

COMMISSION POLICY

POLICY #2.1

SUBJECT: Agenda Items

DATE ADOPTED

March 16, 2010

PAGE (BCC MINUTES)

Page 10-11

OBSOLETE VERSIONS *(Can be found in the Inactive Policy Book.)*

DATE ADOPTED

September 18, 2001

PAGE (BCC MINUTES)

Book 28, pg. 86

February 19, 2008

Page 26

NOTE: (CHARACTERISTICS OF A GOOD POLICY AND PROCEDURE DOCUMENT) -- A policy is typically a document that outlines specific requirements or rules that must be met. The overall goal is to write policies that are clear, concise and in simple language. If you use an acronym, spell it out the first time you use it.

POLICY STATEMENT

This policy outlines the method for placing items on:

1. The formal *County Commission Agenda*; and
2. *Work Session Agenda*

for County Commission consideration, further, the method for processing these items during the meetings.

PROCEDURAL REQUIREMENT

In order to carry out this policy, the following steps must be taken:

1. All “Agenda Items” must be in writing, utilizing the *Agenda Action Form*, which is attached as Exhibit “A”.
2. All sections of the *Agenda Action Form* must be filled out or marked as N/A. “Agenda Items” that are not appropriately filled out, will be returned and risk being held until the next County Commission meeting or Work Session.
3. Prior to placement of an “Agenda Item” containing a *Legal Impact* on the “Agenda Index”, the “Agenda Item” must be coordinated in advance with the Legal Department, by the individual/department submitting the item. *(Those affected items not coordinated in advance, risk being held until the next scheduled meeting and/or until the legal review process is complete.)*

4. "Agenda Items" must be submitted electronically to the County Commission staff in Bay Minette using the Microsoft Word format.
5. Attachments to "Agenda Items" are to be scanned (*for those departments who have the scanning technology available*) and included with the "Agenda Item" at the time of submission. If the scanning capability is not available, then at the time of the electronic submittal of your "Agenda Item", you must inform County Commission staff in Bay Minette of the manner in which any associated attachment(s) will be forthcoming.
 - a. When attachments are included with an "Agenda Item", denote in the upper right hand corner of the attached document, whether it is: **1)** an attachment to the "Agenda Item"; or **2)** an attachment to a contract or other document, which is attached to the "Agenda Item". *See following example:*

ATTACHMENT "A" TO THE (*Agenda Item name*)

or

ATTACHMENT "A" TO THE (*Name of the contract or associated document*)

6. Deadline for submittal of "Agenda Items" is as follows:
 - a. County Commission Work Session: "Agenda Items" for Work Sessions will be submitted to the Assistant County Administrator by 4:00 P.M. on the 1st and 3rd Tuesday of each month unless otherwise noted.
 - b. Formal County Commission Meeting: "Agenda Items" for formal County Commission Meetings will be submitted to the Records Manager by 4:00 P.M. on the 2nd and 4th Tuesday of each month unless otherwise noted.
7. All items placed on the Agenda for consideration by the Commission, either in Work Session, Committee or Regular Meeting, will be placed in the appropriate category by County Commission staff. (*i.e. Consent Agenda, Committee Report, Other Staff Recommendations, Commissioner Request, Elected Officials Request, County Administrator's Report, etc.*)
8. The Chairman gives approval of the finalized Agenda prior to publication.
9. The Chairman must approve placement of any addenda on the Agenda. (*Addenda are items that are requested for placement on the Agenda after the Agenda has been set, and which represent an emergency that cannot be delayed until a later date and time.*)
10. All items on the Agenda must be voted on, unless they are an informational item or are tabled.
11. Any item on the Agenda, which is requested to be tabled, must be done by a motion and pass by a 2/3rds vote, as provided in Roberts Rules of Order.

