Pinellas County Board of County Commissioners (BCC)
BCC Assembly Room
315 Court Street
Clearwater, Florida 33756

November 30, 2010

WORK SESSION AGENDA

12:00 Noon

BCC 5th Floor Conference Room

1. New Commissioner Orientation

Order of Items is Subject to Change. All Times are Approximate.

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"Citizens' Comments"

Any Person Wishing to Speak During the "Citizens' Comments" Portion of the Work or Budget Information Session Agenda Must Have a Yellow Card Completed and Given to Staff at the Staff Table. The Chairman Will Call the Speakers, One by One, to the Podium to be Heard. Each Speaker May Speak up to Three (3) Minutes.

Work Session Agenda
November 30, 2010
Board of County Commissioners 5th Floor Conference Room

New Commissioner Orientation:

➢ Role of the Chairman	Chair
➢ Steps to Publishing the Agenda	Mark Woodard
➢ County Assignment Tracking System (CATS)	Jennifer Crockett/Pam Schuler
➢ Commission Appointments	Chair
➢ Providing Assistance to Your Fellow Commissioners Through: ▪ Teamwork ▪ Positive working relationships ▪ Valuing the opinions of each other	Chair
➢ At-Large versus Single Member Districts	Chair
➢ How Commissioners Utilize and Treat County Staff	Chair
➢ Role of the Executive Assistants	Chair
➢ Conduct Between and Among Commissioners: ▪ During Public Meetings ▪ While on Television	Chair
➢ Big Issues versus Individual Commissioner's Issues	Chair
➢ Travel Budgets for Required Meetings and Functions	John Woodruff
➢ Public Comment at Commission Meetings	Chair
➢ Sunshine Law/Communication Issues	Jim Bennett
➢ Miscellaneous	

COUNTY ASSIGNMENT TRACKING SYSTEM

TRAINING MANUAL

Table of contents

Course Objectives

After completing this course, you will be able to:

- Use the Main Menu
- Create and update a CAT item
- Assign tasks to CAT items
- Upload related documents
- Enter and maintain contact information
- Search for existing CAT Items
- Switch Identities

Course Overview

The County Assignment Tracking System or CATS is a new application being introduced to you by BCC Information Systems. Many departments under the Board of County Commissioners probably developed an internal system at some time or another to keep track of correspondence, administrative inquiries, and citizen requests. CATS is one of those systems but it is meant to tie all the departments together by providing a centralized location to store and search items that need to be tracked.

The primary purpose of CATS is twofold: track assignments handed down from the county administration and historically track internal and external correspondence, project issues, and citizen complaints that span across department boundaries.

This training course deals with entering items to be tracked and assigning tasks related to those items. Since assignments handed down from the administration will be tasked through the CAT System, all departments in Pinellas County Government are required to communicate reply information in return through CATS. The CAT System provides a way for employees to communicate what has been accomplished on a particular issue and whether or not that issue is closed.

Unit

Logging on: The Main Menu

The CAT System is a web application accessed through Internet Explorer located on the computer. An icon can be placed on the desktop that will direct the browser to the correct address or the following address can be entered directly into the address bar of the browser:

http://bccclw7/CATS

After arriving at the address, a login screen is displayed. The user will need to provide a valid username and password to continue.

The Main Menu

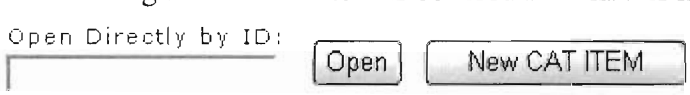
The main menu is the first screen displayed after logging in. It has four sections that are important to the user.

Top Bar

The top bar is comprised of the title, logo, menu drop downs, as well as a text label displaying the employee's name that is currently logged in. This top bar is present at all times. Only the menu changes slightly depending on where the user is in the CAT System.

Open a CAT Item

The next section is used to open CAT items directly by entering a known CAT item number and then clicking '**Open**'. A New CAT Item can also be created from this section. A detailed explanation of creating a new CAT item is covered later in this manual.



Summary Table

The third section lists the individual up to date task summary for the user logged in. The summary keeps the user informed of their history in completed tasks.

Total Tasks Assigned To Date	Total Completed	Total Completed On-Time	On-Time %
0	0	0	0.00

Tasks Assigned

The forth section is comprised of a tasks assigned to the user. This section could be blank if the user has no tasks.

	Subject	Task	Current Owner	Status
#731	Stormwater Flooding of Backyard	Written Response	RobZ	Days Overdue: 40
#1269	Competitive Test for employment	Written Response	RobZ	

- The link located in the first column allows the user to quickly open the CAT item related to the task.
- There will be a row in this list for every task the user has been assigned and it is sorted by Status.
- Clicking on any text (other than the link) will expand the task to show a synopsis of the CAT Item.
- There are collapse and expand buttons for user's convenience.

Collapse All | Expand All

	Subject	Task	Current Owner	Status
#731	Stormwater Flooding of Backyard	Written Response	RobZ	Days Overdue: 40
	Citizen called to complain about improper drainage of stormwater in his backyard. After two days of straight rain, his backyard was under nearly 12" of standing water. This has been an ongoing issue in his neighborhood every time it rains, so he believe *[more...]*	**Contact: Rob Zilay** **Latest Activity: Updated** 6/14/2004 This is a test		**List of Assignees:** (* Still Open) Ryan Jennings 5/6/2004 Ryan Jennings 5/6/2004* Rob Zilay 5/24/2004 Rob Zilay 5/25/2004 John Grosbeck 6/7/2004 Don Lord 6/7/2004*
#1269	Competitive Test for employment	Written Response	RobZ	
	This is a test CAT Item designed to be used in the training course. It orginially had a tasked assigned to Paul B. but since this is a test and there are reports being produced off of this data, I, Ryan Jennings decided to delete that task. If did that *[more...]*	**Contact: Robert Osth** **Latest Activity: Updated** 6/22/2004 4093 GAS-09 INSTALL & PROTECT 4" PE VALVE 8/6/2003 4:21:18 PM Each A 4094 GAS-10 REMOVE EXIT GAS MAIN, 12" or LESS 8/6/2003 4:21:18 PM Linear Feet A 4096 GTE-01 CONDUIT (F&I) (DIR BURIED) (MULIT PLASTIC) (4" 10 WAY) 8/6/2003 4:21:18 PM Linear Feet C A 4097 GTE-02 CONDUIT (F&I) (DIR BURIED) (MULIT PLASTIC) (4" 9 WAY) 8/6/2003 4:21:18 PM Linear Feet C A 4098 GTE-03 CONDUIT (F&I) (DIR BURIED) (MULIT PLASTIC) (4" 8 WAY) 8/6/2003 4:21:18 PM Linear Feet C A		**List of Assignees:** (* Still Open) Ryan Jennings 6/22/2004*

Unit:

Creating a new CAT item

Lesson:

How to create a new CAT item

The CAT system is designed to track follow-up items, internal and external correspondence, administrative inquires, and log correspondence. The following steps can be used to create a new CAT item. There are two ways to start the process. Both are identical but located in separate places for convenience.

Steps to start a new CAT item

1. Option 1: Main Menu

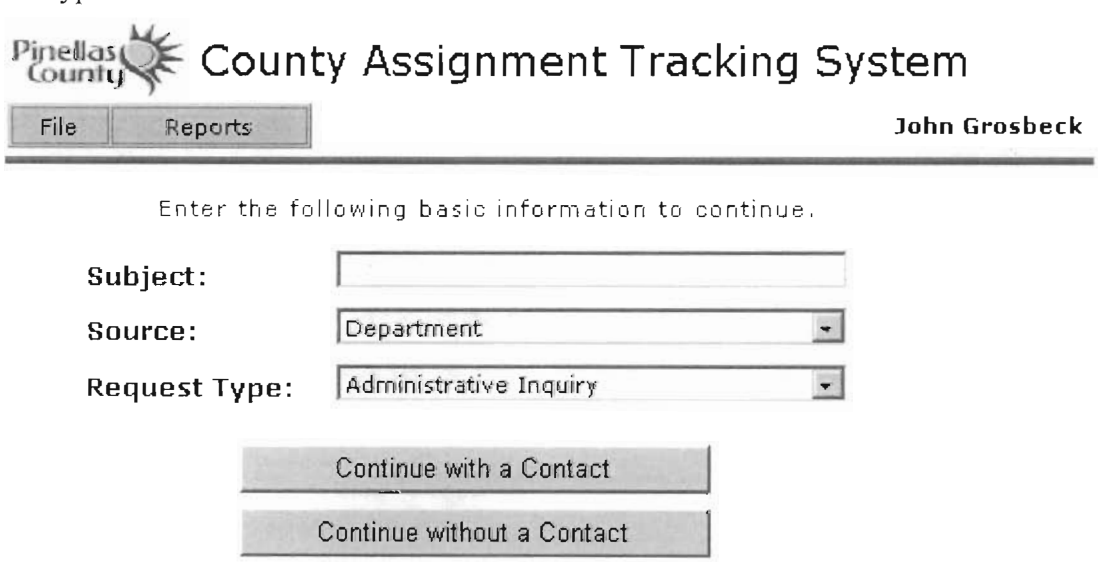
   Click on the '**New CAT Item**' button located at the top of the page.

   Option 2: Drop Down Menu

   Click on **File** then click on **New CAT Item**.

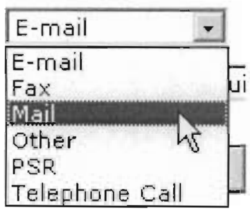
2. Enter basic information:

   Three bits of information are required to continue creating a CAT item: Subject, Source, and Request Type.

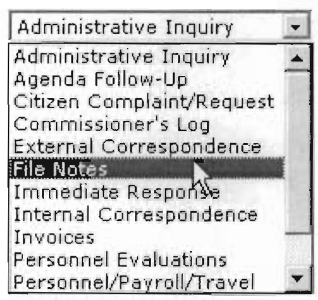


The **Subject** of the CAT item is a very important bit of information because besides being displayed on reports, it is one of the main fields other users will search on to find previously entered in items. It is also displayed on the main menu for open tasks. The subject should be short but descriptive.

There are additional fields to enter additional detailed information about the CAT item once the creation process is complete.



The **Source** is how the issue to be tracked originated.



The **Request Type** is a way to categorize the CAT Item. Other things are decided based on request type such as when the item is first due and restricting view rights for items reserved for the County Administration and Commissioners.

