



Departmental Quarterly Performance Report

Office of Agenda Coordination

Reporting Period:

FY 04/05

1st Quarter

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<p><i>MAJOR PERFORMANCE INITIATIVES</i> <i>Describe Key Initiatives and Status</i> <i>Check all that apply</i> <i>County Mgr. Priority (Circle One):</i> <u>People</u> <u>Service</u> <u>Technology</u> <u>Fiscal Responsibility</u></p> <p>Goal ES4: Capitalize on technology to improve service, increase efficiency and provide greater information access and exchange</p> <p><u>Objective(s)</u></p> <ul style="list-style-type: none"> • Continue to enhance Legistar to make more information available on the website • Promote the availability of agenda items and agendas online • Work with Enterprise Technology Services Department (ETSD) to reduce the technological complexity of accessing agenda information <p><u>Performance Measure(s)</u></p> <ul style="list-style-type: none"> • 90% user satisfied with electronic/technology access to services and information within the next five years. • Increase the number of updates pertaining to legislative material that is available on the County website. <p><u>Comment(s)</u></p> <ul style="list-style-type: none"> • The Office of Agenda Coordination (OAC) in conjunction with OSBM discussed and researched the appropriate method to use when conducting a customers' satisfaction survey. The survey will be conducted pending funding that has been appropriated in the FY 04-05 budget. • The (OAC) have received input from various departments and that information will be incorporated into the Administrative Order 2-1 (AO). This administrative order provides the procedures for how departments submit agenda items for inclusion on the County Commission agenda. The proposed amendments will update the existing AO to be more reflective of the current agenda process. Administrative Order 2-1 has not been revised since 1962. 	<p><input checked="" type="checkbox"/> <u>Strategic Plan</u> <input checked="" type="checkbox"/> <u>Business Plan</u> <input checked="" type="checkbox"/> <u>Budgeted Priorities</u> <input checked="" type="checkbox"/> <u>Customer Service</u> <input type="checkbox"/> <u>ECC Project</u> <input type="checkbox"/> <u>Workforce Dev.</u> <input type="checkbox"/> <u>Audit Response</u> <input type="checkbox"/> <u>Other</u> _____ <i>(Describe)</i></p>
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- The OAC in conjunction with the ETSD and the Clerk of the Board are re-designing the agenda/minutes web portal to create increased accessibility to legislative matters. This new site will eliminate excessive “clicks” resulting in a user-friendly environment. All the information pertaining to legislative matters will be displayed on a single page with grouped menus to navigate the customer through a process of selecting the services they require.
- This updated information is a result of the Legistar Working Group, core departments, and citizen’s phone suggestions.

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<p><i>County Mgr. Priority (Circle One): People <u>Service</u> <u>Technology</u> Fiscal Responsibility</i></p> <p>Goal ES1: Deliver on promises and be accountable for performance</p> <p><u>Objective(s)</u></p> <ul style="list-style-type: none"> • Achievement of performance targets (priority outcomes). <p><u>Performance Measure(s)</u></p> <ul style="list-style-type: none"> • 90% achievement of performance targets in five years. • Satisfactory rating of service delivery based on percentage of performance goals met within the next five years. • Ensure Official Agendas are generated and distributed within seven (7) working days of developing the first draft. <p><u>Comment(s)</u></p> <ul style="list-style-type: none"> • Director conducts monthly meetings to assist staff in identifying and solving problem areas/issues. • Mid-level supervisors have met with their staff and established baseline performance measures. • Staff is performing error reporting after each published agenda. These reports will be analyze and presented at the following monthly meetings to praise improvements or create new methods of resolving reoccurring issues. <p>Sample Form:</p>	<p><u>X</u> Strategic Plan <u>X</u> Business Plan <u>X</u> Budgeted Priorities <u>X</u> Customer Service <u> </u> ECC Project <u>X</u> Workforce Dev. <u> </u> Audit Response <u> </u> Other _____ <i>(Describe)</i></p>
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Personnel Summary

A. Filled/Vacancy Report

Filled as of December 31 of Prior Year	Current Year Budget	Actual Number of Filled and Vacant positions at the end of each quarter							
		Quarter 1		Quarter 2		Quarter 3		Quarter 4	
		Filled	Vacant	Filled	Vacant	Filled	Vacant	Filled	Vacant
9	10	9	1	10	0	10	0	10	0

* Public Safety Departments should report the sworn versus non-sworn personnel separately and Departments with significant part-time, temporary or seasonal help should report these separately.

Notes:

B. Key Vacancies - The Assistant Director position is currently vacant, however, the expected beginning date for this employee is April 4, 2005.

C. Turnover Issues - ACO have submitted a Retention Plan and is waiting on the results of a re-class audit that should result in upgrading several positions. The duties and responsibilities have outgrown current scope, and the salaries should be re-aligned to reflect this significant change.

D. Skill/Hiring Issues - None

**E. Part-time, Temporary and Seasonal Personnel - None
(Including the number of temporaries long-term with the Department)**

F. Other Issues - None

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FINANCIAL SUMMARY

(All Dollars in Thousands)

	PRIOR YEAR	CURRENT FISCAL YEAR						
		Total Annual Budget	4th Quarter		Year-to-date			
			Budget	Actual	Budget	Actual	\$ Variance	% of Annual Budget
Actual								
Revenues	\$1,075,772	\$1,040,000	\$270,750	\$270,750	\$1,083,000	\$1,083,000	0	104%
◆								
◆								
◆								
◆								
Total	\$1,075,772	\$1,040,000	\$270,750	\$270,750	1,083,000	1,083,000	0	104%
Expense*								
Personnel	\$789,723	\$831,624	\$207,906	\$255,591	\$831,624	\$831,624	0	100%
Operating	\$277,338	\$229,070	\$57,268	\$166,844	\$229,073	\$221,845	7,228	97%
Capital	\$11,939	\$22,306	\$5,576	\$1,227	\$22,303	\$22,303	0	100%
Total	\$1,079,000	\$1,083,000	\$270,750	\$423,662	\$1,083,000	\$1,075,772	7,228	99%

Note: Operating expenditures higher than budget for the 1st Quarter due to the recent elections.

1. 100% percent staff participation significantly impacted salary expenditure
2. Updates and purges throughout the processing of agenda related materials were necessary to accommodate new commission members

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Equity in pooled cash (for proprietary funds only)

Fund/ Subfund	Prior Year	Projected at Year-end as of			
		Quarter 1	Quarter 2	Quarter 3	Quarter 4
Total					

Comments:

No equity in pooled cash

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STATEMENT OF PROJECTION AND OUTLOOK

The Office of Agenda Coordination plans to continue to utilize technology to improve the agenda process. We are developing a procedure manual that will train departments on how to prepare agenda items as part of our efforts to develop more standardized criteria for how legislative matters are processed.

DEPARTMENT DIRECTOR REVIEW

The Department Director has reviewed this report in its entirety and agrees with all information presented including the statement of projection and outlook.

Signature
Department Director

Date _____