

FY 2009 - 10 Adopted Budget 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 Office, County Attorney's Office, and other County departments.

FY 2009-10 Adopted Budget

Expenditures by Activity

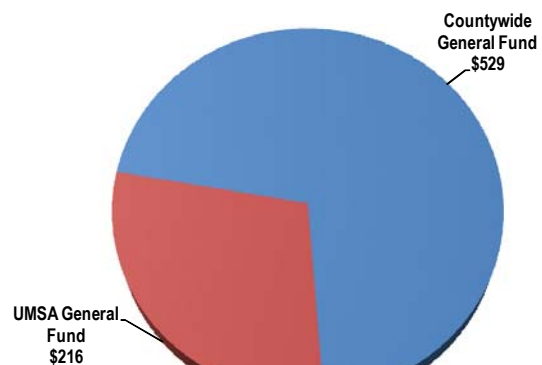
(dollars in thousands)

Agenda Coordination and Processing
\$745



Revenues by Source

(dollars in thousands)



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TABLE OF ORGANIZATION

<u>AGENDA COORDINATION</u>	
<ul style="list-style-type: none"> • Prepares County Commission, Committee, Subcommittee, and Workshop agendas and coordinates meetings. 	
<u>FY 08-09</u>	<u>FY 09-10</u>
9	5

FINANCIAL SUMMARY

(dollars in thousands)	Actual FY 07-08	Budget FY 08-09	Adopted FY 09-10
Revenue Summary			
General Fund Countywide	905	802	529
General Fund UMSA	407	343	216
Total Revenues	1,312	1,145	745
Operating Expenditures Summary			
Salary	772	795	508
Fringe Benefits	206	213	138
Other Operating	164	130	94
Capital	6	7	5
Total Operating Expenditures	1,148	1,145	745

(dollars in thousands)	Total Funding		Total Positions	
Expenditure By Program	Budget FY 08-09	Adopted FY 09-10	Budget FY 08-09	Adopted FY 09-10
Strategic Area: Enabling Strategies				
Agenda Coordination and Processing	1,145	745	9	5
Total Operating Expenditures	1,145	745	9	5

SELECTED ITEM HIGHLIGHTS AND DETAILS

Line Item Highlights	(dollars in thousands)				
	Actual	Actual	Budget	Actual	Budget
	FY 06-07	FY 07-08	FY 08-09	FY 08-09	FY 09-10
Printing and Reproduction	188	142	100	100	63

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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 the distribution 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

Objectives	Measures			FY 07-08		FY 08-09		FY 09-10
				Target	Actual	Target	Actual	Target
Ensure customer satisfaction with Agenda Coordination	Average customer satisfaction with website (1 to 3)	OC	↑	2.0	1.97	2.0	2.14	2.0

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



Objectives	Measures			FY 07-08		FY 08-09		FY 09-10
				Target	Actual	Target	Actual	Target
Provide County Commission, Committee, Subcommittee, and workshop agendas and coordinate meetings	Agenda items processed for BCC meetings	OP	↔	2,800	2,504	2,500	2,466	2,500
	Agenda items processed for BCC committee meetings	OP	↔	2,200	1,869	2,000	1,856	2,000
	Errors to Agenda Items Processed	EF	↓	4.8%	2.6%	7.5%	2.4%	3.0%

DIVISION HIGHLIGHTS AND BUDGET ENHANCEMENTS OR REDUCTIONS

- In FY 2009-10 the Department will continue to develop and distribute BCC agendas utilizing the most advanced technology
- The FY 2009-10 Adopted Budget includes funding for additional storage capability for the Legistar system (\$6,000)

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BUDGET ENHANCEMENTS OR REDUCTIONS AND ADDITIONAL COMMENTS

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 During FY 2009-10 OAC will continue to find ways to reduce the number of agenda kits printed in an effort to move towards paperless agendas; a pilot program was instituted to provide Committee and Commission agenda items electronically to members of the Administration; all printed copies of the agenda for the Administration will be eliminated during FY 2009-10
- The OAC will continue to assist departments in the development of agenda items through training and updating agenda guidelines online
- The OAC will continue working with the Enterprise Technology Services Department to enhance Legistar and the availability of agenda items on the County's website
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 The FY 2009-10 Adopted Budget includes a reduction of printing costs (\$47,000)
- Due to the economic downturn, the FY 2009-10 Adopted Budget includes the elimination of overtime costs, and four positions including: one Agenda Supervisor, one Executive Secretary, and two Agenda Clerk II positions (\$400,000)

Department Operational Unmet Needs

Description	(dollars in thousands)		Positions
	Startup Costs/ Non Recurring Costs	Recurring Costs	
Hire one Agenda Supervisor, one Agenda Specialist, two Agenda Clerks II, and one Executive Secretary to assist in preparing and distributing the agenda packages	\$0	\$441	5
Total	\$0	\$441	5