda. Otherwise Special Districts will be scheduled for 9:00 a.m. on Tuesday and 10:00 a.m. on Wednesday.

(e) Delete sentence referring to Agenda A and Land Use - Policy.

Board Policy A-72, Board of Supervisors' Agenda and Related Processes, appears only to require a change on Page 1, Background, third paragraph, second and third sentences. Delete reference to 9:00 a.m. Wednesday for Closed Session. Delete "otherwise" from third sentence.

Administrative Code Section 503 does not appear to require any change.

Kathryn A. Nelson
Clerk of the Board of Supervisors