

WOODBURY COUNTY BOARD OF SUPERVISORS AGENDA ITEM(S) REQUEST



Date: 5/26/16

Weekly Agenda Date: 5/31/16

ELECTED OFFICIAL / DEPARTMENT HEAD / CITIZEN: Supervisor Matthew Ung

WORDING FOR AGENDA ITEM:

Introduction of PDF version of Agenda Item Request Form

ACTION REQUIRED:

Approve Ordinance

Approve Resolution

Approve Motion

Give Direction

Other: Informational

Attachments

EXECUTIVE SUMMARY:

The Microsoft Word version of this form is inadequate and should be replaced with a PDF for the following reasons:

- 1) The Word version garnered some internal complaints due to automatic reformatting issues. For instance, manipulation of the layout (e.g. to lengthen the form from its original one page) has caused such things as the "ACTION REQUIRED" box above to appear "all over the place." Board administration has spent (and should not have to spend) time correcting random underlining and making sure the check boxes actually appear next to their description.
- 2) Switching to a PDF means users don't need Microsoft Office to use the form.
- 3) IT recommends PDFs wherever practical in order to lower the size of often huge agenda downloads. Going forward, IT will work with board administration to directly save the agenda as a series of PDFs rather than individually scanning every single page.
- 4) IT is confident that users can be trained to save templates of this form for their items which use similar wording each time (e.g. County Engineer/right-of-way applications).

BACKGROUND:

The Website Workgroup (M. Ung, P. Gill, J. Jessen, J. Malloy, B. Steen, M. Brown, K. James) discussed the parameters of this ubiquitous form. It was discussed that a standardized length of two pages would satisfy almost all items while keeping a consistent format which has been lacking. It was also discussed that fillable PDFs display text size larger than it will appear in print, and it's very important to settle on a font size that is readable, but that would also allow more text when needed. I worked with Michelle Brown extensively to gauge from our own past precedent the appropriate space allotted to each box (executive summary, background, etc.), and although this is my best estimation, the board can certainly recommend a larger font in exchange for less text allowed.

We experimented with imposing a maximum character limit with automatically resizing text, meaning the less text, the larger it would appear. But I found that when composing lists and hitting "enter," the automatic resizing would go down to such a small font size to make it unreadable even on a computer screen, and that was impossible to stop.

Therefore, this form utilizes a consistent font size in each box. Currently the font ranges from size 10 (this) to 12. The default size for the Word version was actually 9, so this is larger.

The font size will not shrink when getting to the end of the box. It indicates space remaining. When you reach the end, this will happ

FINANCIAL IMPACT:

There is no financial impact to this, except that users will be encouraged to state the "financial impact" here where it belongs, the "recommendation" below where it belongs, and etc, as the board originally intended. If they try to put the background, financial impact, recommendation AND action required in the "executive summary," not only is that not an "executive summary" in the first place, it just won't fit by design.

IF THERE IS A CONTRACT INVOLVED IN THE AGENDA ITEM, HAS THE CONTRACT BEEN SUBMITTED AT LEAST ONE WEEK PRIOR AND ANSWERED WITH A REVIEW BY THE COUNTY ATTORNEY'S OFFICE?

Yes No

RECOMMENDATION:

Going forward, the board should consider this PDF version to be the preferred format, with the Word version being used in rare cases where the space allotted is insufficient. Because this is not a new form, only a new format, this is an informational item, not an action item.

A consensus to use this PDF version will allow board administration to send this to department heads and post this on the website. Changes to the default font size reflected in this item will be made if desired by the board.

ACTION REQUIRED / PROPOSED MOTION:

N/A