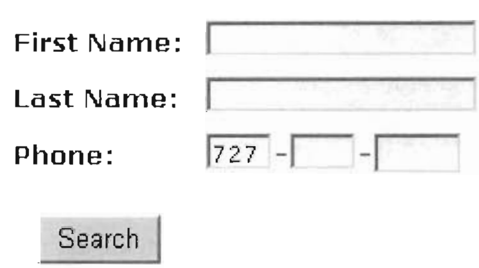
After the **Subject**, **Source** and **Request Type** have been completed, click '**Continue with a Contact**' or '**Continue without a Contact**' depending on how the CAT item originated to move to the next step of the creation process.

Note: Based on the request type, the application will remove the 'Continue without a Contact' if one is required.

Search for existing contacts

Not every CAT item is required to have a contact but most external correspondences such as Citizen Complaint/Request will require one. This could be a citizen that is concerned about a project going on in their neighborhood, an owner of a company, or the president of a homeowners association. When creating a new CAT item that needs a contact, the user must first search for the contact in question. This is done for two reasons:

1) To make sure the Contact is not already a part of the system.
2) To verify that a CAT item has not already been created by another user for this issue.



A partial search can be performed by typing in the first few letters of the name. The search is not case sensitive.

Once the search criteria has been entered the user should click the '**Search**' button. One of two things happens; the systems either returns a list of contacts as a grid or a red label appears displaying 'No records found.' If no records are found then the user can click 'Add New Contact'. Adding a new contact is covered later in this manual

If records matching your criteria are found, then a grid is displayed listing the contact name, phone number, brief address information, and the number of CAT items assigned to the contact.

# of CAT Items (Click to View)	Last	First	MI	Home	City	
1	Alusic	Robert			Columbia	Create CAT Item w/ this Contact
1	Betzold	Robert and Ann			Palm Harbor	Create CAT Item w/ this Contact
1	Christ, D.M.D.	Robert			Tarpon Springs	Create CAT Item w/ this Contact
1	DE HAAN	ROBERT		727-397-4965	SEMINOLE	Create CAT Item w/ this Contact
0	Dinicola	Robert			Indian Rocks Beach	Create CAT Item w/ this Contact

If the Contact for the Cat item exists and has 0 CAT Items, Click one time on the '**Create CAT Item w/ this Contact**' link to the right of the contacts name. This will initialize the CAT item and the user can skip to the next section of the manual, ***Cat Item Main Screen***.

If the contact has CAT Items assigned in the first column of the grid under # of CAT Items, click one time on the link for the contact. This will display a new grid listing the CAT items for the selected contact.

Existing CAT Items for:
Rob Zilay

CAT Item	Title	Status	Entered	Current Owner
1280	test	Opened	5/17/2004	BFox
1279	test	Opened	5/17/2004	BFox
733	Roving Beach Concessions	Opened	2/4/2004	JGrosbeck
731	Stormwater Flooding of Backyard	Opened	2/3/2004	RobZ

If the issue in question has already been entered and you do not want to view details about the item, click one time on the **Cancel** button to exit the creation process.

If the contact exists but a new issue is still needed, click one time on the '**Create New CAT Item -->**' button.

Create New CAT Item -->

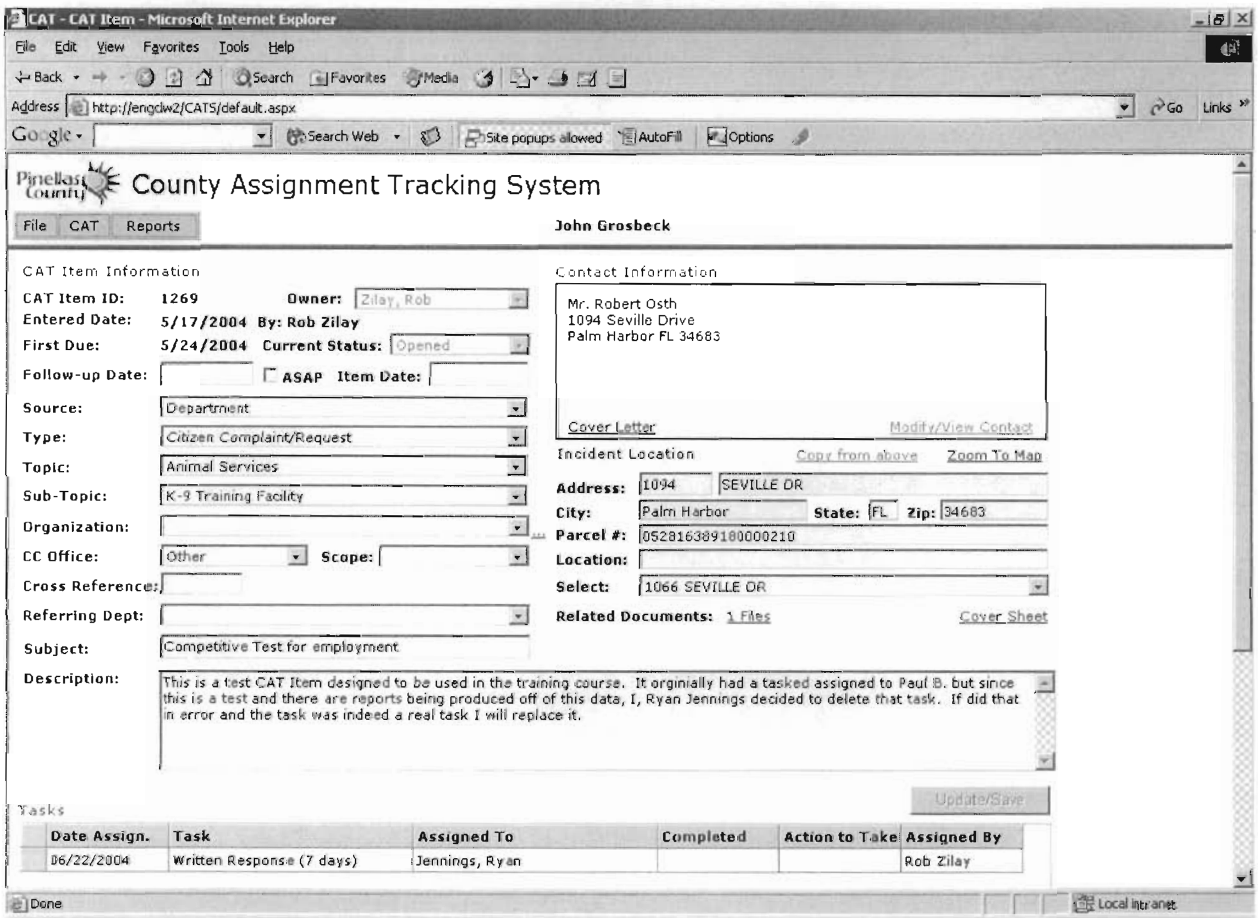
Unit:

CAT Item Main Screen

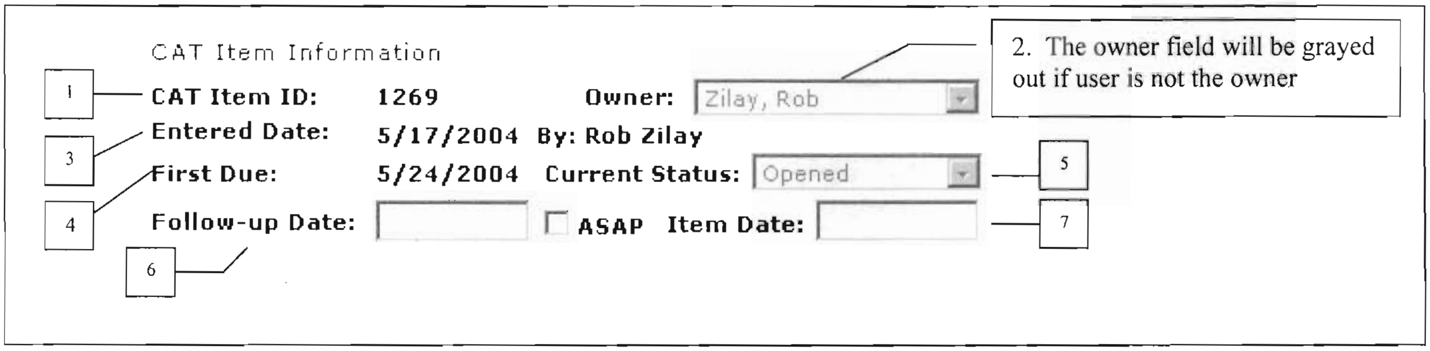
Lesson:

Updating a CAT Item

After a user has either clicked on the CAT Item ID from the Task grid on the main menu or directly entered a CAT Item ID to view, the CAT Item main screen is displayed.



For purpose of training, the main screen will be broken up into parts. The top left of the CAT item main screen is comprised of a series of text fields and drop down boxes for details about the issue.



1 The first item on the main screen is the **CAT Item ID**. The system automatically assigns the CAT Item with the next available ID.

2 The **Owner** field displays the current owner of the CAT Item. This will normally be the user who created the item but it maybe transferred to another user if needed. Only the owner of the CAT Item may alter this field.

3 The **Entered Date** and **By** fields are a snap shot of when and who actually created the CAT Item. These fields cannot be changed.

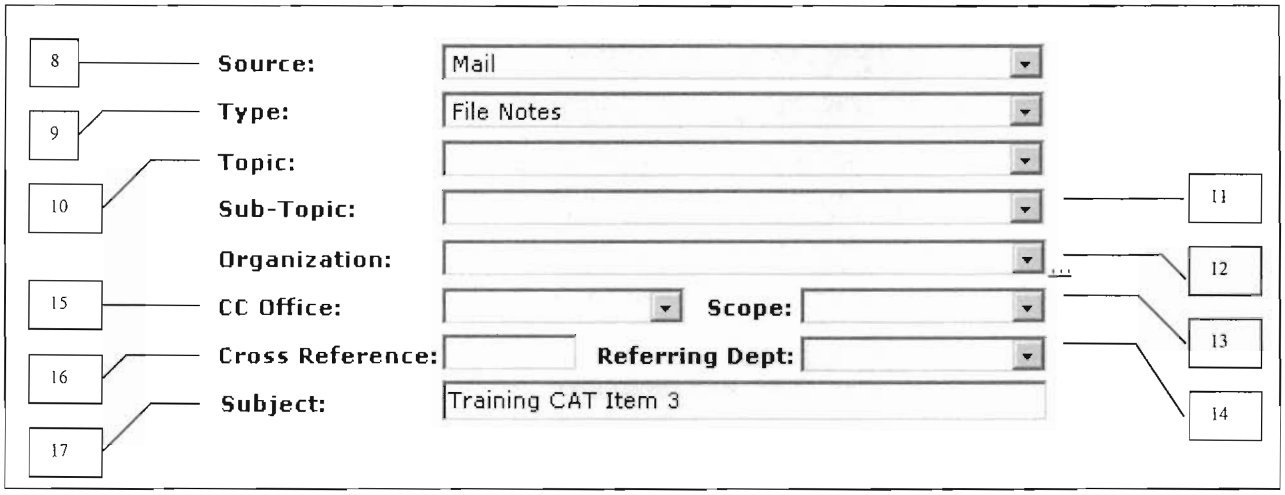
4 **First Due** is a date generated based on the Request Type. The following are the amounts in days that first due is based is calculated from.

