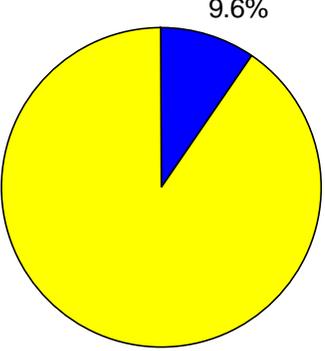


Planning Commission

36-02-Production of Reports/Publications

Fund/Agency: 001/36	Planning Commission	
Personnel Services	\$58,546	<div style="text-align: center;"> <p>CAPS Percentage of Agency Total</p>  <p>9.6%</p> <p>90.4%</p> <div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;"> ■ Production of Reports/Publications ■ All Other Agency CAPS </div> </div>
Operating Expenses	\$1,997	
Recovered Costs	\$0	
Capital Equipment	\$0	
Total CAPS Cost:	\$60,543	
Federal Revenue	\$0	
State Revenue	\$0	
User Fee Revenue	\$0	
Other Revenue	\$0	
Total Revenue:	\$0	
Net CAPS Cost:	\$60,543	
Positions/SYE involved in the delivery of this CAPS	1/0.5	

► CAPS Summary

This activity relates to production of various Commission publications ranging from Committee reports, Planning Commissioner’s Handbook, Annual Report, and public hearing information for the *Weekly Agenda* and Commission website to items such as programs/invitations for PC Seminars and/or PC appreciation dinner functions.

► Method of Service Provision

Primary responsibility for this function rests with the Management Analyst III, with secondary assistance available from the Management Analyst II and an Administrative Assistant II. These staff members compile necessary statistics and other information for reports in camera-ready formats. Public hearing information is transmitted to the Office of Public Affairs for publication in the *Weekly Agenda*, and also included on the Commission’s website, along with Commission action updates. Programs, invitations, etc. for Commission activities are also prepared in-house by staff on existing equipment.

Planning Commission

Although the staff size is small, the Commission Office is able to extend "normal" County operating hours through flexible staff schedules. With such flexibility, the Commission Office generally maintains some portion of operations from 7:00 a.m. to 6:30 p.m. daily, and through the completion of Commission meetings on Wednesday and Thursday evenings. Due to the website information posted, much information is also available on a 24/7 basis to computer users.

► Performance/Workload Related Data

Title	FY 1998 Actual	FY 1999 Actual	FY 2000 Actual	FY 2001 Estimate ¹	FY 2002 Estimate
Statistical tabulations from PC meetings	73	70	62	71	70
Number of hours of <i>Weekly Agenda</i> and website information preparation	260	260	260	520	375
Staff hours on misc. items (Handbook updates, programs, invitations, various requested reports, Channel 16 videos, etc.)	112	112	132	172	160

¹FY 2001 data are actual.

► Mandate Information

This CAPS is Federally or State mandated. The percentage of this CAPS' resources utilized to satisfy the mandate is 26 - 50%. The specific Federal or State code and a brief description of the code follows:

- Section 15.2-2221 of the Code of Virginia indicates that the Planning Commission shall prepare, publish and distribute reports related to its activities, and submit an annual report to the governing body on its activities.