



COUNTY OF SAN MATEO
Inter-Departmental Correspondence

County Manager's Office

DATE: July 17, 2001

BOARD MEETING DATE: July 31, 2001

TO: Honorable Board of Supervisors
FROM: John L. Maltbie, County Manager
Luther Perry, Director, Information Services *Luther Perry*
SUBJECT: New Online Agenda Format

Recommendation

Approve the new Agenda format for availability on the Internet and the County's internal Intranet by the August 7, 2001 Board Meeting.

Background

On September 19, 2000, your Board entered into an agreement with FileNET for an Electronic Document Management System (EDMS) for the Board of Supervisors (BOS) and Employee and Public Services. The BOS project was to apply EDMS to the Board's agenda preparation process so that documents are made available to the public over the Internet and to internal users via the County's Intranet. The project was divided into two phases: Phase I provided for the implementation of an EDMS, training, equipment and development of a new agenda format, which included a searchability function; and Phase II provided for the submittal (by departments) of agenda items electronically.

Phase I Status

Since January 2001, agenda packets have been available online. All necessary equipment has been purchased and staff have obtained EDMS training. The implementation of a new Agenda format will complete Phase I.

Phase II Status

The current process requires the County Manager's Office (CMO) to scan the agenda items the Thursday prior to the scheduled Board meeting. Once the items are scanned, they are transferred to

designated servers linked to supporting documents and are then published online by noon Friday prior to the scheduled Board meeting.

In an effort to reduce staff time spent scanning items, the CMO and the Information Services Department (ISD) have implemented a pilot project for Phase II, which allows three departments (CMO, Employee and Public Services and Planning) to submit their items via e-mail. Rather than scanning agenda items submitted by these departments, they are directly transferred to Content Services for web publishing. By December 2001 all departments will be phased in and required to submit their items electronically. This will reduce staff time currently spent scanning items as well as enhance published documents to ensure that all information including punctuation is included in each image/document.

Discussion

At your July 31st Board meeting, CMO and ISD staff will present the new Agenda format and walk the Board, departments, audience members and members of the public watching at home through the new online format.

The new Agenda will be available for the Board's August 7th meeting if approved. The online Agenda will allow for easy access to information since it includes a table of contents, search capabilities and a link to text format. The new Table of Contents structure will allow the user to navigate to specific desired parts of the Agenda as opposed to scrolling through the entire document. The search function will allow the user to research all Board agendas and their supporting documents as well as all other items found on the County's site. The text format is primarily for those with browsers that do not support frames, as well as for those who are visually impaired, since the format is text only and reads left to right.

In addition to the changes made to the Agenda, the County's homepage will include a Board of Supervisors navigational button. This will allow users to readily access Board agendas rather than having to click several buttons to get to the Board of Supervisors webpage.

Fiscal Impact

There is no additional fiscal impact to the General Fund. Costs for Phase I and II have been included in the General Fund Non-Departmental Services budget as part of the Countywide EDMS project.