



CITY OF RAPID CITY

300 Sixth Street
Rapid City, South Dakota 57701-5035

Community Development Department

Ken R. Young
Community Development Director
ken.young@rcgov.org

Phone: 605-394-4120
Fax: 605-394-6636
Website: www.rcgov.org

MEMORANDUM

TO: Council President Laura Armstrong

FROM: Ken R. Young, Community Development Director

DATE: July 18, 2019

RE: Recommendations for streamlining meetings and agendas

Thank you for meeting with the Directors and the Mayor recently, seeking our input on how meetings processes might be improved, including the potential of a Council/Directors Work Session and meeting agenda streamlining. I volunteered to gather recommendations from the City Directors. Here is what we came up with:

1. Combine three meetings into one: One Work Session would replace Agenda Review, Public Works and Legal/Finance committee meetings. Efficiency would be gained both in meeting time and in communications, with presentations being made to the whole Council at the same time. The public would benefit by having to be aware of only one meeting rather than trying to figure out which one of the committees to attend.
2. Work Session held on either Monday Evening or Wednesday at 12:30 pm, on the week prior to City Council Meeting. Could hold the meeting earlier and provide lunch as an incentive.
3. Directors will give a short presentation introducing their agenda items prior to Council joining in discussion. Each department's items would be grouped together on the Work Session agenda.
4. Directors are allowed to participate freely in the discussion, without having to be called on. This encourages conversation between Directors and the Council prior to a Council meeting so there are fewer surprises.
5. Directors will be referred to as "Directors" instead of "Staff".



EQUAL HOUSING
OPPORTUNITY

EQUAL OPPORTUNITY EMPLOYER

6. Work Session to be less formal in format:
 - a. No filming,
 - b. Public comment allowed only at beginning of meeting, and
 - c. Roundtable setting in a conference room, or all Directors are seated at tables facing the Council.
7. Informational agenda items are reviewed (not approved) only at Work Session.
8. Strictly administrative items (not requiring Council approval or attention) are not placed on the agenda.
9. An annual (at least) retreat of both Council and Directors is held with a roundtable, open format.
10. Goals are set and pursued to work as a team, eliminating an "Us vs. Them" mentality, and creating a greater mutual respect for roles, positions and expertise.

The Directors as a group pitched in with the formulation of these recommendations. It is our view that establishing the above will benefit all players and make the meetings process much more efficient and effective.

CC: Mayor Steve Allender, Rapid City Department Directors