

# FY 2008 - 09 Proposed Resource Allocation and Multi-Year Capital Plan

## Agenda Coordination

The Office of Agenda Coordination (OAC) generates and distributes agendas for the Board of County Commissioners (BCC) meetings, including Committee, Subcommittee meetings and workshops, and ensures that departmental items are processed in accordance with BCC rules.

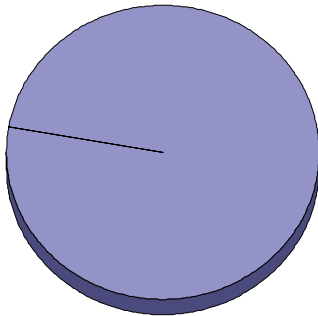
As part of the Enabling Strategies strategic area, the OAC develops and distributes the agendas, enters agenda items into the legislative database (Legistar), coordinates the placement of items on the proper agenda, trains departments on submission of agenda items, and responds to requests for information.

In fulfilling its purpose, the OAC coordinates its activities with a variety of County agencies, including the Clerk of the Board, BCC, County Executive Offices, County Attorney's Office, and other County departments.

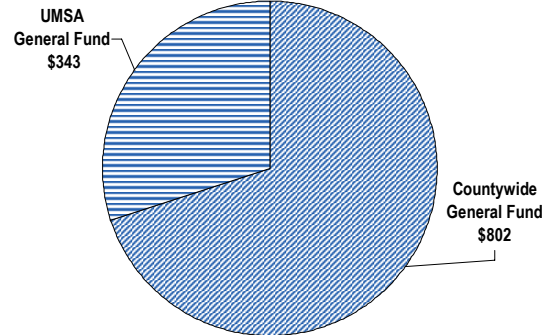
## FY 2008-09 Proposed Budget

### Expenditures by Activity (dollars in thousands)

Agenda Coordination and Processing  
\$1,145



### Revenues by Source (dollars in thousands)



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## TABLE OF ORGANIZATION

| <b>AGENDA COORDINATION</b>   |                 |
|--|-----------------|
| <ul style="list-style-type: none"> <li>• Prepares County Commission, Committee, Subcommittee, and Workshop agendas and coordinates meetings</li> </ul> |                 |
| <u>FY 07-08</u>  | <u>FY 08-09</u> |
| 10   | 9               |

## FINANCIAL SUMMARY

| (dollars in thousands)                | Actual<br>FY 06-07 | Budget<br>FY 07-08 | Proposed<br>FY 08-09 |
|---------------------------------------|--------------------|--------------------|----------------------|
| <b>Revenue Summary</b>                |                    |                    |                      |
| General Fund Countywide               | 879                | 905                | 802                  |
| General Fund UMSA                     | 376                | 407                | 343                  |
| Total Revenues                        | 1,255              | 1,312              | 1,145                |
| <b>Operating Expenditures Summary</b> |                    |                    |                      |
| Salary                                | 821                | 844                | 795                  |
| Fringe Benefits                       | 216                | 215                | 213                  |
| Other Operating                       | 212                | 245                | 130                  |
| Capital                               | 6                  | 8                  | 7                    |
| Total Operating Expenditures          | 1,255              | 1,312              | 1,145                |

| (dollars in thousands)                     | Total Funding      |                      | Total Positions    |                      |
|--|--------------------|----------------------|--------------------|----------------------|
| Expenditure By Program                     | Budget<br>FY 07-08 | Proposed<br>FY 08-09 | Budget<br>FY 07-08 | Proposed<br>FY 08-09 |
| <b>Strategic Area: Enabling Strategies</b> |                    |                      |                    |                      |
| Agenda Coordination and Processing         | 1,312              | 1,145                | 10                 | 9                    |
| Total Operating Expenditures               | 1,312              | 1,145                | 10                 | 9                    |

