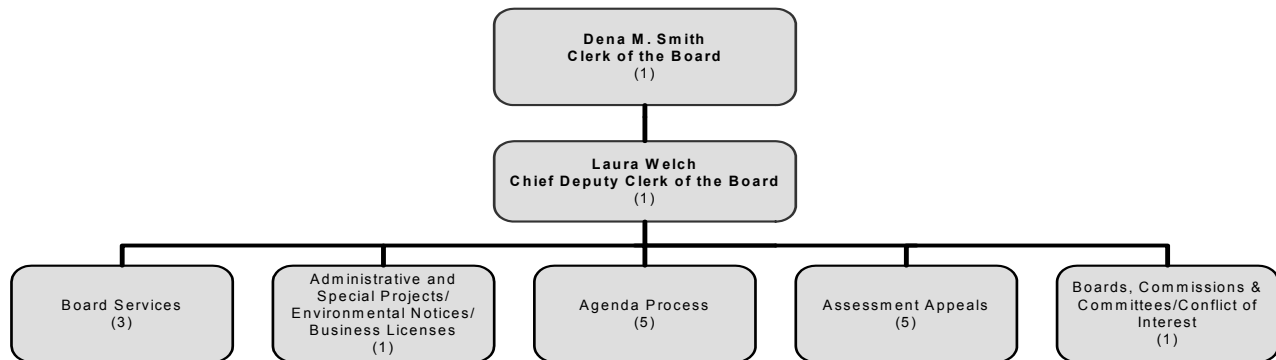


CLERK OF THE BOARD Dena M. Smith

MISSION STATEMENT

In support of the County Board of Supervisors, and in service to the public and fellow county staff, the Clerk of the Board of Supervisors: prepares and maintains records of actions taken by the Board of Supervisors; oversees membership of the county's boards, commissions, and committees; licenses businesses operating in the county unincorporated areas; and facilitates the filing and hearing of appeals of assessed property valuations. Our service priorities are timeliness and accuracy. Our service commitments are courtesy and respect.

ORGANIZATIONAL CHART



STRATEGIC GOALS

1. Implement technology improvements to increase operational efficiency and improve public access to information.
2. Improve business license processes and procedures to ensure high quality service and compliance with ordinances.

PERFORMANCE MEASURES				
Description of Performance Measure	2007-08 Actual	2008-09 Target	2008-09 Actual	2009-10 Target
Percentage reduction of staff time required to process agenda items. (Baseline is 30 minutes per item in 2006-07.)	16%	5%	20%	10%
Percentage of agenda items processed and returned to department within 10 work days of the Board meeting.	75%	85%	94%	95%
Percentage reduction in staff time required to prepare, process, post and revise the agenda and fair statement of proceedings. (Baseline is 24 hours per meeting in 2007-08.)	N/A	5%	10%	30%
Percentage reduction in staff time required to input and review Assessment Appeal Applications. (Baseline is 10 minutes per application in 2008-09.)	N/A	N/A	N/A	10%
Percentage reduction in turnaround time for processing of new business licenses. (Baseline: 6 week turnaround in 2005-06.)	10%	20%	8%	5%
Percentage reduction in turnaround time for processing of renewal business licenses. (Baseline: 4 weeks in 2007-08.)	N/A	25%	15%	5%
Percentage of business license ordinances reviewed and revised.	50%	100%	75%	100%