Request Type	TURNAROUND	First Response
Administrative Inquiry	7	7
Citizen Complaint/Request	7	7
Personnel Evaluations	30	30
Project Issues	14	14
Personnel/Payroll/Travel	14	14
File Notes	0	0
SAC Information	0	0
Invoices	5	5
Internal Correspondence	5	5
External Correspondence	5	5
Immediate Response	0	1
Agenda Follow-Up	7	7
Commissioner's Log	7	7

5 **Current Status**: Displays the state the CAT item is currently in. It is a drop down field that may only be changed by the current owner. There are restrictions that will not allow a CAT Item to be closed.

6 **Follow-up Date** and **ASAP**: Date beyond First Due set by the creator if known. ASAP could be checked instead or in addition to Follow-up Date

7 **Item Date**: The date the item was received if different than creation date.



8 **Source**: This was entered during creation and represents where the CAT Item originated.

9 **Request Type**: This was entered during creation and categorizes the CAT Item for based on what is to be accomplished.

10 **Topic** is used to describe what the CAT item pertains to through known issues.

11 **Sub-Topic** allows for further categorizing of similar CAT Items based on known issues.

12 **Organization**: CAT items may be associated with an organization in addition to a contact. Examples of organizations are homeowner's associations, civic groups, companies, etc. If the organization needed is not in the list, the user can click the ellipse to the right of the field to create a new organization. (Note: If a new organization is created, it will be available for use in any CAT item in the system.)

13 The **Scope** field is used when the CAT Item references an issue to be tracked with the new County Connection Centers that were setup recently. This field can be ignored if the user is not a Connection Center employee.

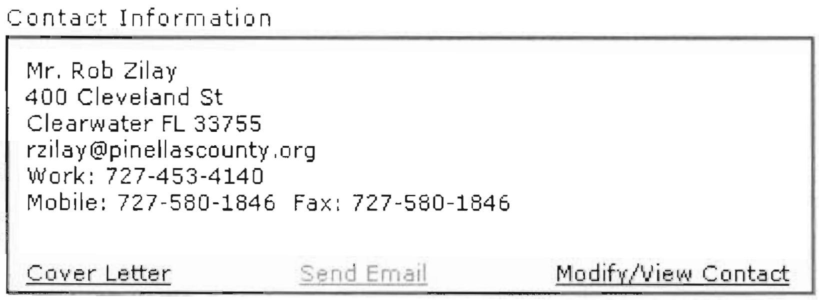
14 **Referring Dept.** is the department the issue originated from if applicable.

15 **CC Office** is another field used only by the County Connection Centers. Simply select the office that the CAT Item pertains to. This field can be ignored if the user is not a Connection Center employee.

16 **Cross Reference**: Users may enter reference numbers to other systems or items that the CAT Item relates to.

17 The **Subject** field should be completed with a brief description of the CAT Item. When creating a new CAT item, this field will contain the title entered during the creation process.

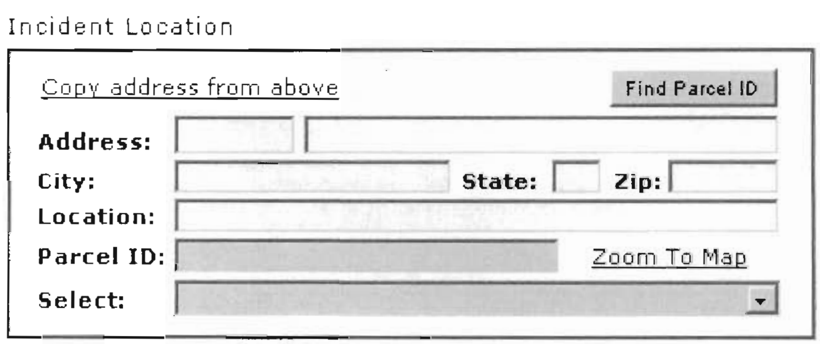
The **Description** field is for detailed information about the CAT item.



Contact Information is located at the top right of the CAT Item main screen. This information is entered during the creation of the CAT Item. To update this information, click on the **Modify/View Contact** link located at the bottom right of the Contact information box.

Changing the contact information will be replicated throughout all Cat items with the same contact and not just the current CAT item.

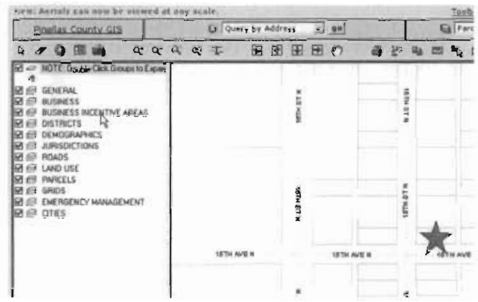
The **Cover Letter** link located at the bottom left of the contact information box creates a Word document with the contact's name and address at the top.



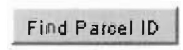
GIS Mapping

The **Incident Location** section allows the CAT Item, if needed, to reference an address for mapping or GIS purposes. The address may be the same as the contact's address or different. If the Incident Location address is the same as the contact's address, click on the **Copy from above** link to copy the contacts address into the appropriate Incident Location fields. This will help speed up entry time.

The **Zoom To Map** link opens an internet browser window displaying the parcel map in MapGuide.



To use the **Zoom To Map** link, a valid address must be entered in the appropriate fields for Incident Location. After entering or correcting the address in the fields under Incident Location, click '**Find Parcel ID**' button.



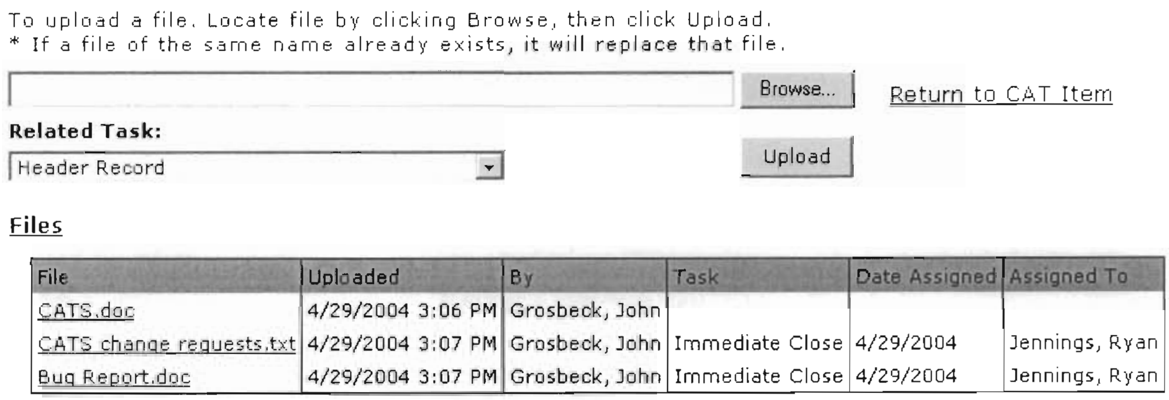
The '**Select**' drop-down is then populated with known addresses similar to the one entered. Select the correct address from the '**Select**' drop-down. The record will automatically refresh and fill in **Parcel Number** field for the selected address. Once the **Parcel Number** field is complete, the user may then click **Zoom To Map** to see the results.

The **Cover Sheet** link is located midway down on the right side of the CAT Item main screen. This link navigates to a web page that has fields to be completed to create a cover sheet. The printed cover sheet is typically placed on top of information packets sent from the County Administrator's office. It is only used by a small number of employees so it will not be covered in this training manual.

Uploading Related Files

The CAT system allows text documents, pictures, PowerPoint presentations, etc. to be uploaded to the web server and attached to the CAT item. This storage is centralized to CATS and can be accessed by clicking the number of **Files** link to the right of the **Related Documents** label. The link is located midway down on the right side of the CAT Item main screen.

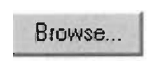
At the bottom of the screen, a list of files already stored on the server for the current Cat item is displayed in a grid. To view these files, click on the name of the file in the first column of the grid.



File	Uploaded	By	Task	Date Assigned	Assigned To
CATS.doc	4/29/2004 3:06 PM	Grosbeck, John			
CATS change requests.txt	4/29/2004 3:07 PM	Grosbeck, John	Immediate Close	4/29/2004	Jennings, Ryan
Bug Report.doc	4/29/2004 3:07 PM	Grosbeck, John	Immediate Close	4/29/2004	Jennings, Ryan

Uploading files is similar to adding a file as an attachment to email.

The field to the left of the **Browse** button is used to display the location of the file to be uploaded. To enter a file location, click on the **Browse** button.



An uploaded file may be related to the Header Record of a CAT item or it may be related to a specific task of the CAT Item. Select the level/task the file is to be related to using the **Related Task** drop-down box.

To finalize the upload process, click the Upload button one time.

To return to the main screen for the CAT item, click on the **Return to CAT Item** link on the right side of the screen.

Tasks

The task grid is located midway down the screen. It represents the core of the CAT system. The tasks that are assigned to an employee in this grid are displayed on the main menu when that employee logs in.

Tasks

Date Assign.	Task	Assigned To	Completed	Action to Take	Assigned By
05/06/2004	Verbal Response (3 days)	Jennings, Ryan	05/06/2004		Rob Zilay
05/06/2004	Written Response (7 days)	Jennings, Ryan			Rob Zilay
05/24/2004	Immediate Close (1 days)	Zilay, Rob	06/24/2004		Ryan Jennings
05/25/2004	Verbal Response (3 days)	Zilay, Rob	06/14/2004		Ryan Jennings
06/07/2004	E-mail Response (7 days)	Grosbeck, John	06/14/2004		Ryan Jennings

Add... Add Task

If the 'Add Task' button is grayed out, it is because only the CAT Item owner or other assignees may assign new tasks.

To add a task, click Add Task. A new row appears in the grid with the **Date Assign** filled in with the current date. The Task and Assigned To fields are required.

The task columns are as follows:

Date Assign: The date that the task was assigned by the owner. It is automatically generated by the system.

Task: The action to be performed. It also displays approximate days to complete the task.

