



# Albemarle County

## Legislation Details (With Text)

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**AGENDA DATE:** 3/9/2016

**TITLE:**

Executive Summary Process Improvement

**SUBJECT/PROPOSAL/REQUEST:** Discussion to determine Board preferences regarding improvements to the executive summary process

**ITEM TYPE:** Regular Information Item

**STAFF CONTACT(S):** Foley, Davis, Catlin

**PRESENTER (S):** Lee Catlin

**LEGAL REVIEW:** Yes

**REVIEWED BY:** Thomas C. Foley

**BACKGROUND:** Executive summaries serve a critical role in communicating information and initiating dialogue between Board of Supervisors members, staff and the public regarding issues facing the County. Executive summaries serve as the Board's introduction to and overview of topics that lead to important decisions and actions, so clarity, accuracy and comprehensibility are essential. Staff is aware that Board members wish to consider improvement possibilities to increase the value of executive summaries as a communication and information sharing tool. As a component of embarking on revisions to the executive summaries to improve their functionality, staff believes it is important to hear directly from Board members to receive feedback to guide improvement efforts.

**STRATEGIC PLAN:** Impacts on all areas of the Strategic Plan

**DISCUSSION:** Knowing the importance of executive summaries, staff is eager to engage with the Board to hear direct feedback about how the summaries can best meet the needs of Board members and fulfill a productive role in the legislative process. Staff believes that greater clarity regarding specific standards and practices desired by the Board will help staff produce consistent, high quality materials that will provide clear, relevant information to the Board. Currently there are many technical experts from across the organization

authoring the executive summaries, and managers from many departments providing different levels of review. Clear and specific standards and guidelines will help achieve consistency in quality and format in the summaries that come forward to the Board and the public.

In presenting this agenda item, staff is interested in Board members' assessment of current executive summaries, including:

- What do you find helpful in executive summaries as you have been reviewing them to date?
- What do you find challenging in executive summaries as you have been reviewing them to date?
- What would make executive summaries more useful to you in your deliberations/decision making?
- Are there format changes that would improve the clarity and/or comprehension of executive summaries?

Based on feedback provided during this discussion, staff will come back to the Board with specific revisions for final consideration and approval.

**BUDGET IMPACT:** There is no budget impact associated with this item.

**RECOMMENDATION:**

Staff recommends that Board members provide specific feedback on their preferences regarding possible revisions to the format and content of executive summaries to guide staff in developing standards and guidelines.