



## Agenda Statement

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**Title:** Discussion Item: Scheduling Council Work Session for City Department Operational Briefings

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:**

Date	Ver.	Action By	Action	Result
10/4/2016	1	City Council		

### **ITEM TITLE:**

Discussion Item: Scheduling Council Work Session for City Department Operational Briefings

**SUBMITTED BY:** Allie Ferko, CMC, Deputy City Clerk

### **FISCAL NOTES:**

Expenditure Required: N/A  
Unencumbered Balance: N/A  
Funding Source: N/A

### **RECOMMENDATION:**

Discussion item only.

### **SUMMARY STATEMENT:**

Over the past couple of months, City Council discussed holding a weekend or off-night work session to review City Department operations in preparation for annual budget hearings.

The structure of the work session would involve each department head providing a short overview of departmental operations, with time for Council questions. Discussion would be limited to general operations and functions of the department. Each department would be allocated 30 minutes to allow time for briefings by all departments.

#### **City Departments:**

1. Administration

2. Human Resources
3. City Clerk's Office / Public Information Office
4. Capital Facilities
5. Community & Economic Development
6. Finance
7. Fire / EMS
8. Police / Public Safety / Animal Control
9. Ports & Harbors
10. Public Works
11. Parks, Recreation, & Cultural Services
12. Information Technology

Staff respectfully requests Council direction on their preference for one of three options for this work session:

OPTION A (SATURDAY WORK SESSION IN OCT.): If held on a Saturday, the work session would begin at 9:00 a.m. with lunch being served. For this option to occur before the start of 2016 budget hearings and *to allow enough time for department head preparation based upon workload and scheduled travel*, staff recommends Saturday, October 15<sup>th</sup> for the work session.

Saturday October 22<sup>nd</sup> would be a secondary recommendation for a Saturday work session, however please note several budget hearings will have occurred prior to that day.

OPTION B (OFF-NIGHT WORK SESSION IN OCT.): If held on an off-night, staff would recommend a Thursday or Friday evening at 6:00 p.m. in an effort not to displace a regularly scheduled City Commission meeting.

OPTION C: Hold the City Department Operations Work Session later in the year or following elections in May to educate newly elected Council members.