## SELECTED ITEM HIGHLIGHTS AND DETAILS

| Line Item Highlights      | (dollars in thousands) |                    |                    |                        |                      |
|---------------------------|------------------------|--------------------|--------------------|------------------------|----------------------|
|                           | Actual<br>FY 05-06     | Actual<br>FY 06-07 | Budget<br>FY 07-08 | Projection<br>FY 07-08 | Proposed<br>FY 08-09 |
| Printing and Reproduction | 181                    | 188                | 200                | 156                    | 100                  |

## FY 2008 - 09 Proposed Resource Allocation and Multi-Year Capital Plan

### **DIVISION: AGENDA COORDINATION AND PROCESSING**

The Office of Agenda Coordination generates and distributes agendas for all the Board of County Commissioners, Committee, Subcommittee meetings, and workshops.

- Monitors the outcome of committee meetings
- Reviews, inputs, and maintains agenda data in Legistar
- Coordinates printing of all agenda documents
- Registers citizens to speak at committee and commission meetings and provides documents to citizens upon request
- Trains departments on how to prepare and submit agenda items

### **Strategic Plan Outcome - Measures**

- ES1-4: Satisfied customers

| Ensure customer satisfaction with Agenda Coordination | Measures  | FY 06-07 |        | FY 07-08 |            | FY 08-09 |
|---|---|----------|--------|----------|------------|----------|
|   |   | Target   | Actual | Target   | Projection | Target   |
|   | Average customer satisfaction with website (1 to 3) | 2.0      | 2.0    | 2.0      | 2.0        | 2.0      |

- ES9-3: Achievement of performance targets (priority outcome)

| Provide County Commission, Committee, Subcommittee, and workshop agendas and coordinate meetings | Measures  | FY 06-07 |        | FY 07-08 |            | FY 08-09 |
|--|---|----------|--------|----------|------------|----------|
|  |   | Target   | Actual | Target   | Projection | Target   |
|  | Agenda items processed for BCC meetings           | 2,800    | 2,579  | 2,800    | 2,425      | 2,500    |
|  | Agenda items processed for BCC committee meetings | 1,800    | 1,997  | 2,200    | 2,000      | 2,000    |
|  | Accuracy rating of BCC agendas                    | 100%     | 99.2%  | 100%     | 99.1%      | 100%     |
|  | Accuracy rating of BCC committee agendas          | 100%     | 98.5%  | 100%     | 98.7%      | 100%     |
|  | Corrections occurring during the agenda process   | N/A      | N/A    | 240      | 200        | 240      |

### **BUDGET PRIORITIES**

| Strategic Plan Outcome                                       | Programs/Initiatives  | Impact   |
|--|---|--|
| ES9-3: Achievement of performance targets (priority outcome) | Continue to develop and distribute BCC agendas utilizing the most advanced technology | Prepare and distribute agendas within five working days of developing the first draft agenda |

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### **Budget Enhancements or Reductions and Additional Comments**

- The OAC will continue to assist departments in the development of agenda items through training and updating the agenda guidelines online
- The OAC will continue working with the Enterprise Technology Services Department to enhance Legistar and increase availability of agenda items on the County's website
- The FY 2008-09 Proposed Resource Allocation Plan includes funding for additional storage capability for the Legistar system (\$6,000)
- *The OAC FY 2008-09 Proposed Resource Allocation Plan includes the reduction of one Agenda Specialist position and printing costs associated with agenda kit production by reducing the number of agenda items printed by distributing fewer kits and not reprinting items that have not changed from committee meetings to Board meetings (\$209,000)*

### **Department Operational Unmet Needs**

| Description   | Startup Costs/<br>Non Recurring Costs | Recurring Costs | Positions |
|---|---------------------------------------|-----------------|-----------|
| Hire one Agenda Specialist position to assist in preparing and distributing agenda packages | \$0                                   | \$108           | 1         |
| <b>Total</b>  | <b>\$0</b>                            | <b>\$108</b>    | <b>1</b>  |