12. This policy may be waived by a majority vote of the County Commission.

FORMS/ATTACHMENTS/EXHIBITS

1. Exhibit "A" - Agenda Action Form
2. Agenda Item Preparation Procedure

BALDWIN COUNTY COMMISSION AGENDA ACTION FORM

[Agenda Item Preparation Procedures](#)

AGENDA ITEM NUMBER: _____

Work Session Meeting Date: _____ Commission Meeting Date: _____

TITLE/SUBJECT: _____

TO: The Honorable Members of the Baldwin County Commission

THRU: Michael L. Thompson, County Administrator

FROM:

STAFF RECOMMENDATION:

PREVIOUS COMMISSION ACTION: yes _____ no _____ Date: _____

BACKGROUND:

FINANCIAL IMPACT: N/A _____

1. Total cost of recommendation: \$ _____

2. Are the funds budgeted for this recommendation? **yes** _____ **no** _____

If not, why not: _____

3. Budget line item to be used: _____

Balance remaining in the line item after recommended expenditure:

\$ _____

4. Will the recommendation create a need for continued funding, which is not included in the current budget? **yes** _____ **no** _____

If yes, how will this funding requirement be met in the future? _____

Budget Manager Approval: _____ **Date:** _____

LEGAL IMPACT: N/A _____

1. Are any legal documents required to be executed if this recommendation is approved?
Yes _____ No _____

2. Is Legal creating _____ reviewing _____ or revising _____ the documents? If not, why? _____

3. Are the documents attached to this recommendation? Yes _____ No _____

4. Are the terms of the document properly reflected in the *Staff Recommendation*? ___

5. Department Notes: _____

Approved as to form only: _____ / _____

Counsel

Date

Legal Notes: _____

_____ / _____

Counsel

Date

PROOF OF ADVERTISING:

[Advertisement Requirements in Media Publications](#)

1. Was there or will there be an advertisement required for this recommendation?

yes _____ no _____

If yes, in what newspapers did or will the advertisement appear? _____

If advertisement has already taken place, is the "Legal Affidavit/Proof of Publication" from each newspaper attached? yes _____ no _____

If not, why? _____

CONSISTENCY WITH B.C. STRATEGIC PLAN – 2006-2016: N/A _____

[2006-2016 - B.C. Strategic Plan](#)

1. Is the recommendation consistent with goals set forth in the Strategic Plan?

yes _____ no _____

If yes, what is the strategic objective and how does the recommendation address this goal? _____

If no, what is the justification for approving the recommendation? _____

POLICY IMPACT: N/A _____

[Baldwin County Policies and Procedures Library](#)

1. Is the proposed recommendation consistent with Commission policy? yes _____ no _____

2. Which Commission policy is applicable to this recommendation?

3. If an exception to Commission policy is required, what is the justification for this exception? _____

PERSONNEL IMPACT: N/A_____

1. Open, funded position? Yes_____ No_____ Position Number_____

2. Newly created position? Yes_____ No_____ Position Number_____

Describe changes or additions needed_____

Personnel Director:_____ **Date:**_____

IMPLEMENTATION:

1. Department and individual responsible for follow up activities on recommendation:_____

2. Specific action/actions required as follow up:_____

3. Are other Departments/Individuals necessary to complete the follow up activities? If so, specify:_____

ALTERNATIVES:

1.

2.

ATTACHMENTS:

FORM REVISION DATE: August 07, 2009 – Igr, VERSION #13

bmccommission/forms/archives.2009/AGENDA ACTION FORM

Agenda Item Preparation Procedure



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Introduction

- Review procedure for preparing and submitting more effective *Agenda Items* for placement on:
 - 1) Formal B.C.C. Agenda
 - 2) B.C.C. Work Session Agenda

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What We Will Review

- 1) The art of asking “*who, what, why, where, when, how, and how much*”.
- 2) Suggestions for writing a “clear and concise” *Staff Recommendation*.
- 3) Advice on supplying sufficient *Background* information.

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- 4) Guidance in filling out the *Financial Impact* section.
- 5) The necessity of indicating when an item has a *Legal Impact*.
- 6) Advice regarding coordination with the Legal Department prior to submittal of an *Agenda Item* deadline.

