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COUNTY DEPARTMENT AGENDA REQUEST

Department/Division: BOARD OF COMMISSIONERS

Department Head: Carol Chandler

Presenter, if needed: Jack Krakeel

Preferred Meeting Date: Thursday, January 22, 2009

Wording for the Agenda:

Consideration of staff's request that the Board adopt the Fayette County Policies and Procedures Manual.

Background/History/Details:

Over the years, county departments have operated under established policies and procedures that were implemented from time to time as needed. Most of these operational directives have been adopted by various Board of Commissioners. However, because of the expanse of time over which they were written, various formats were used and inconsistencies system wide became apparent. A year of more ago, the Board approved a "policy" for how policies and amendments thereto would be developed and subsequently adopted by the Board. A new format for these documents was developed and departments were asked to convert existing policies to the new format, in an effort to have consistency and uniformity. Also, the County Administrator asked that all policies adopted by the Board of Commissioners be compiled into a single manual that could be easily maintained and updated when needed. Staff is asking the Board to adopt the compilation, entitled the Fayette County Policies and Procedures Manual.

What action are you seeking from the Board of Commissioners?

Adopt the newly compiled Fayette County Policies and Procedures Manual.

If this item requires funding, please describe:

Has this issue come before the Commissioners in the past? Yes

If so, when?

Do you need audio-visual for the presentation? No

Back-up Material Submitted? No

STAFF USE ONLY

Approved by Finance? Yes

Reviewed by Legal? Yes

Approved by Purchasing? Yes

Approved by Administrative Staff? Yes

Staff Notes

This Manual contains policies that have system wide application and that have been adopted by the BOC. Policies and procedures that apply to the specific operation of departments are not included. For example, the Dept. of Fire/Emergency Svcs. administers many policies and procedures that apply just to their operation and how they deliver emergency services.

Administrator's Approval Yes

Confirmed Meeting Date Thursday, January 22, 2009

- ○ Recognition/ Presentation
- ○ Public Hearing
- ◉ Old Business
- ○ New Business
- ○ Consent
- ○ Report
- ○ Other