Assigned To: A drop down list of users in currently in the system.

Completed: The date the task was completed.

Action To Take: Any comments related to the task.

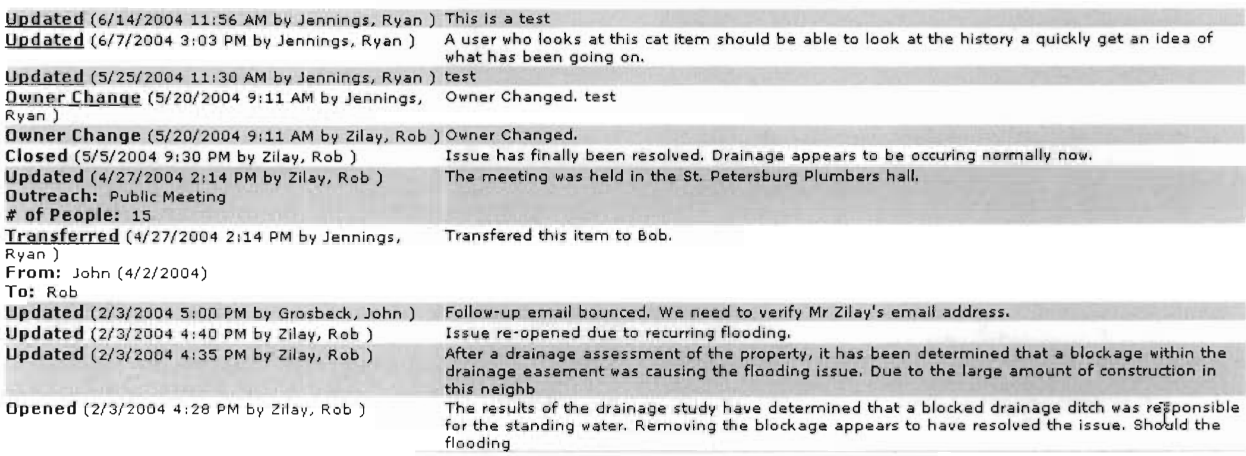
Assigned By: Because the ownership of CAT Items can be transferred, when a task is assigned it automatically stores the user who is assigning the task. This tracks a history of who and how tasks were assigned.

To save a task and or changes, click the **Update/Save** button. Update/Save

The important thing to remember about the Task grid is that when a task is assigned an automatic email is generated and sent to the assignee. Once the assignee has completed the task, an email is generated and sent to the assignor.

History Grid

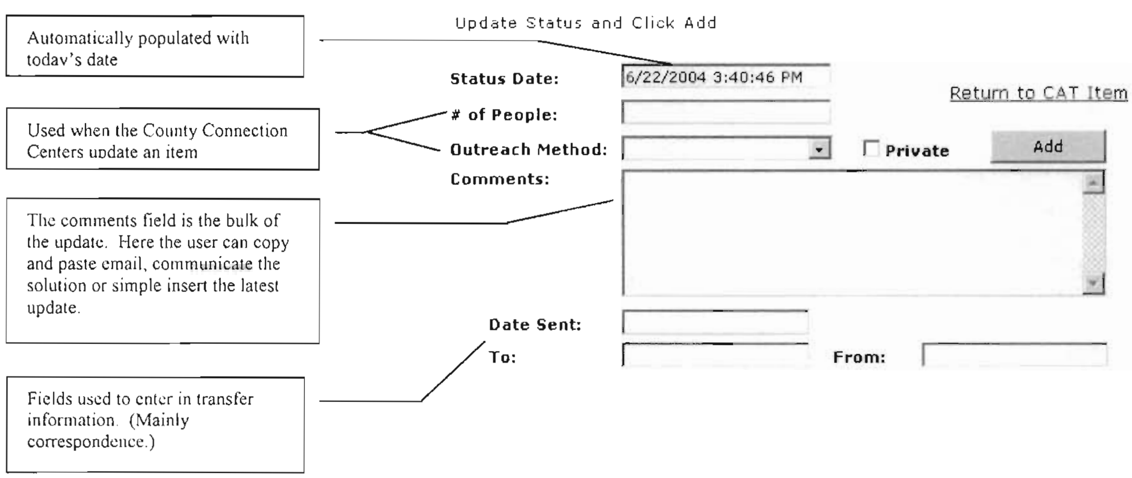
The history grid is located at the bottom of the main screen. History items include the date the item was opened, the date of all updates, when ownership transferred, and when it was closed. Any user who does not have read only status may make a comment in the history grid.



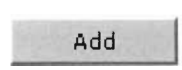
Updated (6/14/2004 11:56 AM by Jennings, Ryan)	This is a test
Updated (6/7/2004 3:03 PM by Jennings, Ryan)	A user who looks at this cat item should be able to look at the history a quickly get an idea of what has been going on.
Updated (5/25/2004 11:30 AM by Jennings, Ryan)	test
Owner Change (5/20/2004 9:11 AM by Jennings, Ryan)	Owner Changed. test
Owner Change (5/20/2004 9:11 AM by Zilay, Rob)	Owner Changed.
Closed (5/5/2004 9:30 PM by Zilay, Rob)	Issue has finally been resolved. Drainage appears to be occuring normally now.
Updated (4/27/2004 2:14 PM by Zilay, Rob) Outreach: Public Meeting # of People: 15	The meeting was held in the St. Petersburg Plumbers hall.
Transferred (4/27/2004 2:14 PM by Jennings, Ryan) From: John (4/2/2004) To: Rob	Transfered this item to Bob.
Updated (2/3/2004 5:00 PM by Grosbeck, John)	Follow-up email bounced. We need to verify Mr Zilay's email address.
Updated (2/3/2004 4:40 PM by Zilay, Rob)	Issue re-opened due to recurring flooding.
Updated (2/3/2004 4:35 PM by Zilay, Rob)	After a drainage assessment of the property, it has been determined that a blockage within the drainage easement was causing the flooding issue. Due to the large amount of construction in this neighb
Opened (2/3/2004 4:28 PM by Zilay, Rob)	The results of the drainage study have determined that a blocked drainage ditch was responsible for the standing water. Removing the blockage appears to have resolved the issue. Should the flooding

To update, click the **Update History** link located on the bottom right of the screen above the history grid. (Note: it will be grayed out if the user viewing the CAT Item is not the owner or a task holder.)

The update page is a series of fields used to populate the history grid.



To add the history record to the CAT Item, click the '**Add**' button.



History Updates are not set in stone. The text of the comment can be changed for corrections or further updates but the update itself may not be deleted. Only the owner of the update can edit the comment. Simply click the link on the left hand side of the history table, make the change on the next form and click 'Update'.

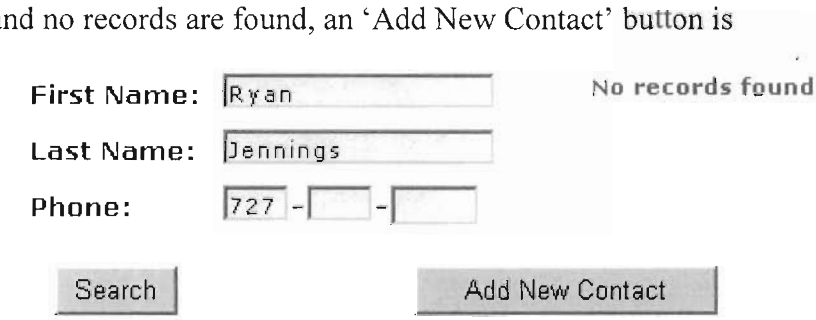
Adding / Modifying a Contact

Adding a Contact to CATS

When a new CAT item is entered and the contact is not in the system, then the contact must be added. Contacts can only be added to the system during the creation of new CAT items. It is important to perform a search to ensure the contact is not already in the system. Part of the process also allows for comparison to existing CAT items to be certain that the item has not already been entered. Duplicate contacts and CAT items can come from a citizen contacting multiple county departments for the same issue concern without communicating they have already done so. If used properly the CAT System will curtail duplication and increase the efficiency of responses.

If, after performing a search and no records are found, an 'Add New Contact' button is displayed.

To add a new contact, click on the 'Add New Contact' button located midway down the screen.

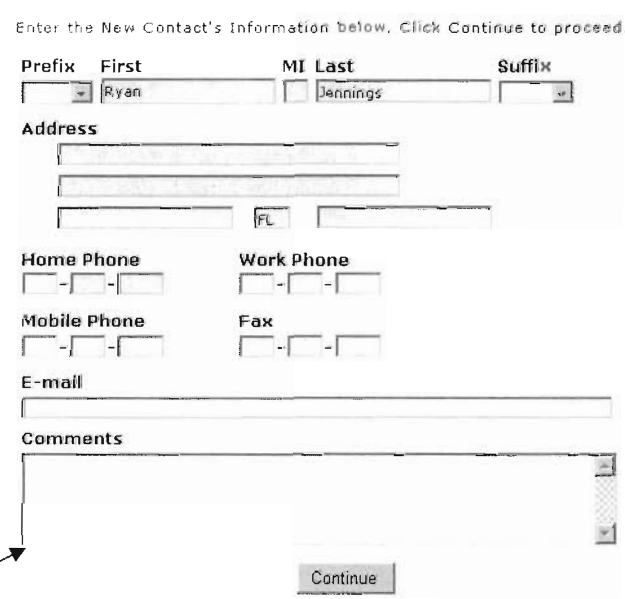


The first and last name entered in the search are carried over into the appropriate fields.

The only two required fields are First and Last but, it is important to enter in as much information about the contact as possible.

Click Continue to add the new contact to the system.

Please refrain from entering in comments about the specific issue at hand in the comments field for the contact. The comments field here is only to be used for information pertaining to the person, not the problem.



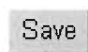
For example you might comment that they are the president of a homeowners association.

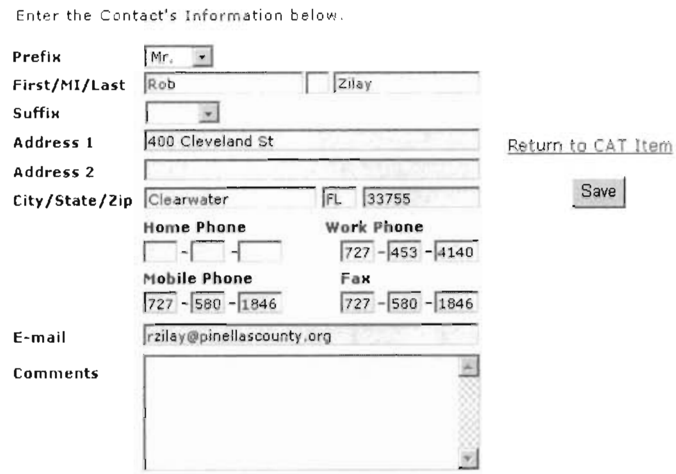
Modifying a contact

Modifying contacts is similar to adding a contact for the first time. Only the owner of the CAT item may perform the update. The important thing to remember here is that any changes to the contact information will be replicated through out the system, not just for the current CAT Item.