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- 7) Direction on where to locate the *Baldwin County Policies & Procedures* book in order to fill out the *Policy Impact* section.
- 8) The necessity of coordinating with Personnel prior to submittal of a personnel related *Agenda Item*.
- 9) The need to thoroughly fill out the *Implementation* section of an *Agenda Item*.

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- 10) The need to document any related attachments.
- 11) The need for “original” agreements.
- 12) Submittal deadlines for formal B.C.C. Meeting and Work Session.
- 13) Piecemeal of *Agenda Items*.

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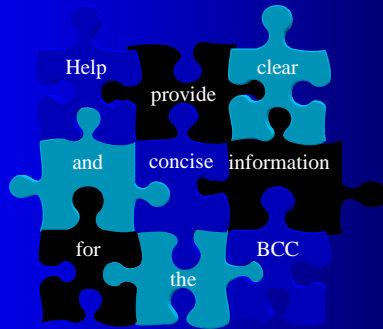
- 14) The need to electronically submit all *Agenda Items*, regardless of whether a hard copy has been submitted.
- 15) The need to denote whether an attachment included with an *Agenda Item* is an attachment to the *Item* or an exhibit to the attachment.
- 16) The need to schedule in advance with the Records Manager (or staff), any presentations, recognitions, public hearings, etc.

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17) Placement of addenda on the Agenda.

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How does what you and I do fit together and what is our ultimate goal?



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REMEMBER

This is how you communicate with your bosses.

They don't see what you do every day. This is the time when you can really shine before them, whether you are before them personally or simply through your written document.

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I22 - One other thing to remember is that not only are the Commission meetings televised on cable channels in Baldwin County, but through Mediacom, they are now being broadcast in the Panhandle of Florida, southern portions of Mobile County and Mississippi near the Alabama line.

Overview

- The goal is to provide the County Commissioners with adequate background information and any necessary supporting documentation so they can make informed decisions regarding your specific *Staff Recommendation*.

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A few of the ways you can do that is by:

- 1) Asking “*who, what, why, where, when, how, and how much*”.
 - 2) Writing a “clear and concise” *Staff Recommendation*.
 - 3) Supplying sufficient *Background information*.
- Don’t allow someone else to interpret **YOUR** *Staff Recommendation*.

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I14 - A good staff recommendation should be "black and white". There should be no question in the readers mind as to the intent of the staff recommendation which ultimately, is the motion.

I23 - REMEMBER -- No one else knows better than you, how to explain your area of expertise.

- When you ask yourself the general questions of *who*, *what*, *why*, *where*, *when*, *how*, and *how much*, then answer those questions and organize the answers.

You'll be amazed at how often complex issues become simpler and more orderly to deal with.

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EXAMPLE: *Travel Request,*
containing an “INADEQUATE”
Recommendation

Authorize the *Group Organizer* to attend a
training class.

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EXAMPLE: *Travel Request,
containing an “ADEQUATE”
Recommendation*

Authorize *(who)* Michael Magpie, Group Organizer to attend *(what)* an *Advanced PowerPoint 2003* class *(where)* in Mobile, Alabama *(when)* on Thursday, May 31, 2007 *(how much)* at a cost of \$100.00, which includes mileage and meal.

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I18 - Include individuals name and correct job title. If in doubt, job titles can be verified with the Personnel Department.

I24 - In addition, it is a good idea to bring large dollar items to Work Session in advance of a County Commission meeting to be safe.

REMEMBER: The maximum cost for any single, out of County is not to exceed \$2,500. If it does, it requires an **EXCEPTION TO THE POLICY**.

Again, this should definitely be addressed in Work Session.

EXAMPLE: *Appropriation* requiring an “Agreement”, which contains an “INADEQUATE” Recommendation

Authorize appropriations of \$1,000 each, from Commission District 1, 2, 3, and 4 County Commission Contingency Funds (for a total funding appropriation of \$4,000) to Having Fun is the Name of

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the Game, Inc., to assist with costs associated with their 2007 Game Day to be held June 1-5, 2007 contingent upon an agreement between Having Fun in the Name of the Game, Inc. and the Baldwin County Commission and review of and sign off by Chief Counsel.