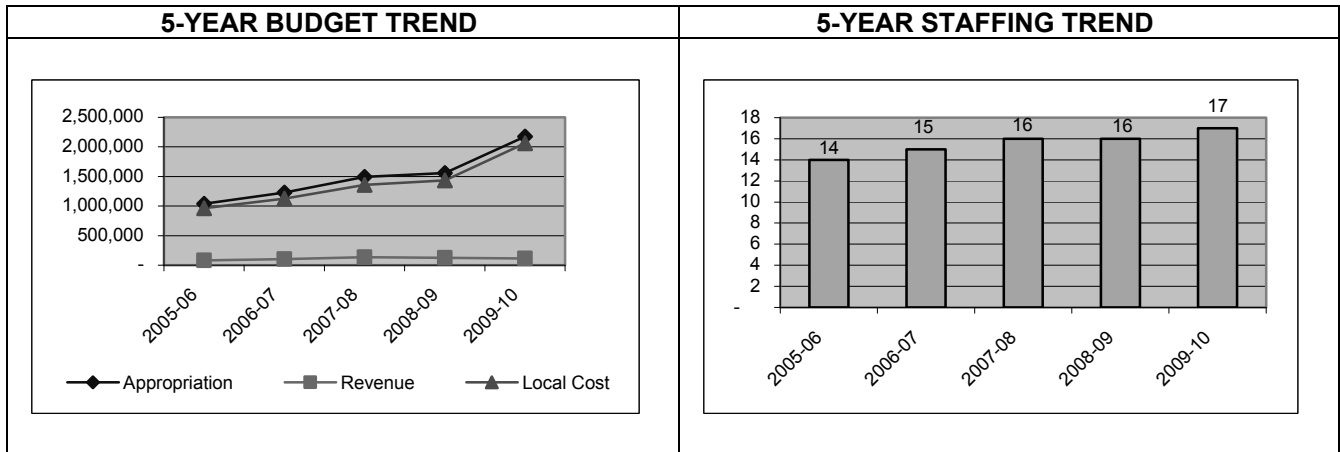
Clerk of the Board

DESCRIPTION OF MAJOR SERVICES

The Clerk of the Board of Supervisors (COB) provides legislative and administrative support services to the Board of Supervisors (BOS). The department coordinates, prepares and maintains minutes, ordinances, resolutions, contracts, agreements and other official records and documents related to meetings conducted by the BOS. The COB coordinates the annual filing of financial disclosure documents in accordance with state law and local conflict of interest codes. The county has more than 200 advisory boards, commissions and committees (BCCs) and the COB maintains records and membership information for the county's BCCs. Responsibilities include posting of vacancies, processing of appointments and monitoring of ethics training for more than 1,000 BCC members.

In accordance with state law, appeals of assessed property valuation are heard and determined by the county's Assessment Appeals Boards (AAB). The COB provides staff support to the AAB, facilitating the filing, hearing and disposition of thousands of appeals annually. The county requires that businesses operating in unincorporated areas obtain and maintain a valid business license. The COB receives, reviews and processes business license applications and issues licenses for approved businesses. The COB also: receives, posts and files environmental (CEQA) notices for construction projects in accordance with State Department of Fish & Game requirements; accepts summonses, complaints, planning appeals, requests for tax refunds and Board correspondence; and responds to thousands of requests for information and documents from county staff and the public.