If a contact's information needs to be updated (such as a phone number), click on the **Modify/View Contact** link located toward the bottom right of the Contact information box.

Once the contact edit form is displayed, make the change to the necessary field or fields and click the '**Save**' button located on the right side of the screen.





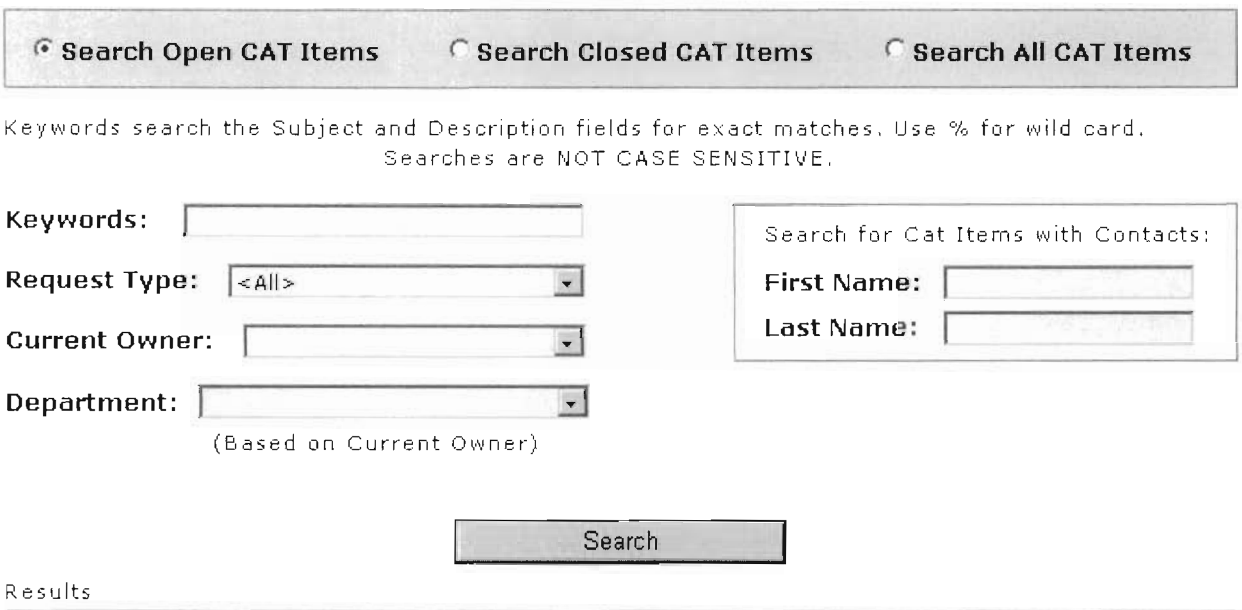
Once the application has responded with a confirmation of the save, click the **Return to CAT Item** link to return to the main screen.

Search for existing CAT Items

The CAT system has multiple methods to find a record without knowing the Item ID.

The capability to search for an existing CAT Item is available from almost all screens.

To search for a record, click on **File** on the menu at the top of the screen. Then click on **Search** on the menu.



Searches are not case sensitive and can be performed by the following:

- First select the status of CAT Items you initially want to search. If status is unknown then select 'Search All CAT Items'
- Use the % as a wild card. The searches are exact otherwise.
- Keyword Searches: Searches throughout the database and looks for the keyword in either the Subject or Description field. (Note: Because it is so inclusive, it may take a minute to return the results)
- Request Type: will search for CAT Items and only return results that match what you select from the drop down.

- Current Owner: will limit the results to what you select from the drop down.
- Department: will limit the results to what you select from the drop down. Note: this is based on the current owner.
- First or Last name of the contact: Will return CAT Items with the specified contact name.

Note: search criteria can be combined to further refinement of the search

Results are displayed in a grid with a link located in the first column to retrieve the record for viewing or editing.

3 results searching All CAT Items

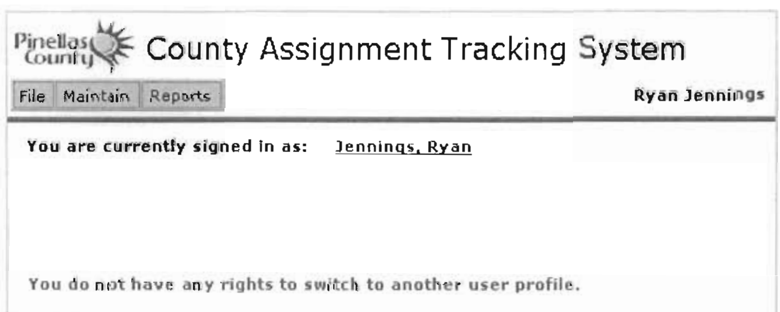
Cat Item	Date Entered	Subject	Request Type	Current Owner	Contact
1415	5/20/2004 2:33:29 PM	test	Administrative Inquiry	RJennings	
1280	5/17/2004 3:50:16 PM	test	Administrative Inquiry	BFox	Rob Zilay
1279	5/17/2004 3:50:14 PM	test	Administrative Inquiry	BFox	Rob Zilay

Switching Identities

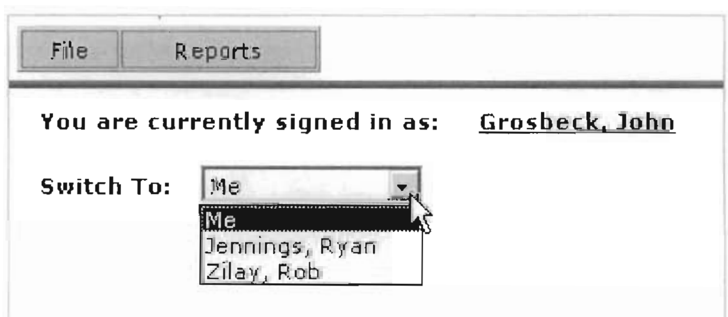
The purpose of switching identities is to provide the ability to act on behalf of another user to add or update CAT Items. This feature is similar to Proxy rights in GroupWise. When a user switches identities, they inherit the rights of the other user. Configuration to switch identities must be done with authorization from the users and by security administration for the CAT system. Any action performed while switched will be tracked as the user who signed-in and not the switched identity. This is done to maintain data integrity and accountability. Once the need to switch identity is over, users should switch identity back to 'Me' as soon as possible.

To switch identities, click on *File → Switch Identity* on the drop down menu located at the top left of the screen.

If a user does not have the rights to switch identities, the screen will display a message and no other options.



If a user has been granted the rights to switch identities, then a '**Switch To**'dropdown list of the users available will be displayed.



GUIDELINES
FOR PREPARING
AGENDA AND DELEGATED ITEMS
FOR THE PINELLAS COUNTY
BOARD OF COUNTY COMMISSIONERS

JULY 2010

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AGENDA PROCEDURES

GENERAL INFORMATION

The Board of County Commissioners' (BCC or Board) Regular Public Meeting Agenda is the primary way in which the Board conducts business. It is the most visible, widely referenced work product of the BCC, created from various sources and resources, including County Administrator's departments, County Attorney, Clerk of the Circuit Court, County Commission, and different authorities, entities, and boards.

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1) BCC REGULAR PUBLIC MEETINGS AND WORK SESSIONS

a. General Information

- BCC meetings are **usually** scheduled **twice a month** on **Tuesdays.** The first meeting of the month starts at **9:30 a.m.** with the Invocation, Pledge of Allegiance, Presentations, Public Hearings, Citizens to be Heard, Consent Agenda items, and Regular Agenda items.

- The second monthly meeting starts at **3:00 p.m.** with the Invocation, Pledge of Allegiance, Presentations, Citizens to be Heard, Consent Agenda items and Regular Agenda items. The **Board reconvenes** at **6:30 p.m.** for Public Hearings. **(SEPTEMBER MEETINGS ARE AN EXCEPTION DUE TO BUDGET PUBLIC HEARINGS, BOTH MEETINGS BEGIN AT 3:00 P.M., WITH PUBLIC HEARINGS AT 6:30 P.M)**

- Work sessions generally start at **9:30 a.m.** and are usually scheduled on alternating Tuesdays; however, work sessions and other meetings have been scheduled at different times and on different days of the week at the BCC Chairman's discretion and direction.

b. Deadline For BCC Regular Public Meetings And Work Sessions

- It is suggested that a department's deadline be noon on Tuesday, three weeks prior to the meeting, for submission of a regular agenda and work session item to its respective Assistant County Administrator; thereafter, submission deadline to agenda staff is **noon** on **Tuesday**, **two weeks before the meeting**. If the meeting is not on a Tuesday, the standard deadline to agenda staff remains, unless otherwise advised.

- If an item is late, missed, or will miss deadline, or if a submitted item needs to be pulled, please contact your Assistant County Administrator and the Agenda Coordinator for approval.

c. County Assignment Tracking System (CATS) Protocol

- o Please use CATS to move and track ALL items through contract, agenda, work session, and delegated item reviews by tasking and updating. Check CATS frequently. All BCC and work session agenda items must be in CATS and tasked to, approved and initialed by your Assistant County Administrator prior to the noon deadline for submission of item and any necessary backup packets to the Agenda Coordinator.

- o Contact Information Technology Help Desk (x43619) for CATS training, icons, and access.

d. Signature Process Prior To Submission For Approval Of Item

- The standard signature process is the **other party signs a document first**, before submitting it to the Assistant County Administrator for Board approval or for the County Administrator's delegated approval, to ensure that the signer is obligated to the contract prior to County action. Provide as many original document sets as necessary and use "**Sign Here**" flags to mark all pages where signatures are required.

- The Board executes the document first for **only a few** entities, like state and federal governmental agencies (but not municipalities or counties) and Southwest Florida Water Management District.

- The County Attorney frequently approves a contract **subject to proper execution** when the agreement is not yet signed by either party.

- When the BCC signs the document first, **work directly** with **Board Records** for **retrieval** of **originals** for the other party's signature after the Chairman has signed and Clerk has attested. It is the **department's responsibility** to provide Board Records with an original set of fully executed documents.

