

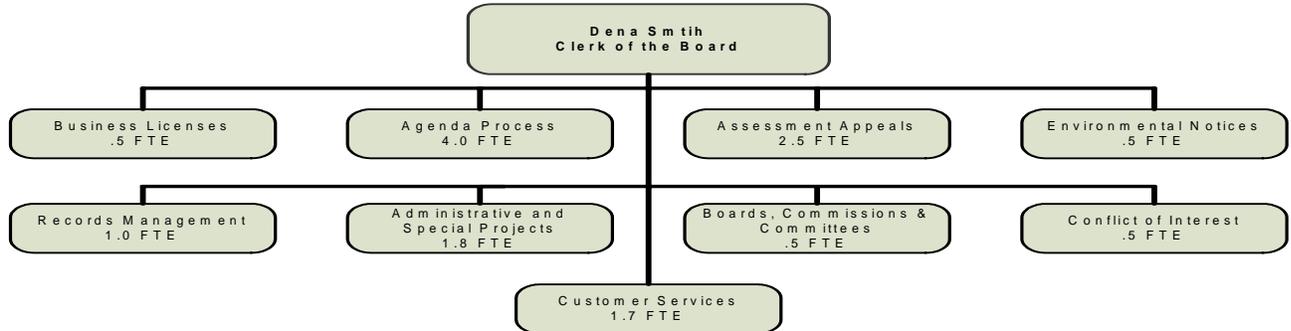
CLERK OF THE BOARD OF SUPERVISORS

Dena M. Smith

I. MISSION STATEMENT

The Clerk of the Board of Supervisors' (COB) mission is to maintain official records of the Board of Supervisors' actions and provide accurate and complete information to the Board of Supervisors, county departments and the public in an efficient, professional and courteous manner so that our records are safe, secure and accessible thus promoting public confidence in a well-run county government.

II. ORGANIZATIONAL CHART



III. DESCRIPTION OF MAJOR SERVICES

The COB coordinates and prepares agendas, minutes, legal notices and related documents for all meetings and hearings of the County Board of Supervisors, County Redevelopment Agency, County Economic and Community Development Corporation, County Industrial Development Authority, and In-Home Supportive Services Public Authority. The COB also updates the County Code and maintains current and historical records of all ordinances, resolutions, contracts, agreements and other official actions taken by the Board.

This office works with the Board of Supervisors, county departments and non-county agencies to maintain the database of members for more than 240 county advisory boards, commissions and committees (BCCs). Responsibilities include posting of scheduled and unscheduled vacancies and the annual review and recommendation to the Board for the continuation or dissolution (sunset review) of specific BCCs. The Clerk of the Board is secretary to the City Selection Committee, assisting cities with their selection of representatives to serve on regional committees such as Local Agency Formation Commission (LAFCo) and South Coast Air Quality Management District (SCAQMD). This office also maintains the Roster of Public Agencies, which includes information about all the public agencies and governing boards in the county.

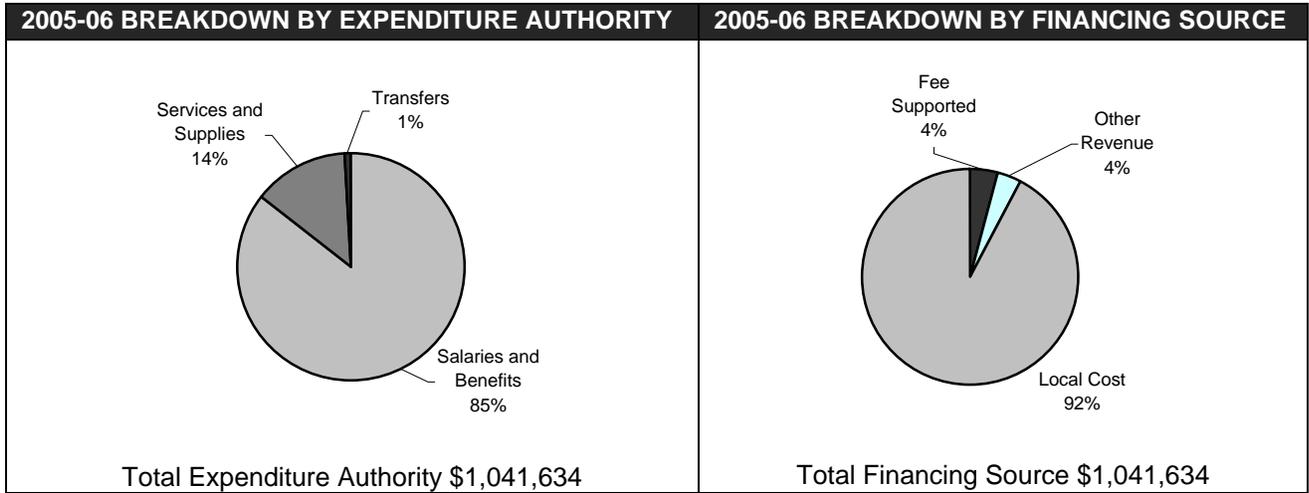
Pursuant to state law and county code, the COB maintains financial disclosure (Conflict of Interest or Form 700) documents for specified county officials, employees and members of the BCCs.