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I26 - The underlined portion is inappropriate in this Staff Recommendation.

A contingency is the **exception, not the rule.**

EXAMPLE: *Appropriation* requiring an “Agreement”, which contains an “ADEQUATE” Recommendation

Take the following actions:

- 1) Authorize appropriations of \$1,000.00, each, from Commission District 1, 2, 3, and 4 County Commission Contingency Funds (for a total funding appropriation

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of \$4,000.00) to *Having Fun is the Name of the Game, Inc.* to assist with costs associated with their 2007 “Game Day”, which will be held June 1-5, 2007, said total funding appropriation benefiting recreational purposes of the general public and increasing tourist activities strengthening the county’s economy; and

- 2) Convey the foregoing authorized total funding appropriation by an “Agreement” between the *Baldwin County Commission* and *Having Fun is the Name of the Game, Inc.*

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Financial Impact

- 4) If your *Agenda Item* requires an expenditure of funds, please include your department # and account # on line 3, *budget line item* .

In addition, the Budget Director, Ron Cink has asked that you contact him for the *balance remaining* and include such in your *Agenda Item*, prior to deadline submittal.

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I32 - If you need to know the department or account number, please feel free to contact Ron at ext. 1646.

Legal Impact

- 5) It is necessary that you indicate whether or not your item has a *Legal Impact*.
- 6) It is advisable and to your benefit, to coordinate with the Legal Department as far in advance as possible, prior to submittal of an *Agenda Item*.

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I15 - A general rule of thumb is when in doubt, ask the Legal Department.

REMEMBER

- If you don't coordinate far enough in advance with the Legal Department, there is a possibility your "Agenda Item" will be delayed and will not be placed on the requested meeting date. LEGAL has expressed a preference of 10 days.
- When dealing with agreements, please note that only the County Commission can enter into contracts, not individual departments.

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- The Chairman is authorized to sign all instruments (contracts, resolutions, etc.) if such policy measure is authorized at a regular or special County Commission meeting. As a result, it is not necessary to include in your Staff Recommendation, "and authorize the Chairman to sign".
- The purpose of the *Legal Department* is to act as your counsel in support of all legal issues.

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7) The *Baldwin County Policies & Procedures* book can be viewed at <http://bmsps/Commission/default.aspx>.

NOTE: Different things you do, have a policy related to them. By filling out this section of the *Agenda Item*, the Commission will know what policy your item relates to and whether or not there is an exception to the policy.

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8) It is essential that you coordinate with the “Personnel Department”, prior to submittal of a personnel related *Agenda Item*.

NOTE: Due to the work involved in hiring a new individual, i.e. background checks, position numbers, etc., Personnel prefers to have your request **AT LEAST** one day prior to *Agenda Item* submittal deadline.

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9) It is necessary that you thoroughly fill out the *Implementation* section of an *Agenda Item*.

NOTE: This section of the *Agenda Item* provides the County Commission's Administrative staff with the necessary information essential in carrying out your desires.

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I6 - There is a very short time frame in which to do the follow-up work from the County Commission meetings. Therefore, time is of the essence and your assistance in filling out the Implementation Section is essential.

REMEMBER

- List the person responsible for follow-up activity.
- List the specific action that needs to be taken, i.e. *BCC Administrative staff to send out letter, BCC Administrative staff to have letter signed and Grants Coordinator to mail with grant package, etc.*
- Indicate whether your item is **TIME SENSITIVE**.

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I3 - Don't assume BCC Administrative Staff knows your item requires a letter if it in fact does require submittal of a letter.

I4 - BCC Administrative Staff will make necessary arrangements to get the matter handled in the proper time frame.

Also, if you prefer to draft a letter due to the technical or touchy nature of the situation, please feel free to do so and e-mail it to me along with your "Agenda Item". If necessary, we will modify the letter accordingly and you will be made aware of that modification.