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2) CONTRACT REVIEW PROCESS

- It is County policy that contract review be performed with **execution of documents, disbursement or receipt of funds, or all of these** before placement on an agenda or processing as a delegated item. Each department has a specific person, designated as its contract coordinator or agenda liaison (**Exhibit A**, page 12). Please advise agenda staff if this designated person were to change to assist with communication efforts.

- Details regarding this **Board-approved policy** and **contract review process** with **due diligence requirements** for non-purchasing items, the non-purchasing contract review transmittal slip, and the purchasing contract review transmittal slip are all available to download from the intranet.

- CATS your item (task and update) through contract review and check CATS frequently.

- Prior to submission of an item for approval, it is important that the **originator initial and date any reviewers' comments** made on the original contract review transmittal slip. This assists the Agenda Coordinator and the document's signer, so he/she knows that the originator has addressed or acknowledged all issues raised during contract review.

- Please **copy** the contract review transmittal slip **after** acknowledging remarks.

- As a quick reference, the following are the **exceptions** that **DO NOT** need contract review:

1. grant applications without a sample grant agreement attached as an exhibit;
2. Florida State contracts; customized agreements with same terms and conditions as their master agreement;
3. special counsel contracts; some interlocal agreements (check with your County Attorney);
4. Change Orders for Construction Contracts and Amendments to Contracts for time extensions of one month or less and/or 10% or less of the cumulative contract value;

5. change in name of contracting party;
6. renewal options with the same terms and conditions; and
7. purchasing contracts or purchase orders with approved Service Purchase Order without a separate agreement.

3) APPROVAL-AS-TO-FORM PROTOCOL

- All original resolutions, ordinances, master contracts, and almost all other original documents require the formality of approval and signature of the County Attorney prior to submittal for approval by either the Chairman of the BCC or County Administrator by delegated authority. Please contact your County Attorney for information or requests regarding resolution and/or ordinance requirements and drafting.

- If it is necessary to make copies of the documents for submittal to agenda staff, please ensure that each copy reflects this approval-as-to-form stamp and signature.

4) DRAFTING TIPS FOR BCC APPROVAL MEMOS

a. General Information

✓ Prior to drafting and submitting documents, please verify that due diligence has been performed; correct contracting party's name is used in all documents; other signer has "active" corporate status, if applicable; contract review is complete, if necessary; and all original, necessary documentation is stamped and signed approved-as-to-form by the County Attorney prior to submission for approval by the Board.

✓ For any item needing BCC approval, please use the agenda memo template; download it from the intraweb. Details for **downloading, placement,** and **maintenance** of the template with **necessary adjustments** to **Microsoft Word** are also **available** to **download** at these sites to consult for accurate template use.

✓ It is helpful to save the template to your desktop and periodically delete old instructions, templates, and memos from your desktop and hard drive to avoid confusion.

✓ Always start a new agenda item from the template. The use of cut and paste from a previous item or an internal template into your new agenda form may be helpful where content is similar.

✓ Regularize font to the template's **Arial 10, justified**.

✓ If you experience difficulty with the template's **justification**, please download a new template if yours doesn't justify and delete the old; or cut and paste your information from a Word document that is already justified into the template; or cut and paste from the template into a new Word document, justify it, then cut and paste it back into the template. If problems persist, consider "unprotecting" the template (go to Tools in Word's toolbar, click on "Unprotect/Protect" to unprotect the template, justify text, protect the template again, then save). If problems persist, please call Information Technology Technical Support Helpline at ext. 34357.

- ✓ For a document that needs Board approval, please draft the Chairman's name and title on signature line, attested by Ken Burke, Clerk of the Circuit Court, and signed by a Deputy Clerk on signature line. Because it is a legal issue, check with the County Attorney's office for advice regarding a witness line.

b. Section-By-Section Completion Of Template

- ✓ When entering the **Date** at the top of the template, please use the date of the BCC meeting with the preferred date format of month, date, year (such as December 15, 2009).

- ✓ In the **Subject** section, please briefly outline requested action with word initial caps (such as Adoption of a Resolution Declaring Real Property Surplus).

- ✓ When listing the **Department**, please list originating department that prepared the item, followed by the supporting department or constitutional officer, if appropriate (such as Purchasing/Clerk of the Circuit Court).

- ✓ **Staff Member Responsible** is the name of the department's director with the simple title of **Director** (such as John Doe, Director). Please do not use Bureau Director, Bureau Chief, Supervisor, or other staff member. Three exceptions are Interim Director, Acting Director, and Real Estate Manager. If there is another supporting department or a constitutional officer, list originating department's director first with supporting department (such as John Doe, Director/Jane Smith, Supervisor of Elections).

- ✓ Please **DO NOT check** any of the **boxes** for Consent, Regular, or Public Hearing section.

- ✓ Please begin the **Recommended Action** section of the agenda memo with the sentence, "I RECOMMEND THE BOARD OF COUNTY COMMISSIONERS. . . ." This section should be the only section of a BCC memo that is typed in all capital letters. Please:

  - Advise the Agenda Coordinator of **authority to advertise** and **public hearing dates *<u>before</u>* drafting** your memo. **Include public hearing date** in your agenda memo's **Recommended Action** section.

  - Use the full legal name of an organization at its first appearance and state **abbreviation** or acronym in parentheses, if desired. If you choose to use an abbreviation, be consistent with references. Some examples are Southwest Florida Water Management District (SWFWMD), Federal Aviation Administration (FAA), or Board of County Commissioners (BCC or Board).

- ✓ When drafting the **Summary Explanation/Background** section, please focus first on an executive summary of the action before the Board for consideration. You may then include an overview of the transaction's development with some context, details, timeline, review, or historical perspective pertaining to the requested action, if appropriate. Be complete, but ensure that the information provided supports and focuses on the action before the BCC for consideration.

  - Present facts and information regarding **why the item is before the Board for approval**. Describe terms, options of renewal (if any); effective, retroactive, or commencement dates; cost changes, indices, and similar data or related information of interest to the approving authority.

- **Ratification** means the Board is approving something after-the-fact. Consider including language in your Board memo, so the Board may understand why it is seeing this after the County Administrator's or Chairman's approval. A suggestion is: "I recommend the Board of County Commissioners (Board or BCC) ratify the County Administrator's approval and acceptance of the Financial Assistance Award in the amount of XYZ from ABC. . . . Due to tight deadlines involved with this project, the County Administrator signed this grant in order to expedite processing. This item is now before the Board for ratification of the County Administrator's approval and acceptance of this grant agreement."

- When drafting memos for approval of a **lease agreement** or its amendment, please state that rent is based on comparable market rental rates, or if rental rate is fair market value. Unless specifically requested, a square foot calculation is not necessary; however, include a square foot calculation and comparables for building construction, design/build, and renovation project costs.

- When **resubmitting an item** that was continued, pulled, withdrawn, or deferred right before or at a BCC meeting, please include language like: "This item was previously submitted for the Board's consideration on XYZ date as agenda item # ABC, but was withdrawn and is presented again for approval."

✓ Regarding the **Fiscal Impact/Cost/Revenue Summary** section of the memo, it is important to include projected cost or revenue, operation and maintenance costs, what the sources of funds are, where funds are budgeted, and any future funding requirement to support the recommended action.

- It is important to also include information regarding any required matching County or other agency's funds for grant awards. If there are no matching funds, be sure to state that in the memo.

- For calculations, use "approximate" language in your memo for percentages and estimates involving calculations that are rounded for convenience. Use of an **asterisk** (*) in tables or spreadsheets is helpful to note * rounded calculations or totals.

✓ Please include all pertinent exhibits or attachments in the **Exhibits/Attachments** section, copy the documents in their listed order, and include supporting documents as needed.

c. Order Of Exhibits Or Attachments

- Depending on the type of item you are preparing, a guideline or rule of thumb for listing exhibits and their order is:

1. Overview, timeline, fact, or summary sheet (if desired or necessary);
2. Contract Review Transmittal Slip;
3. Action item requiring Board or delegated approval (may have several originals);
4. Fiscal impact information (such as a Capital Improvement Program Financial Overview Sheet or other financial analysis).

- There may be times when additional information is requested by an Assistant County Administrator, the County Administrator, or a Commissioner. Your continued assistance is appreciated towards contribution.

- If backup is voluminous, work with the Agenda Coordinator regarding copies for distribution. When listing this kind of backup in the exhibits section, consider wording such as "Construction Management Agreement: A Complete Set of Original Documents with Exhibits is Available for Review in Board Records", or consider submitting voluminous documents on a CD.

5) SUBMITTAL AND POST-SUBMITTAL PROCESSES OF BCC ITEMS

a. Original And Hard Copies

When submitting your item to your Assistant County Administrator or agenda staff for review, your original package should include:

- the **Agenda Item Information Sheet** that can be downloaded from the intraweb. It is required when submitting regular BCC agenda and work session items to the Agenda Coordinator. Please provide one copy of this completed information sheet with your agenda item to help eliminate some questions regarding presentations at meetings or work sessions; and

- one original Board memo from the template with the Assistant County Administrator's initials of approval, followed by the original exhibits listed above. When submitting a report or work session item, please provide a memorandum from the County Administrator to The Honorable Chairman and Members of the Board of County Commissioners, a sample form for which is available to download from the intraweb.

- underneath that complete, original package, please provide one copy of the Board memo, on top of **ten (10)** collated, hard copies of your exhibits. Work session items are not scanned, so provide 20 hard-copy packets to the Agenda Coordinator for distribution; and

- please **DO NOT** attach a copy of the Board or work session memo to each copy packet; and

- if you have obtained approval to submit a late item that will miss scanning for a regular BCC meeting, please keep in contact with the Agenda Coordinator regarding required copies. Number will vary if your item has/has not missed scanning.

b. Post-Submittal Process

✓ Shortly after submission of original agenda item and copies to the Assistant County Administrator for approval, please email the soft copy of the BCC agenda memo, identifying the item by date, key words, and CATS number in email's subject line, to agenda staff.

✓ If minor revisions are necessary or requested during the review process, Agenda Coordinator makes them. After the item is reviewed, approved by the County Administrator, and submitted to Board Records, the Agenda Coordinator will email back to the department the revised memos with changes that are made in **blue** type.

✓ Agenda Coordinator will refer major, substantive questions and/or changes through the Assistant County Administrator for department's action.

✓ If the Board signs first, and you retrieve your documents from Board Records for signature by the other party after the Chairman or Vice-Chairman signed for Board approval, please return your fully executed original set of documents directly to Board Records.

c. Presentations At BCC Regular Public Meetings

- ✓ If a presentation of a proclamation, award, or certificate is requested at a BCC meeting, please contact the Agenda Coordinator for scheduling. Presentation slots are on a first-come, first-served basis.