In accordance with State Board of Equalization requirements, the county Assessment Appeals Board hears and adjudicates disputes regarding property valuation. The COB provides staff support for the assessment appeal hearings and serves as the liaison among property owners, the County Assessor and the Assessment Appeals Board.

The County of San Bernardino requires that certain businesses operating within the county unincorporated areas obtain business licenses and the COB receives, processes and issues new and renewal licenses. This office also posts environmental notices and notices of state/local meetings and hearings, receives summonses, complaints, planning appeals, requests for tax refunds, and responds to hundreds of requests for information and documents on behalf of the Board of Supervisors and/or the County of San Bernardino.



IV. 2005-06 BUDGET



V. GOALS & 2006-07 OBJECTIVES AT CURRENT FUNDING LEVELS

GOALS	2006-07 OBJECTIVES
1. Implement technological improvements to increase operational efficiency and enhance staff and public access to Board of Supervisors agenda and related information	A. Reduction in the amount of processing time needed to prepare and process the Board of Supervisors agenda and related items.
2. Improve business license processes and procedures	<p>A. Work with Land Use Services on use of their permit system for tracking and processing of business licenses.</p> <p>B. Establish and maintain inter-departmental review of business license processes and procedures.</p>

Implementation of the planned technology systems will improve customer service, providing the Board of Supervisors, county staff and the public with on-line access to the documents, procedures and information they seek most frequently. This goal supports the stated intent of the Board that information be quickly and readily available to the public including: audio and video archives of Board meetings; searchable database of agenda items and documents; and vendor, contractor, campaign contribution and conflict of interest documents. Upgrades of the COB computer systems will improve operational efficiency by decreasing the amount of time it takes to post, record and process agenda items. On -demand, self-service access to information currently maintained by the COB will improve customer service and reduce the volume of routine requests for information the COB office receives. Staff resources currently dedicated to these activities will be redirected towards ensuring the timely and accurate compilation, review, deployment and management of our on-line data resources. We will also need to consider acquiring dedicated technology staff resources to support and maintain these critical systems.

County ordinance requires that certain businesses operating in the unincorporated areas be licensed to operate and the COB is the department responsible for overseeing this process. Depending on the type of business being licensed, the process can involve five or six different county departments. The COB accepts license applications, routes them to the appropriate department(s) for review, recommends Board of Supervisors action to grant or deny the license, collects fees and issues licenses. At this time, there is no system for monitoring or inspecting businesses to ensure proper licensing. Similarly, there is generally no penalty for businesses found to be operating without a license. The Board of Supervisors has recently expressed renewed interest in ensuring that businesses operating in the unincorporated areas do so in



accordance with our licensing requirements. The COB will facilitate a comprehensive and cooperative interdepartmental review of this process in order to encourage operational alignment among county departments, ensure compliance with county code and provide effective service to the public. As a result of these efforts, we expect to increase the number of new and renewal business licenses issued and we specifically look forward to increased compliance among unlicensed businesses currently operating in the county's unincorporated areas.

VI. PERFORMANCE MEASURES AT CURRENT FUNDING LEVELS

OBJT.	MEASUREMENT	2006-07 (Projected)
1A.	Staff time for agenda and related transactions	5% Decrease
2A.	Turnaround time for processing of new and renewal business licenses	15% Reduction
2B.	Percentage of business license processes and procedures reviewed and revised as needed.	50%

VII. GOALS & OBJECTIVES IF ADDITIONAL FUNDING (POLICY ITEMS/NEW FEES) IS APPROVED

GOALS	OBJECTIVES
Maintain clerical support for the preparation and processing of the Board of Supervisors Agenda, maintenance of the County Code and research/responses related to Public Records Act requests.	The existing Secretary I position is currently filled but unfunded. Funding of this position will allow the Clerk of the Board to continue providing current levels of service for the Board of Supervisors Agenda, County Code and Public Records Act requests. Additional Funding Requested: \$52,573

If there are questions about this business plan, please contact Dena M. Smith, Clerk of the Board of Supervisors, (909) 387-3848