- For purposes of submitting correspondence, please supply the necessary contact information:

- 1) Company's name
- 2) Individual's name
- 3) Mailing address
- 4) Telephone number

Include any other information you think we might need for preparation of the correspondence.

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- For those who prepare an *Agenda Item*, requiring a check to be issued by the Finance/Accounting Department, please insure you do the following:

- 1) Coordinate with or e-mail a copy of your *Agenda Item* to Kim Creech, Chief Accountant, prior to the Commission meeting.

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2) Notate under the *Implementation Section* that Kim Creech in the Finance/Accounting Department will be preparing a check in accordance with Finance/Accounting policies.

3) If the check needs to be included with the Chairman's cover letter, please notate such.

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HINT

Coordinate closely with any other necessary in-house staff regarding your Agenda Items.

Many of you jointly work on these items together and it is imperative that everyone involved knows exactly what action needs to be taken.

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10) It is necessary that you always document in your *Agenda Item*, any related attachments.

11) “Original” agreements/contracts, resolutions, etc. need to be attached to the *Agenda Item* you submit for processing.

NOTE: David Brewer has offered and is always glad to help anyone write their resolutions and appropriation contracts.

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I28 - This is a good checks and balance system.

HINT

If it is a document that will need to be signed by the Chairman, Commissioners and or County Administrator, we need the “original” attached to the *Agenda Item* prior to the Commission meeting.

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12) The submittal deadline for formal B.C.C. Meeting is 4:00 P.M. on the 2nd and 4th Tuesday of each month (*this includes the hard copy and electronic copy.*).

The submittal deadline for Work Session is 4:00 P.M. on the 1st and 3rd Tuesday of each month (*this includes the hard copy and electronic copy.*).

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REMEMBER

- We get *Agenda Items* in many different ways.
- When you submit your *Agenda Item* electronically, please let me know if you have already given me a hard copy. *(Sometimes they are hand delivered, couriered, or faxed. Some individuals simply provide the electronic copy.)*

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13) Please don't piecemeal *Agenda Items*.

14) Regardless of whether an *Agenda Item* is submitted in a hard format, it also needs to be submitted electronically.

15) When an attachment is included with your *Agenda Item* that has an exhibit of its own, notate such on the exhibit.

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I8 - In other words, don't bring us maps, resolutions, agreements, agenda items, etc. at different times for the same item. The volume is much too great and when you piecemeal items, the likelihood of placing an associated attachment with the wrong item, greatly increase's.

The last thing we want to do is make a mess of your Agenda Item.

I9 - Rather than re-creating your background information and staff recommendation for the minutes, the information is copied and pasted, thus decreasing the potential of errors in re-creating the information.

I17 - In addition, if your Agenda Item has colored photos or maps, please e-mail the electronic version of those, so they can be included, in color, in the permanent record. It is difficult for Commissioners to distinguish the details of a colored map, which is shown in black and white.

16) Schedule as far in advance as possible with the Records Manager, any presentations, recognitions, public hearings, etc.

17) Addenda are items that are requested for placement on the *Agenda* after the *Agenda* has been set, and which represent an emergency that cannot be delayed until a later date and time. The Chairman must approve placement of any addenda on the *Agenda*.

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I10 - The Chairman has asked that this take place in order to better manage the meetings.

I31 - Addenda are quite often viewed by some Commissioners, as our lack of planning. There are legitimate addenda that go before the Commission but I recommend you think about whether or not an item can actually wait until the next Commission meeting. If it is an item that can truly not be delayed, then by all means, turn it in to us. Quite often, there are those cases wherein a Commissioner has you create an addendum and you have no control over that.

If an addendum is approved for placement on the Agenda, I recommend you at least e-mail the Commissioners and notify them of the background and recommendation that will be coming before them at the last minute.

Summary

- As County employees, we should all be working together as a team to assist our bosses in making the best decisions for the betterment of Baldwin County.
- The County Commission's Administrative Staff is here to assist you in any way possible.

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