- ✓ Presentation and Proclamation Request Forms are available for download from the intraweb. Please complete the appropriate request form and forward to the Agenda Coordinator.

- ✓ In addition to the request form, please provide names and titles of recipients, presenters, and a brief, informational blurb, so the Agenda Coordinator can format this information for the Chairman to read at the meeting.

- ✓ The Agenda Coordinator clears all presentation requests through the Chairman's office and contacts the department to advise if its presentation request has been approved.

- ✓ After receiving approval from Agenda Coordinator, the individual requesting the presentation is responsible for contacting all attendees and notifying those involved of the date, time, and other arrangements for the presentation.

d. PowerPoint Presentations

- PowerPoint Guidelines are available for download from the intraweb. Please email your electronic file to papublic@co.pinellas.fl.us.

- Please contact Communications (Pete Brosey at ext. 45026; Jim Devine at ext. 33049), prior to the meeting date to be sure they have received and queued the PowerPoint for presentation.

- For those who may be unfamiliar with the technology in the Assembly Room, kindly arrive about 15 minutes before the meeting's start time for a quick review.

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6) ITEMS DELEGATED TO THE COUNTY ADMINISTRATOR FOR APPROVAL

a. General Information About Delegated Authority

- ❖ The BCC gave some of its approval authority for various items to the County Administrator in **delegations**. Board Records accounts for, among other things, Board and delegated authority approvals.

- ❖ Authority to the County Administrator or his designees comes in three major ways: legal and inherent by virtue of being County Administrator; delegated to the County Administrator by an ordinance, a local law that is added to the Pinellas County Code (Code); or by agenda item.

- ❖ There are two parts of the Code that have delegated approval authority to the County Administrator: Code's sections 2-156 through 190, also referred to as the Code's Purchasing Division or ordinance, with sections 2-164, and 2-176 – 188 that contain procurement delegations; and Code's section 2-62, sometimes referred to as the non-purchasing ordinance, or those contracts not involved in buying goods or services, or not falling under the Code's Purchasing Division.

- Various **receipt** and **file reports** capture those items that the County Administrator or his designee approves by delegated authority. Departments submit their receipt and file reports to the Agenda Coordinator for quarterly processing on the BCC consent agenda and filing of original documents with Board Records.

b. Examples of Receipt And File Reports

- Management and Budget submits three quarterly receipt and file reports: Administrative Budget Amendments, Law Enforcement Trust Fund, and Write-Offs for Accounting Purposes.

- Risk Management, with the County Attorney, submits a quarterly report of claim settlements from $25,000 up to $100,000.

- Purchasing submits a quarterly report with those procurement items from delegations in the Purchasing Division of the Code's sections 2-164, 2-176, 2-177, and 2-179 – 188, including Consultant's Competitive Negotiation Act (or CCNA), which falls under Code Section 2-178.

- Agenda Coordinator submits a monthly report of general delegated items approved by the County Administrator, mostly pursuant to Code section 2-62.

c. Drafting Tips For Delegated Memos And Approval Of Items

- Prior to drafting and submitting documents for the County Administrator's approval, please verify that due diligence has been performed; correct contracting party's name is used in all documents; other signer has "active" corporate status, if applicable; contract review is complete, if necessary; and all original, necessary documentation is stamped and signed approved-as-to-form by the County Attorney prior to submission for approval.

- Please prepare a cover memo from and initialed by the Department Director through the Assistant County Administrator to the County Administrator. Include the same information in a delegated memo as you would include in a Board agenda memo created from the template. Some sample delegated memos may be found on the intraweb. Please see previous pages for more drafting tips.

- Include a recommendation, summary, background information, parties, when or if the contract was previously considered, what those results were, fiscal impact or dollar value (if any), contract's term, cost, revenue, renewals (if any), available or allotted budget, sources of funds, all required matches, and other information for a brief perspective.

- If the department director's name is not on the memo, it is requested that the director provide correspondence to the County Administrator with that delegated item, stating that the director has delegated authority to the author of that memo.

- Kindly include the authority by which the County Administrator can sign (for example: "This item is a non-Purchasing delegated item. The County Administrator's approval authority is in Section 2-62(a)(3), Pinellas County Code."; or "The County Administrator is authorized to sign this amendment in accordance with Section 2-187, Pinellas County Code."; or "The Board delegated approval and signature authority to the County Administrator for this item at its ABC meeting date, agenda item #XYZ.").

- If an item is delegated to the County Administrator for approval, please draft the name and title on the signature line (or correct signature line, if necessary, in other party's documents) with a witness line, if necessary. Due to legal concerns, check with the County Attorney's office for advice regarding a witness line.

- Please provide at least two original documents for all parties to sign, one for Board Records and one to return to the other signing party. Board Records requires the filing of original documents.

- Regarding listing exhibits or attachments on a delegated memo, list contract review transmittal slip (if applicable) and the document on which you want approval with "sign here" stickies designating signature pages. Please keep stickies on the right side of the page for consistency. List and include any additional backup that is requested or necessary.

- Please include **forwarding instructions** in your delegated memo, so the Agenda Coordinator may process your item as you propose.

d. Procedures For Approval And Processing Of Delegated Items

- Use CATS (task and update) to route your item through delegated reviews and approvals through your Department Director and to your Assistant County Administrator.

- On the occasion that the County Administrator signs first, the originating department needs to return a fully executed, original delegated item through CATS (task and update) to the department responsible for inclusion of the item in a receipt and file report.

- After the County Administrator signs, the item is processed in CATS. Agenda staff keeps original memo, contract review transmittal slip, one original document, and forwards copies of the delegated memo and contract review transmittal slip with the rest of the original documents according to directions in the delegated memo.

- Agenda Coordinator files original submitted set of documents on the department's behalf with Board Records as an item on the County Administrator's receipt and file report. This receipt and file report is usually placed on the second agenda of the month.

- A few items have one original (for example, a grant application, satisfaction of mortgage, release of lien, or an easement). In these instances, agenda staff makes a copy and forwards the original, according to the department's directions in the delegated memo.

7) ORDINANCES AND RESOLUTIONS

a. General Information About These Documents

- A **"resolution"** is an expression of a governing body concerning matters of administration, an expression of a temporary character, or a provision for the disposition of a particular item of the administrative business of the governing body.

- An **"ordinance"** is a form of statutory law enacted by a governing body and prescribes a permanent rule of conduct or government. An act that is required to be accomplished by an ordinance may not be accomplished by a resolution. A local ordinance cannot be amended or repealed by a resolution. To accomplish that, a new ordinance must be passed.

b. Procedures For Processing And Approval

✓ To assist with routing and necessary reviews, a **Resolution/Ordinance Review Form** is available to download from the intraweb. Please contact your County Attorney for information or requests regarding resolution and/or ordinance requirements and drafting. This is a useful and suggested form, but is not mandatory for submission of an item for the agenda.

✓ A **resolution** can be approved in two ways: one is by **public hearing**, for which the **County Attorney's office retains** the **original resolution** and provides it directly to Board Records after the hearing to add changes made during the hearing; you are provided with a copy that is, in turn, copied and included in your packets to agenda staff; the other way is a **non-public hearing** resolution, for which the County Attorney provides you with an original resolution, which you provide agenda staff in your original agenda packet after copying.

✓ Please double-check to ensure that your hard-copy packets reflect the **approval-as-to-form** stamp and signature by your County Attorney, often on the back of the resolution.

✓ An ordinance is approved only at public hearing.

✓ A **strike-through** or **lined, draft ordinance** quickly shows changes to the law. Please list this **before** the "clean" (unmarked) ordinance in your Board memo's exhibit. If it is a brand new ordinance, there will be no strike-through version.

✓ Consider including a chart or matrix, illustrating the major changes for complex or important ordinance amendments.

✓ Like with a public-hearing resolution, the **County Attorney's office retains** the **original, clean, approved-as-to-form ordinance** and provides it directly to Board Records after the hearing to add changes made during the hearing; you are provided with a copy that is, in turn, copied and included in your packets to agenda staff.

✓ As with resolutions, please make sure that your ordinance's copies reflect the **approval-as-to-form** stamp and signature by your County Attorney, often on the back of the clean ordinance.

- ✓ Board Records places advertisements for public hearings on behalf of the Clerk of the Circuit Court. You must work with Board Records and the County Attorney to ensure advertisements are done properly and refer any questions concerning deadlines for placing ads, required documentation, and other legal and notice formalities to them.

- ✓ Please **carefully plan** and schedule an authority to advertise item (if necessary) and its subsequent public hearing to ensure adequate time to submit your advertising request. Each department is responsible for preparing its own ad, timely delivery of it to Board Records, and proofing it from Board Records. Most public hearings require a minimum of 10-day notice.

