COUNTY DEPARTMENT AGENDA REQUEST

Department:	Commissioners	Presenter(s):	County Administrator Jack Krakeel
Meeting Date:	Wednesday, January 4, 2012	Type of Request:	Consent

Wording for the Agenda:

Approval of proposed Board of Commissioners Meeting Schedule for 2012.

Background/History/Details:

Each year the Board adopts the County Commission Meeting Schedule for the year.

Generally speaking, the Board of Commissioners meets in a Workshop format on the first Wednesday afternoon of each month at 3:30 p.m. and on the second and fourth Thursday evenings at 7 p.m. However, during November and December, this routine is typically altered because of the Holidays.

Establishing the annual meeting schedule enables staff and the public to plan accordingly. However, this schedule does not include budget hearings, special public hearings or other non-typical meetings that occur from time to time during the year. Also, from time to time, the Board may cancel one of the meetings on the approved schedule. When this happens, proper public notice is given by notifying the press, posting the Public Meeting Room door, and placing a notification on the County's website.

What action are you seeking from the Board of Commissioners?

Approval of the meeting schedule for 2012.

If this item requires funding, please describe:

Has this issue come before the Commissioners in the past?	Yes	If so, when?	Annually
Do you need audio-visual for the presentation?		Back-up Material Submitted?	Yes

STAFF USE ONLY

Approved by Finance	Yes	Reviewed by Legal	Yes
Approved by Purchasing	Yes	Approved by County Clerk	Yes
Administrator's Approval	Yes		

Staff Notes:

2012 COUNTY COMMISSION MEETING SCHEDULE

THIS SCHEDULE REFLECTS THE CURRENT MEETING FORMAT FOR MEETINGS AS FOLLOWS:

REGULAR MEETINGS ON THE 2ND AND 4TH THURSDAY OF EACH MONTH AT 7 P.M.*: Agendas for these "Regular" meetings can include any subject but in particular, matters of interest to the general public such as public hearings on rezoning petitions, budget discussions, and requests from County Departments that require action by the Board, etc. Thursday meetings include a time for "Public Comment" when attendees can speak to the Board for up to 5 minutes. Agendas are prepared and published in advance. All sessions are open to the public and are attended by members of the Press.

WORKSHOPS ON THE 1ST WEDNESDAY OF EACH MONTH AT 3:30 P.M.: "Workshop" meetings are less formal than the Board's evening meetings and are intended for matters of a somewhat routine nature such as briefings by the County Administrator or department heads, discussions between staff and Commissioners and other "house-keeping" kinds of issues. Except under unusual circumstances, official action by the Board is not usually taken at Workshop meetings. Public hearings never occur as a part of these sessions. Generally speaking, individuals or groups do not appear before the Board during Workshop meetings unless invited by the County Administrator, a Department Head or Commissioner. However, a member of the public can schedule time at a Workshop to talk with the Board about an issue he/she may hope to present publicly at a subsequent evening meeting. There is not a "Public Comment" time during Workshops. Agendas are prepared and published in advance. The format for Workshop agendas differs from those of Thursday evening meetings. All sessions are open to the public and are attended by members of the Press.

Cancelled meetings, special called meetings and special topic workshops are announced in accordance with requirements of State law. *PLEASE NOTE THAT DURING THE MONTHS OF NOVEMBER AND DECEMBER, THE TYPICAL MEETING DATES ARE OFTEN ALTERED TO ACCOMMODATE HOLIDAY SCHEDULES.

DATE	TIME			DATE	TIME	
January 4 – W	3:30 pm	Organizational Mtg./ Workshop		July 5 - T	3:30 pm	Workshop/ Note Altered Date
January 12 - T	7 pm			July 12 - T	7 pm	
January 26 - T	7 pm			July 26 - T	7 pm	
February 1 - W	3:30 pm	Workshop		August 1 - W	3:30 pm	Workshop
February 9 - T	7 pm			August 9 - T	7 pm	
February 23 - T	7 pm			August 23 - T	7 pm	
March 7 - W	3:30 pm	No Meeting		September 5 - W	3:30 pm	Workshop
March 8 - T	7 pm			September 13 - T	7 pm	
March 22 - T	7 pm			September 27 - T	7 pm	
April 4 – W	3:30 pm	Workshop		October 3 - W	3:30 pm	Workshop
April 12 – T	7 pm			October 11	7 pm	
April 26 – T	7 pm			October 25 - T	7 pm	
May 2 – W	3:30 pm	Workshop		November 7 - W	3:30 pm	Workshop
May 10 – T	7 pm			November 15 - T	7 pm	Note Altered Date
May 24 – T	7 pm			December 5 - W	3:30 pm	Workshop
June 6 – W	3:30 pm	Workshop		December 13 - T	7 pm	
June 14 - T	7 pm			December 27 - T	NO MTG.	Christmas Wk.
June 28 - T	7 pm					