

W 7b

Policy and Procedures Standing Committee Meeting
Tuesday, March 18, 2003
2:00 p.m.
Commissioners' Conference Room

Present: Bobby Green, Anna Morrison, Jim Gangle, Terry Wilson, Zoe Gilstrap, Arlene Marshall and Melissa Zimmer, Recording Secretary

1. APPROVAL OF MINUTES – November 12, 2003

Minutes approved by consensus.

2. DISCUSSION AND RECOMMENDATION/LMD PLANNERS NOT BEING PRESENT AT BCC MEETINGS FOR FIRST READING OF ORDINANCES

Wilson explained the only time she would suggest that staff be present at the first reading is when the first reading would offer a couple of options with alternative language. She said it would then be appropriate to have staff present. She added that generally at a first reading staff does not need to be present. She stated there is no code or manual that states staff has to be present at a first reading.

Green stated the recommendation back to the Board would be staff not needing to be present at first readings except in highly unusual situations.

Gangle suggested the agenda team make the determination about unusual situations.

3. DISCUSSION AND RECOMMENDATION/COMMISSIONER CORRESPONDENCE OFTEN INSTIGATES ACTION WITHOUT CONSIDERATION OF IMPLICATIONS.

Green explained this was added onto the agenda for people addressing the Board, not for an individual commissioner. He noted the concern that was raised through the RPI process was that it could trigger work and unintended consequences. He added by having it on the agenda, it could cause these things to happen.

Morrison commented that there was never Commissioner Correspondence until Dwyer was chair. She asked what was done prior to that when that type of correspondence came in.

Green responded the commissioner brought it up to the Board.

Wilson added the chair would refer it to the County Administrator for review and then it would come back on the agenda for Board decision.

Wilson recommended having Commissioner Correspondence on the agenda and the agenda team would review what goes on under Commissioner Correspondence. She thought that was a place where they could funnel some correspondence that doesn't need board action but could be directed to another department.

Morrison was in favor of taking it off the agenda.

Green stated the process would be that the correspondence would go through the agenda team for review before it is put on the agenda before the whole Board.

Marshall added consideration for staff time had to be involved.

4. DISCUSSION AND RECOMMENDATION/BCC REQUESTS REPORT BACK AND SETS DATES, BUT NOT ENOUGH TIME TO PREPARE AGENDA PACKET AND MEET PACKET SUBMITTAL DEADLINE

Green noted the question had to be asked with the department if there was enough time and what was best for them.

Marshall commented the workload is an issue. She said they should ask the department managers when they think realistically they could have the information so the Board could make a valid decision.

Morrison stated if they assign something to a department, they have to understand what the consequences would be.

Green said the Board needs to be aware of the impact it creates.

5. DISCUSSION AND RECOMMENDATION/ TOO MUCH STAFF TIME WAITING FOR AGENDA ITEM TO COME UP ON AGENDA

Marshall noted that this impacted Public Works the most.

Green asked why there wasn't a T.V. monitor in the building where the public could watch the Board meetings.

Morrison recommended setting 20 minutes for public comment and if it appeared that they would exceed it, they should cut public comment down to accommodate the time frame.

Marshall stated if public comment is too long, it starts a domino effect.

Wilson commented if an item is running long, they could stop to look at the remainder of the agenda and announce when they think they would get to an item. She said that way staff would know they didn't have to wait.

Gangle didn't think there was an answer for this. He said the Board as a public body, has the right to discuss things and it is hard to cut off discussions. He said the presenters would have to wait.

Green suggested putting a clarification about time certain being reserved for participation by outside organizations. He said the solution would be to allocate the appropriate time and stay within the time frame.

Wilson thought to move things along quicker, the chair should ask for a motion early.

Morrison suggested that when staff is making a presentation there would be no interruptions.

Green reiterated keeping the guidelines, getting the motion on the table as quickly as possible with the chair running a more effective meeting. He added that questions should be made of the presenter after the presentation.

Gangle suggested printing the ground rules on the agenda so everyone knows what they are and that they could be used as a reminder.

Marshall said she would print the ground rules on the agenda and they would be user friendly.

Gangle thought they could be printed on a separate sheet.

6. DISCUSSION AND RECOMMENDATION/RETURNING TO BCC FOR AMENDMENTS TO PREVIOUSLY APPROVED CONTRACTS

Wilson suggested this get referred to her office after the legislative session is through. She said they would need to make changes in the Lane Manual and that would be a good time to do that.

Green asked if this would be rolled.

Wilson said it should be assigned to County Counsel and to come back after the legislative session.

7. OTHER BUSINESS

Green asked about the "one time only" phrase for the budget. He asked what that meant. He asked if it was "one time only" this year, one time only or one time only a biennium.

Morrison thought one-time only meant: "one-time" only.

Gangle interpreted it to mean one time during the budget year.

Wilson interpreted one time to mean that if it is ongoing, it is part of the base budget so it rolls along.

Morrison wanted the message delivered that one time means one time.

Marshall suggested creating a definition for one time so when it is used, everyone follows the meaning when participating in the budget process.

Green stated that one-time could be one-time per year. He suggested that Wilson send out optional definitions for the budget process.

Marshall said this information would be presented to the Board on April 8.

Adjourned at 3:10 p.m.

Melissa Zimmer
Recording Secretary

MARSHALL Arlene A

From: WILSON Teresa J
Sent: Monday, March 24, 2003 4:35 PM
To: GREEN Bobby; MORRISON Anna M; GANGLE Jim
Cc: MARSHALL Arlene A; ZIMMER Melissa; GILSTRAP Zoanne M; GARNICK Dave L
Subject: Possible definitions of "one time"

A discussion occurred at P&P on March 18 in the context of budget funding about what does "one time" mean. Below are the several options that were mentioned:

1. "Once only, and never again".
2. "Once only in this budget year." unresolved as to any future implications.
3. Funded at the specified level in the fiscal year in which it was granted, but not rolled into the base budget for the next year. This means that a new request, i.e., add package, must be put forward for any subsequent funding requests. (Note: this is how it has been interpreted by Budget staff)

P&P then indicated this information should be presented to the Board for discussion.

Concern was expressed about the dependencies that get created by government funding, and the option of funding only capital items was mentioned as a solution to address this dependency. However, such an option may not address the need.