COUNTY DEPARTMENT AGENDA REQUEST

Department:	County Commissioners	Presenter(s):	Board of Commissioners
Meeting Date:	Thursday, February 24, 2011	Type of Request:	Consent

Wording for the Agenda:

Approval of amendments to County Policy No. 100.05 which provides guidance for the development and/or amendment of county codes, ordinances, rules or regulations and polices, including the introduction of new initiatives.

Background/History/Details:

In recent weeks, there has been some confusion among Board members in the interpretation of certain procedures used to develop and manage agendas, how new ideas/initiatives are introduced, and other issues related to how Board Meetings are conducted.

At the Board's Annual Planning Retreat, the Board discussed these issues and wish to modify existing policies to clarify the issues in question.

A copy of the original Policy No. 100.05 and a draft of the proposed amendment Policy No. 100.05 are included hereafter.

What action are you seeking from the Board of Commissioners?

Motion to adopt amended Policy No. 100.05 which will replace the original policy.

If this item requires funding, please describe:

No funding required.

Has this issue come before the Commissioners in the past?	Yes	If so, when?	Friday, February 11, 2011
Do you need audio-visual for the presentation?	No	Back-up Material Submitted?	Yes

STAFF USE ONLY

Approved by Finance	Not Applicable	Reviewed by Legal	Yes
Approved by Purchasing	Not Applicable	Approved by County Clerk	Yes
Administrator's Approval	Yes		

Staff Notes:

PURPOSE

The purpose of this policy is to provide administrative guidance for the development and or amendment of County codes, ordinances, rules or regulations and policies utilizing a consistent format and process for these initiatives.

POLICY

There shall be a consistent, equitable and uniform process for the development and or revisions to County Codes, ordinances or regulations to ensure that the Board of Commissioners as the policy setting body of the County are involved in the process and approve any initiatives to create, delete or modify current programs.

PROCEDURE

Approving Authority

Development or amendment to County codes, ordinances, or regulations can originate from multiple sources. To ensure that the Board of Commissioners have given appropriate approval for the development or amendment of same, any initiative to create, amend or delete shall adhere to the following process:

1. All initiatives shall be properly vetted during normally scheduled Wednesday Workshops.

    a. Staff Proposals: Shall be submitted to the Board with an Agenda Request Form. Included with the Agenda Request Form will be the Executive Summary Form, a Memorandum detailing the staff requests with substantiation and any additional documentation that may be required for a full understanding of the issue. The appropriate staff member will present the proposal to the Board.

    b. Commissioner Proposals: Commissioners will submit proposals to the County Administrator. The County Administrator will place the item on the agenda and notify the affected department to a have a Staff Member present at the workshop. The originating Commissioner will present the proposal to the full Board for consideration.

    c. Citizen Proposals: A citizen may submit a proposal when all other available remedies for their particular situation have been exhausted. A Citizen Request Form (to be developed) will be completed by the citizen and forwarded to the Administration Department. The County Administrator will decide whether or not to place the item on the agenda and notify the affected department to a have a Staff Member present at the workshop. Nothing prevents a citizen from discussing a specific request or make comments during the Public Comment Period at regularly scheduled meetings of the Board of Commissioners.

    d. Various advisory groups may initiate a proposal for consideration. Such bodies shall utilize designated staff liaisons for submittal of proposals to the Board of Commissioners.

Development of Recommendations:

1. Upon approval for consideration by the Board of Commissioners, the initiative will be assigned to the appropriate department. The department will conduct all necessary research and have responsibility for the development of a draft document. Draft documents may be vetted through appropriate advisory bodies for input and analysis.

2. An initial draft shall be developed and submitted to the Board of Commissioners for discussion purposes during a workshop session. Based on their comments, a final draft document shall be developed.

3. Upon completion of the final draft, the document shall be submitted to the Board with an Agenda Request Form. Included with the Agenda Request Form will be the Executive Summary Form, staff's recommendations and additional documentation that may be required for a full understanding of the issue to be voted upon by the Board of Commissioners.

4. The Board of Commissioner shall make the final determination with respect to any policy matter.

Maintenance

The Office of the County Clerk shall have primary responsibility for the maintenance of all current codes, ordinances, rules/regulations and policies consistent as outlined in Policy 100.01.

DRAFT

ADMINISTRATION
New Initiatives
100.05

PURPOSE

The purpose of this policy is to provide administrative guidance for the development and or amendment of County codes, ordinances, rules or regulations and policies utilizing a consistent format and process for these initiatives.

POLICY

There shall be a consistent, equitable and uniform process for the development and or revisions to County Codes, ordinances or regulations to ensure that the Board of Commissioners as the policy setting body of the County are involved in the process and approve any initiatives to create, delete or modify current programs.

PROCEDURE

Approving Authority

Development or amendment to County codes, ordinances, or regulations can originate from multiple sources. To ensure that the Board of Commissioners have given appropriate approval for the development or amendment of same, any initiative to create, amend or delete shall adhere to the following process:

1. All initiatives shall be properly vetted during normally scheduled Wednesday Workshops.

   a. Staff Proposals: Shall be submitted to the Board with an Agenda Request Form. Included with the Agenda Request Form will be the Executive Summary Form, a Memorandum detailing the staff requests with substantiation and any additional documentation that may be required for a full understanding of the issue. The appropriate staff member will present the proposal to the Board.

   b. Commissioner Proposals: Commissioners will submit proposals to the County Administrator. The County Administrator will place the item on the agenda and notify the affected department to a have a Staff Member present at the workshop. The originating Commissioner will present the proposal to the full Board for consideration.

   c. Citizen Proposals: A citizen may submit a proposal when all other available remedies for their particular situation have been exhausted. A Citizen Request Form (to be developed) will be completed by the citizen and forwarded to the Administration Department. The County Administrator will decide whether or not to place the item on

DRAFT

the agenda and notify the affected department to a have a Staff Member present at the workshop. The citizen may present to their requests to the Board during regularly scheduled meetings. Nothing prevents a citizen from discussing a specific request or make comments during the Public Comment Period at regularly scheduled meetings of the Board of Commissioners.

d. Various advisory groups may initiate a proposal for consideration. Such bodies shall utilize designated staff liaisons for submittal of proposals to the Board of Commissioners.

Development of Recommendations:

1. Upon approval for consideration by the Board of Commissioners, the initiative will be assigned to the appropriate department. The department will conduct all necessary research and have responsibility for the development of a draft document. Draft documents may be vetted through appropriate advisory bodies for input and analysis.

2. An initial draft shall be developed and submitted to the Board of Commissioners for discussion purposes during a workshop session. Based on their comments, a final draft document shall be developed.

3. Upon completion of the final draft, the document shall be submitted to the Board with an Agenda Request Form. Included with the Agenda Request Form will be the Executive Summary Form, staff's recommendations and additional documentation that may be required for a full understanding of the issue to be voted upon by the Board of Commissioners.

4. The Board of Commissioner shall make the final determination with respect to any policy matter.

Maintenance

The Office of the County Clerk shall have primary responsibility for the maintenance of all current codes, ordinances, rules/regulations and policies consistent as outlined in Policy 100.01.