

**SUBMITTAL TO THE BOARD OF SUPERVISORS  
COUNTY OF RIVERSIDE, STATE OF CALIFORNIA**



**FROM:** Supervisors Ashley and Jeffries

**SUBMITTAL DATE:**  
May 12, 2015

**SUBJECT:** Amendments to Board Policy A-5 to Improve Public Access and Transparency of Form 11s

**RECOMMENDED MOTION:** That the Board of Supervisors:

1. Require that any Form 11 not submitted with complete background information to the Clerk of the Board by 5pm on the Thursday prior to a Board Meeting be continued to the following Board Meeting, with limited exceptions.
2. Require that when appropriate, both a site map and a region map detailing major cross streets be attached to any Form 11 that impacts a particular property or region, sufficient to identify where that property or region is located.
3. Require that when feasible, a copy of the most current available version of the text of legislation is attached to any Form 11 asking the Board to officially endorse or oppose a piece of legislation.
4. Direct the Executive Office to send a memo to all Agency and Department heads, reminding them of existing requirements within Board Policy A-5 to ensure that the Background section of a Form 11 contain a "clear explanation of the request," so that Board Members, county staff, and the public can readily understand the purpose and context of the request.

Departmental Concurrence

*Marion Ashley*  
Marion Ashley  
Supervisor, 5<sup>th</sup> District

*Kevin Jeffries*  
Kevin Jeffries  
Supervisor, 1<sup>st</sup> District

FINANCIAL DATA	Current Fiscal Year:	Next Fiscal Year:	Total Cost:	Ongoing Cost:	POLICY/CONSENT (per Exec. Office)
COST	\$	\$	\$	\$	Consent <input type="checkbox"/> Policy <input type="checkbox"/>
NET COUNTY COST	\$	\$	\$	\$	

**SOURCE OF FUNDS:** \_\_\_\_\_

**Budget Adjustment:** \_\_\_\_\_

**For Fiscal Year:** \_\_\_\_\_

**C.E.O. RECOMMENDATION:**

**County Executive Office Signature**

**MINUTES OF THE BOARD OF SUPERVISORS**

On motion of Supervisor Jeffries, seconded by Supervisor Ashley and duly carried, IT WAS ORDERED that the above matter is approved as recommended.

Ayes: Jeffries, Washington, Benoit and Ashley  
 Nays: None  
 Absent: Tavaglione  
 Date: May 19, 2015  
 xc: E.O., Supvr. Ashley, Supvr. Jeffries

Kecia Harper-Ihem  
 Clerk of the Board  
 By: *Kecia Harper-Ihem*  
 Deputy

**Prev. Agn. Ref.:** \_\_\_\_\_ **District:** \_\_\_\_\_ **Agenda Number:** \_\_\_\_\_

**3-34**

- A-30
- 4/5 Vote
- Positions Added
- Change Order

# SUBMITTAL TO THE BOARD OF SUPERVISORS, COUNTY OF RIVERSIDE, STATE OF CALIFORNIA

FORM 11: Amendments to Board Policy A-5 to Improve Public Access and Transparency of Form 11s

DATE: May 12, 2015

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## BACKGROUND:

### Summary

Board Policy A-5 governs the procedures relating to the submission of Form 11s for consideration by the Riverside County Board of Supervisors. This process is intended to provide readily available information about proposed actions of the Board of Supervisors in a timely and legal manner to the Members of the Board, county staff, and the general public. Despite current policies laying out required formats and information to be included, and deadlines for submission, based on regular complaints aired at Board Meetings, there are still areas for improvement:

- 1) Though current Board Policy A-5 requires all items to be submitted to the Clerk of the Board by 1:00pm on the Wednesday prior to a regular Board Meeting, Form 11s and their background materials are regularly submitted as late as Friday afternoon and even Monday mornings, leaving Agendas without linked information for Board, Staff, and Public review. Unfortunately, these items are frequently those that are the most complicated and need the most scrutiny, not the least. By requiring all Form 11s and their background materials from any source to be submitted to the Clerk of the Board no later than Thursday at 5pm, a final Agenda can be available all day Friday and all day Monday, so items can be reviewed and questions answered prior to Board Meetings. Any item not submitted in its entirety by Thursday at 5pm shall be automatically continued to the following Board Meeting. In the case of an emergency, or special circumstances, this requirement could be waived by approval of the Chair of the Board of Supervisors, or the Vice Chair (if the Chair is unavailable), or the County Executive Officer. However, no emergency Form 11s will be accepted later than Friday at 12:00 p.m.
- 2) It is often difficult to determine the location of a property or region affected by a proposed Board Action, or its surrounding land use. Whenever possible, both a site map and a region map detailing major cross streets should be included with any Form 11 that impacts a specific property or area, with the surrounding land uses made clear either in the map, an aerial photo, or within the text of the Form 11.
- 3) The Board of Supervisors is regularly asked to endorse or oppose pieces of legislation in Sacramento or Washington DC. Whenever feasible (e.g. not a 10,000 page omnibus bill), the most current available text of that legislation should be attached to the Form 11 requesting Board Action. This makes it easier for the Board, staff, and the public to determine potential unintended consequences or benefits of legislation, and also will document the exact text of the legislation at the time of the Board Action, in case it is amended at a later date into something that might change the nature of the bill.
- 4) While current Board Policy A-5 requires the Background section of Form 11s to contain a "clear explanation of the request," many Form 11s are nearly indecipherable with jargon and technical terms that may explain what is being requested, but have no explanation of the benefit or purpose of the proposed change, or the context in which it is being requested. Further amendment of the Board Policy is unnecessary, but the Board should direct the Executive Office to send a memo to all Agency and Department heads, reminding them of existing requirements within Board Policy A-5 to ensure that the Background section of a Form 11 contain a "clear explanation of the request," so that Board Members, county staff, and the public can readily understand the purpose and context of the request.

Existing Board Policy A-5 can be reviewed here:

<http://www.rivcocob.org/boardpolicies/policy-a/POLICY-A05.pdf>

### Impact on Citizens and Businesses

Reforming the Form 11 process to require earlier submission deadlines and include maps or aerial photos to identify locations of projects or policy areas, and the text of legislation being considered for action by the Board, while reminding agency and department heads about the need to be clearer in their Background descriptions of Form 11s will make the operations of the County more transparent and more accessible to individuals, businesses, media, and non-profit organizations.