



AGENDA COORDINATION Business Plan

Fiscal Years: 2008 and 2009
(10/1/07 through 9/30/09)

Plan Date: November 30, 2007

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BUSINESS PLAN REPORT

DEPARTMENT PURPOSE/MISSION

To effectively and efficiently coordinate the overall legislative process of Miami-Dade County, and ensure the timely availability of agenda items to the Commissioners, departments and the public.

Additional departmental information can be found in the Departmental Profile (Attachment 1).

STRATEGIC ALIGNMENT

I. The Department's efforts align with the following Miami-Dade County Strategic Plan Goals:

- Enable County departments and their service partners to deliver quality customer service (ES1)
- Deliver on promises and be accountable for performance (ES9)

II. Department-related Strategic Plan Outcomes, Departmental Objectives, and Programs & Initiatives:

- Satisfied customers (ES1-4)
 - Increase customers satisfied with the Legislative Information Center (LIC) website
 - Reword search criteria for legislative searches (On-going)
 - Develop more fields for legislative searches (On-going)
 - Increase the number of reports available on the LIC website (On-going)
 - Provide as needed customer service training (On-going)
 - Provide public access to agenda information
 - Continue posting agendas and items on the LIC website (On-going)
- Achievement of performance targets (ES9-3)
 - Increase accuracy rating for development of agendas
 - Provide refresher training on operating procedures (On-going)
 - Conduct retreats for staff on operating procedures (Semi Annual)
 - Meet development milestones in preparing agendas
 - Monitor preparation of agendas (On-going)

PERFORMANCE MEASURES AND TARGETS

For ease of reference, specific information regarding departmental objectives and performance measures including the targets for FY 2007-08 and FY 2008-09 can be found in Attachment 2 – Business Plan Report.

CRITICAL SUCCESS FACTORS

Department-wide Critical Success Factors

- Work with Legistar Working Group optimizing on technological advances to improve the County's Legistar system and process
- Availability of funding to purchase technology that will be needed to automate the submission process
- Potential of expanding the number of meetings which would create a major burden on staff's workload
- Providing computer training for staff so that they can continue to meet the demands of the job
- Ensure staff continuum as several key staff members are near completion of DROP and others plan retirement

Critical Success Factors for Specific Objectives

- Increase customers satisfied with the Legislative Information Center (LIC) website
 - Ability to get accurate feedback from customers
 - Availability of funding for continued customer service training for staff
- Provide public access to agenda information
 - Availability of funding for computer training opportunities for staff
- Increase accuracy rating for development of agendas
 - Improvements to current technology to allow automated submission of items
 - Ability to maintain high quality work force
- Meet development milestones in preparing agendas
 - Submission of late agenda items
 - Getting responses from decisions makers in a timely fashion

3 to 5 YEAR OUTLOOK

The OAC plans to review other products that can be used to enhance the service provided by Legistar and examine potential modification that will allow additional features. The OAC would like to keep the data stored in Legistar intact, while expanding the program to allow for process that enables departmental agenda items to be submitted, reviewed and approved electronically. Also, we will be examining the reports available to the public and staff via the internet and intranet and make recommendations for changes to available reports based on information gathered from meetings and surveys. Expanding our use of technology and increasing the availability of agenda related information will be one of our main goals over the next five years.

In addition, OAC will work to continue standardizing the agenda process by ensuring that the agenda guidelines available on the intranet are current and continuing our training program for departmental staff involved in the agenda process. The on-line guidelines will continue to provide samples and information that will assist departments in developing agenda items. The training program will continue informing departments of the many changes to the agenda process and review the standards for preparing agenda items.

During this time, OAC will continue to identify training needs of our staff and providing staff with opportunities to attend training courses. This will allow staff to better serve our customers.

Departmental Business Plan and Outlook

Department Name:

Fiscal Years: 2007/2008 – 2008/2009

Attachment 1

DEPARTMENTAL PROFILE

Department Description

The Office of Agenda Coordination (OAC) is responsible for the development and distribution of County Commission and committee agendas in accordance with the County Commission Rules. The OAC also ensures that departmental agenda items are properly formatted and submitted within the timeframes established by the County Manager and County Attorney; notifies municipalities of County proposed ordinances that may have an affect on municipalities; and administers the Legistar database that contains current and historical information on legislative matters brought before the County Commission. In addition OAC staffs the County Commission and Committee meetings; provides technical assistance to departments with regards to development of agenda items and the agenda process, and provides training to departments on how to develop agenda items.

Table of Organization

AGENDA COORDINATION	
•	Prepares County Commission, Committee, Subcommittee, and Workshop agendas and coordinates meetings
•	Monitors the outcome of Committee meetings
•	Reviews and inputs agenda items into Legistar
•	Coordinates printing of all agenda documents
•	Registers citizens to speak at Committee and Commission meetings
•	Provides documents to citizens upon request
•	Trains departments on how to prepare and submit agenda items
•	Maintains data in Legistar that is available on the County's website

Financial Summary

(Dollars in Thousands)	Actual FY 05-06	Budget FY 06-07	Adopted FY 07-08
Revenue Summary			
General Fund Countywide	858	893	905
General Fund UMSA	368	382	407
Total Revenues	1,226	1,275	1,312
Operating Expenditures Summary			
Salary	810	832	844
Fringe Benefits	202	213	215
Other Operating	211	223	245
Capital	3	7	8
Total Operating Expenditures	1,226	1,275	1,312

(Dollars in Thousands)	Total Funding		Total Positions	
Expenditure By Program	Budget FY 06-07	Adopted FY 07-08	Budget FY 06-07	Adopted FY 07-08
Strategic Area: Enabling Strategies				
Agenda Coordination and Processing	1,275	1,312	10	10
Total Operating Expenditures	1,275	1,312	10	10

Capital Budget Summary

N/A

Current Business Environment

The OAC six major customer groups are as follows:

- Citizens of Miami-Dade County
- County Commissioners
- Clerk of the Board's Office
- County Executive Office
- County Departments
- County Attorney's Office

As the coordinator of the agenda process, the OAC provides a myriad of enabling services to our customers. These services range from assisting departments with the development of agenda items to distributing agendas and associated items in accordance with the 3- and 4-Day Rules. During this fiscal year, the OAC will continue our training program to assist departments in the development of agenda items and examining possible technology upgrades.

Currently, the OAC is developing an initiative to automate the process by which departments submit items for inclusion on Board of County Commissioners agendas. As part of this initiative, staff will research how other jurisdictions process items for inclusion on their legislative body's agenda. During this fiscal year, the OAC will continue working with Enterprise Technology Services Department to determine the feasibility of enhancing Legistar and/or the purchase of new technology to develop a system that meets our changing needs.