



WASHOE COUNTY

Integrity Communication Service

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STAFF REPORT

BOARD MEETING DATE: August 28, 2018

DATE: July 30, 2018

TO: Board of County Commissioners

FROM: Dana Searcy, Management Analyst, Office of the County Manager
(775) 328-2720, dsearcy@washoecounty.us

THROUGH: Dave Solaro, Assistant County Manager

SUBJECT: Approve an Amendment to the 2017 Rules of Procedures - Washoe County Board of Commissioners to amend Section 5.6 to allow commissioners prioritized requests for use of staff time. (All Commission Districts.)

SUMMARY

This item requests the Board to approve an Amendment to the 2017 Rules of Procedures - Washoe County Board of Commissioners to amend Section 5.6 to allow commissioners prioritized requests for use of staff time.

PREVIOUS ACTION

March 28, 2017 - The Board of Commissioners adopted the 2017 Rules of Procedure by a majority of votes.

January 31, 2017 - The Board of Commissioners discussed and gave additional direction on items for updating the 2015 Rules of Procedures as part of the annual strategic planning workshop. It was requested to return for adoption in early 2017.

November 3, 2016 - The Board of Commissioners discussed and gave initial direction on items for updating the 2015 Rules of Procedures as part of the fall strategic planning workshop.

January 13, 2015 - The Board of Commissioners adopted the 2015 Rules and Procedures by a majority of votes.

BACKGROUND

The Rules of Procedure for the Washoe County Board of Commission have been in use since at least 2012 in its current form and have been updated over the past years. The purpose of the Rules of Procedure is to adopt a parliamentary authority and to establish supplemental rules of

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procedures for the conduct of meetings and Commissioners where such rules are not inconsistent with the laws of the State of Nevada.

Section 5.6 of the Rule of Procedure addresses the Commissioner Requests program which tracks all commissioner requests from initiation to completion. The Commissioners' requests are received by staff through various means with the expectation that staff will satisfy each request and provide status updates along the way. Requests range from simple requests for information to large full scale projects that effect Washoe County's future direction.

In late 2017, staff began the process of integrating a revamped Commissioner Requests Program into Washoe County that addressed the following concerns: process efficiency, prioritization of requests and strategic direction alignment.

- Process efficiency: In an effort to streamline processing Commissioner Requests Washoe311 was brought onboard to assist enabling two routes for request:
 - Washoe311 - the request usually takes less than 2 hours of staff time and is service or information related.
 - Commissioner Request Program – the request usually takes more than 2hrs of staff time and is policy related.
- Prioritization of requests: Staff began efforts to prioritize Commissioner Requests to align with available resources. A practice of providing each Commission member three priority items to have staff work on was initiated to effectively balance staff resources with Commissioner needs.
- Strategic direction alignment: To the extent possible, Commissioner Requests should align with the Washoe County strategic goals for the current fiscal year.

Current language:

- 5.6 Requests of Staff.** Commission members will not request any staff project that entails over two hours of staff work without seeking approval of the Commission through an item placed on the Board agenda. Commissioner requests that are considered on an agenda for this purpose should identify the Strategic Objective/Fiscal Goal that is related. If no Strategic Objective/Fiscal Goal is related it must be noted.

Proposed amendment:

- 5.6 Requests of Staff.** Commission members may identify up to three priority items for staff to work on without seeking approval of the entire commission through an item placed on the Board agenda. Commissioner requests that are considered for this purpose should identify the Strategic Goal or community need that is related to the request.

FISCAL IMPACT

There is no fiscal impact to approve the proposed amendment.

RECOMMENDATION

It is recommended the Board of County Commissioners approve an Amendment to the 2017 Rules of Procedures - Washoe County Board of Commissioners to amend Section 5.6 to allow commissioners prioritized requests for use of staff time.

POSSIBLE MOTION

Should the Board agree with staff's recommendation, a possible motion would be:

"Move to approve an Amendment to the 2017 Rules of Procedures - Washoe County Board of Commissioners to amend Section 5.6 to allow commissioners prioritized requests for use of staff time."