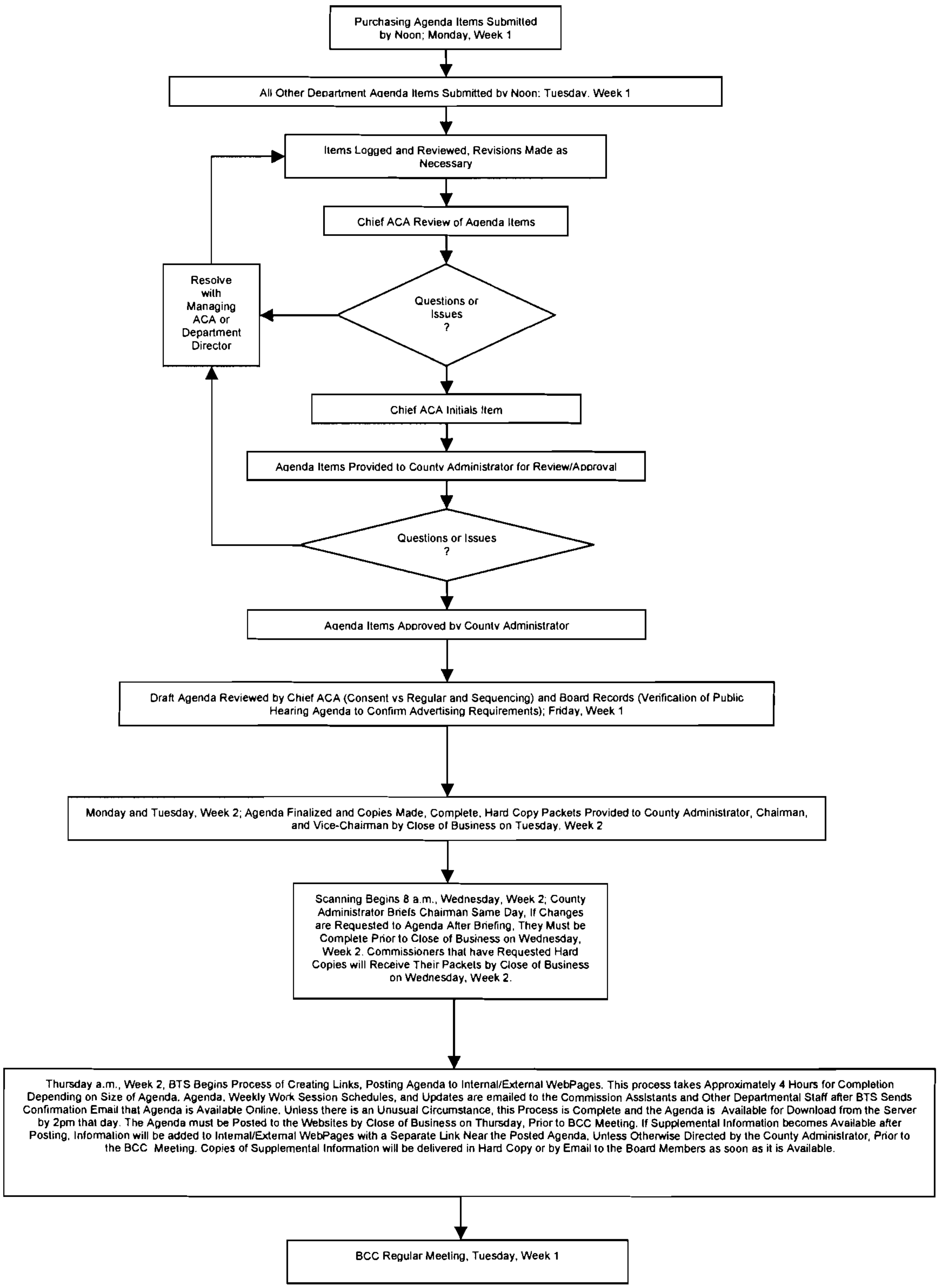
- ✓ To submit timely and avoid last-minute rushes, please work with your County Attorney and send an electronic, soft-copy draft of the ad or notice prior to any necessary Board approval to advertise. If more than one version of the ad is emailed, please **provide Board Records with direction**, advising which version is the one to be forwarded to the newspaper.

EXHIBIT A TO GUIDELINES

Department Contract Coordinator

Department	Name	Telephone Number
Airport	Jeff Noa; Alt. Monique Savas Real Property: Bob Humberstone	Jeff 453.7804; Monique 453.7803; Bob 453.7820
Animal Services	Greg Andrews	582.2623
Building and Development Review Services	Larry Goldman; John Cueva; Tammy Swinton	464.3888
Business Technology Services	Paul Alexander	464.3115
Communications	Tim Closterman; Jean Loveland; Rich Glanzrock	464.4600
Community Development/ Housing Finance Authority	Brook Gajan; Diane Smith; Jackie Woods Deborah Halstead; Alt. Brook Gajan	464.8232; 464.8244; 464.8231 464.8240; 464.8232
Convention & Visitors Bureau	D.T. Minich; Linnie Randolph	464.7212
County Attorney	Jim Bennett; Sue Estrada	464.3354; 464.3136
Culture, Education, and Leisure Parks and Recreation Cooperative Extension Heritage Village Cultural Affairs	Jean Long for all divisions	464.5170
Economic Development	Cindy Margiotta; Becky Wills	464.7398; 464.7446
Emergency Management	Sally Bishop	464.3691
Environmental Management Coastal Management Watershed Management Air Quality	Will Davis; Jackie Trainer; Kelli Levy Pete Hessling	464.4249 464.4761 464.3317 464.4422
Fleet Management	Keith Grant	582.3000
Health and Human Services Veterans Services	Kathy Baird-Adams Kathy Baird-Adams	464.8438
Justice and Consumer Services Justice Consumer Services	 Tim Burns; Susanna Templeton Deborah Berry	 453.7441 464.6485
Management and Budget	Sandra Wilson; Alt. Helen Karampelas	464.3597 464.3094
Personnel	Peggy Rowe	464.3389
Planning	Brian Smith, Gordon Beardslee	464.8200
Public Safety Services	Dick Williams	464-3860
Public Works	Merry Celeste	464.3185
Purchasing	Kathy Freeman	464.4336
Real Estate Management	Jim Meloy	464.3503
Risk Management	Beth Wininger	464.3559
Utilities	Janice Smith	464.3880

Regular Meeting Agenda Process Flow Chart (2 Week Cycle)



Pinellas County

OFFICE OF THE COUNTY ADMINISTRATOR

MEMORANDUM

TO: The Honorable Chairman and
Board of County Commissioners

FROM: Robert S. LaSala, County Administrator

DISTRIBUTION: Mark S. Woodard, Assistant County Administrator
Kelly A. Ramaciere, Agenda Coordinator

SUBJECT: Agenda Process Review

DATE: February 19, 2010

At the request of the Board, staff has reviewed our current agenda process in pursuit of increased efficiency, and to compare our process with those of counties similar to Pinellas in population. A survey questionnaire was emailed to several counties requesting information regarding their agenda process. A compilation of the results is attached and the major findings are summarized below:

- Board members receive their hard copy agenda packets 6 days prior to the meeting, the average is 5.8 days.

- The agenda is posted to the website five days prior to the meeting; the average is 5.2 days.

- The Board receives its agenda packet as quickly as the one jurisdiction that has a fully implemented automated system; 5 days prior to meeting.

- Only one of the five respondents has a fully implemented automated system.

- Pinellas has one position dedicated to the agenda process; consistent with three of the five respondents.

Administration is continuously working with the Board to streamline our agenda process in order to make it more efficient and to provide agenda materials that are accurate and as timely as possible. In recent years, there have been significant changes to agenda coordination including:

- Elimination of one of two positions dedicated to the agenda process. This reduction was part of the reductions in the Administrator's FY09 Budget. This was accomplished without any negative impact to the process or distribution deadlines.

- Distribution of hard copy of agenda materials, as well as posting of materials to the County's website, has been accelerated by at least one half day.

- The Communications Department has taken over functions previously performed by the Agenda Coordinator during the Board's meetings, freeing the Agenda Coordinator to concentrate on expediting review and delivery of the agenda, as well as other duties. This represents an efficiency measure as Communications staff were already present in the Assembly Room.

- Supporting documentation for both regular and work session agenda items has been added to both our internal and external websites.

- The Clerk's Records Management Department has increased efficiency in the scanning process resulting in a 50% reduction in the time.

- Administrative staff has successfully collaborated with our Business Technology Services Department to eliminate agenda CDs, allowing Board members to now download regular meeting agenda materials straight from the server to their PCs, resulting in faster delivery and lower costs.

- The County now requires that proposals and bid related documents be submitted to the Purchasing Department in electronic format (ie: PDF). This will provide additional opportunities to streamline the process.

Staff members from various stakeholder departments in the agenda process have previously reviewed the potential implementation of an automated agenda system. As the attached information exhibits, only one of the five Counties recently surveyed are using an automated system. Broward County is currently in the process of implementing a system with only some departments currently automated. Decreased budgets for discretionary projects have prevented many counties from acquiring new technology to automate their agenda process. Staff's last review of an automated system was in 2007. The cost estimate was $300,000.00.

The Board has previously inquired about staff's ability to distribute meeting materials earlier. Currently, our agenda deadline to Administration is ten business days prior to the meeting date. Delivery of agenda materials to Board members currently begins five business days prior to the meeting. With limited staff resources, there is an increased difficulty preparing and distributing the agenda earlier, unless deadlines for submission of items were significantly moved up. After

careful consideration and input by key stakeholders in the agenda process, it has been concluded that adjusting the agenda deadline would deeply impact other stakeholders in the process. For example, the Pinellas Planning Council's (PPC) meetings are usually held on the 3rd Wednesday of the month. In order to meet a revised deadline, the PPC would have to re-calendar their meetings, which would require a vote by their Council. Currently, the PPC calendar has been adjusted to compensate for the fact that some deadlines for submission of items for a BCC agenda are prior to the PCC meeting. This has resulted in some Countywide Planning Authority meetings being moved to the same agenda as zoning cases, resulting in lengthy public hearings. Adjusting their calendars and decreasing the time staff has to prepare items would likely result in this occurring more frequently. Another important factor to consider is that the public and other organizations have become accustomed to PPC, Local Planning Authority, Zoning hearings, and other meetings being regularly held on set days of the month. Adjusting the calendar could inconvenience citizens and businesses required to attend these meetings.

Also inhibiting the expedition of agenda material distribution beyond the current 5 days is the Chair's review and approval of the agenda. This meeting currently occurs on Wednesday, prior to the Thursday distribution. In order to accelerate distribution of materials, this meeting would need to be re-scheduled, moving it up as many days to correlate with the requested increase in distribution. Currently, the Administrator's staff has five business days to completely review and finalize the agenda prior to the Chair's review. With limited staff resources, it would be exceedingly difficult to accelerate the process without adjusting deadlines, which would result in hardships on other entities, as previously stated.

After careful review, analysis and consideration of budgetary and staff resource limitations, it is our conclusion that the agenda process is as efficient and time sensitive as currently possible. We will continue to explore additional efficiencies and welcome suggestions from the Board to improve our agenda process.

Attachment

AGENDA PROCESS BY COUNTY

County	No. of Dedicated Staff Members	Total Annual Staffing Budget	Average No. of BCC Meetings per Month (Includes Regular and Work Session Meetings)	No. of Business Days Prior to Meeting for Submission of Items	Format for Submission	Automated Agenda/Work Flow System?	No. of Calendar Days Agenda/Supporting Dox are Posted to Webpage Prior to Meeting	No. of Calendar Days Prior to Meeting Board Members Receive Hard Copy Agenda Materials	Do Board Members Receive Hard Copies of Agenda Materials?
Broward	5	$270,000	3	10	Word, PDF (Exhibits), and Hard Copies	Limited, Implementation Underway	4	5	Yes (and CDs)
Orange	3	$213,577	3	10	Hard Copies	No	5	6	Yes
Palm Beach	1	$62,000 (salary only)	3	28	Email and Hard Copies	No	7	7	Yes
Hillsborough	1	$125,000	4	8	PDF	Yes; Utilizes 2 Systems for Work Flow and Document Imaging and Publishing and Document Management	5	5	Yes
Pinellas	1	$63,680	4	10	Email and Hard Copies	No	5	Chair/Vice Chair – 7 Members Receiving Hard Copy Packets – 6 Members Requesting Electronic Version Only – 5	Yes (If Requested)