

		Policy # 0007
Subject: County Executive Review of Board of Supervisors Meeting Agenda		
Responsible Department: Clerk of the Board		
Effective Date: 08/31/2018	Revision Date: 7/19/2022	
Ann Edwards County Executive		
David Villanueva Deputy County Executive		
Florence Evans, Clerk of Board		

1. Purpose

The Board of Supervisors adopts ordinances, establishes programs, levies taxes, appropriates funds, appoints certain officials, and zones property in the unincorporated area. The County Executive is responsible to the Board of Supervisors for planning, organizing, directing, controlling, and coordinating activities and brings forth matters to the Board by coordinating the formation and organization of the Board's meeting agenda and items with the Clerk of the Board. The agenda review meeting is to share information, clarify issues among departments and to ensure the effective presentation of information to the Board related to agenda items.

2. Authority

Powers and Duties of the County Executive, Sacramento County Charter Article 7 Section 20, Board Resolution No. 83-1346, Sacramento County Code Section 2.08.040, California Government Code Section 25100.

3. Scope

All County Departments.

4. Policy

- The County Executive, Senior Executive Leadership Team, Executive Team and Clerk of Board will hold an agenda review meeting prior to publishing the Board meeting agenda. Regular participants will include County Counsel, Finance Director, Personnel Services Director, and General Services Director with other Administrative and Fiscal staff attending as needed.
- Department Heads with items scheduled for each Board meeting will attend agenda review meetings and be prepared to offer a concise summary of each of their items, including:
 - Purpose/recommended Board action
 - Source of requirement/business need – e.g., state mandate, new contract, grant opportunity, community issue requiring action, etc.
 - Funding source – e.g., general, enterprise, grant funding, etc.
 - Communication plan – e.g., community outreach, controversy, opposition, etc.
 - Presentation material – e.g., speaking points, layout, designated presenter, etc.

5. Review:

Annually by December 31st.