

# MEMO

**To:** County Commissioners  
**From:** Wayne Dyess, County Administrator; Anu Gary, Administrative Services Manager  
**Date:** Tuesday, November 12, 2019

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**Re: Streamlining Various County Commission Meetings**

At the request of the County Commission, during its October 22, 2019, Work Session, staff is bringing forward a proposal containing various options on how Commission meetings could be streamlined.

## **BCC Work Sessions**

### **OPTION 1 Combine Work Sessions and Regular Meetings to be held on the same day (1<sup>st</sup> and 3<sup>rd</sup> Tuesday of each month).**

- Work Sessions are held at 8.30 AM before the regular meeting begins at 10:00 AM.
- One combined agenda is published seven (7) days prior to the meeting date in order to give the Commissioners adequate time to review the agenda and contact department heads/staff with any questions they may have about agenda items prior to the meeting date.
- During the work session, Commissioners can select items that should be further reviewed and/or discussed.
- If it is determined that an item needs further discussion, research or revisions, the item is pulled from the agenda and moved to a later meeting date.

### **OPTION 2 Hold one Work Session per month (4<sup>th</sup> Tuesday of each month) to review and discuss items for the upcoming month's two regular meetings.**

- One work session is held on the 4<sup>th</sup> Tuesday of each month at 8.30 AM before the two regularly scheduled meetings in the following month.
- Routine items are not placed on the work session agenda at all OR routine items are listed on the work session agenda for informational purposes, but not discussed.
- Non-routine items that should be at minimum reviewed by the Commission prior to a regular meeting date, can be selected from the work session agenda by the Commissioners for a discussion if deemed necessary OR non-routine items are listed in a separate section in the agenda designated for discussion items and the Commission will review/discuss items as listed.

- During the work session, Commission/staff can decide if a discussion item should be placed on the first or second regular meeting agenda in the next month, depending if the item needs further discussion, research or revisions.

**OPTION 3 Continue current meetings schedule but limit work session items discussed.**

- Maintain current monthly meeting schedule (1<sup>st</sup> / 3<sup>rd</sup> Tuesday for Regular and 2<sup>nd</sup> / 4<sup>th</sup> Tuesday for Work Session) and limit work session discussion to following items:

- 1) Items that require the Commissioners to discuss as a group before a vote.
- 2) Presentations by staff / outside agencies that benefit the public or which must be presented to the Commissioners as a group. Limit presentations to 5 minutes. Select in advance if a presentation should be done during a work session or a regular meeting, but do not allow both. No sales pitch or funding request presentations that can be presented to staff or can wait to be brought forward as a budget request through the appropriate staff during the budget process.
- 3) Items that require the Commissioners to give direction / guidance to staff in order for the staff recommendation to be completed appropriately.

- Routine agenda items are placed directly to the Consent Agenda.
- Commissioners will contact department heads/staff with any questions they may have about agenda items prior to the meeting date, with a goal of not having to pull items for a separate discussion during work session.
- Public hearing items are not discussed during work sessions, only during the formal public hearings.

**STAFF NOTE:** Regarding Options 1, 2 and 3 listed above, staff proposes that the Commission adopt a formal policy that outlines items/matters which are considered to be “routine items” not requiring discussion prior to formal approval and items which are considered to be “discussion items” that should to be brought to the Commission to be discussed and reviewed.

**BCC Road and Bridge Division Meetings**

- Reduce quarterly Road & Bridge Division meetings to be held bi-annually OR as needed, with proper notice, and at the discretion of the Road & Bridge Division Commissioner and County Engineer.

**BCC Department Head Meetings**

- Cancel quarterly Department Head meetings with Commissioners and departmental staff.

- Department Directors will hold directors and/or staff meetings at their discretion as necessary for internal staff to coordinate and share information between departments/agencies.
- If a Commissioner wishes to meet with a Department Head, it can be done in an informal setting as needed with no quorum of the Commission present.

### **BCC Budget Deliberation (Special) Meetings**

- All funding assistance requests by outside agencies are submitted electronically through the Grant Management Application under the direction of Budget Director and staff. The Grant Management Application requires proper documentation by a certain deadline date which is set based on Budget staff needs and the dates of the budget meetings.
- All funding request presentations are scheduled in advance of budget season with all presentations being scheduled, if possible, during the meeting scheduled for Miscellaneous Appropriations.
- Budget Staff requires Commissioner input as to which Appropriation recipients should be scheduled to attend; otherwise, appropriation recipients are given the option, but not required, to attend. Limit presentations to 5 minutes.
- Budget staff provides Budget Deliberation Books to the Commissioners at least one week prior to the start of the deliberations that contain data related to decision items and miscellaneous appropriations. Department specific documents for each budget deliberation are provided at least two days prior to the date of the meeting.
- Staff creates a suggested meeting schedule based on prior year data to manage the length and content of each meeting.