BUDGET HISTORY

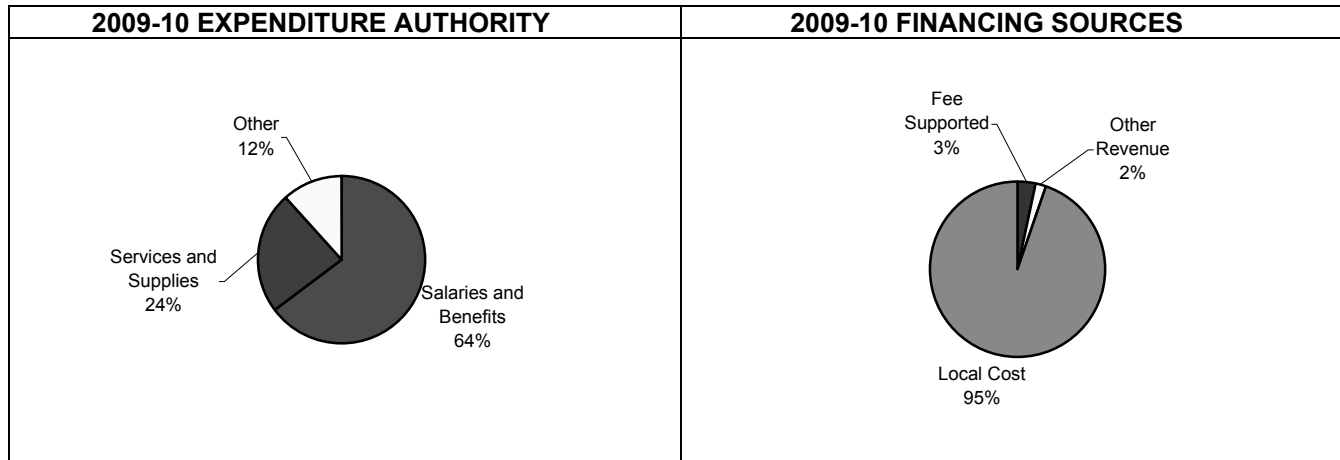


PERFORMANCE HISTORY

	2005-06 Actual	2006-07 Actual	2007-08 Actual	2008-09 Modified Budget	2008-09 Actual
Appropriation	1,668,685	1,365,483	1,426,540	1,493,007	1,453,488
Departmental Revenue	106,289	113,977	139,525	126,665	129,601
Local Cost	1,562,396	1,251,506	1,287,015	1,366,342	1,323,887
Budgeted Staffing				14	



ANALYSIS OF FINAL BUDGET



As a result of the current economic condition, the 2009-10 budget was impacted by a salary reduction. This reduction resulted in a decrease of \$51,039 to appropriation and local cost; and the details are listed in the following schedule. Budgeted staffing was reduced by 1 filled position.

DEPARTMENT: Clerk of the Board
FUND: General
BUDGET UNIT: AAA CBD

IMPACTS DUE TO BUDGET REDUCTIONS

Brief Description of Budget Impact	Budgeted Staffing	Appropriation	Departmental Revenue	Local Cost
Salary Reduction Reduction made to salaries and benefits - deleted 1 filled Board Services Specialist.	(1)	(51,039)	-	(51,039)
Total	(1)	(51,039)	-	(51,039)

At the 2009-10 budget hearing, the preceding salary reduction was adjusted with additional appropriation and local cost in the amount of \$15,219 to the departmental budget to restore 1 budgeted staffing position. Additionally, the savings realized from the deferral of raises absorbed the remainder of the salary reduction as well as add 1 extra-help position. These adjustments are reflected in the following schedule that details the budget by appropriation unit and revenue source.

In addition for 2009-10, the Board of Supervisors administrative function was transferred into the Clerk of the Board's budget unit to facilitate more efficient and effective management of that function. This resulted in an increase of 3 in budgeted staffing, and \$679,819 in appropriation and local cost.



GROUP: Administrative/Executive
DEPARTMENT: Clerk of the Board
FUND: General

BUDGET UNIT: AAA CBD
FUNCTION: General
ACTIVITY: Legislative and Administrative

	2005-06 Actual	2006-07 Actual	2007-08 Actual	2008-09 Actual	2008-09 Final Budget	2009-10 Final Budget	Change From 2008-09 Final Budget
Appropriation							
Salaries and Benefits	1,029,226	1,118,494	1,129,910	1,196,684	1,230,938	1,405,656	174,718
Services and Supplies	613,277	202,295	252,138	194,892	252,388	407,719	155,331
Central Computer	14,446	19,458	31,933	27,452	27,452	100,263	72,811
Travel	-	-	-	12,589	23,520	9,102	(14,418)
Equipment	-	15,391	-	-	-	-	-
Transfers	11,736	9,845	12,559	21,871	24,677	251,588	226,911
Total Appropriation	1,668,685	1,365,483	1,426,540	1,453,488	1,558,975	2,174,328	615,353
Departmental Revenue							
Licenses & Permits	47,410	47,103	56,741	67,004	53,734	66,235	12,501
State, Fed or Gov't Aid	-	-	6,808	-	-	-	-
Current Services	5,439	5,149	5,906	7,660	4,000	4,000	-
Other Revenue	53,440	61,725	70,070	54,937	68,931	45,000	(23,931)
Total Revenue	106,289	113,977	139,525	129,601	126,665	115,235	(11,430)
Local Cost	1,562,396	1,251,506	1,287,015	1,323,887	1,432,310	2,059,093	626,783
				Budgeted Staffing	16	17	1

Salaries and benefits of \$1,405,656 fund 17 budgeted positions and are increasing by \$174,718. As a result of budget reductions, the department deleted 3 vacant positions in 2008-09, and 1 filled position in 2009-10, which was offset by the transfer in of 3 positions due to the transition of the Board of Supervisors administrative function into the Clerk of the Board budget unit.

Services and supplies of \$407,719 primarily include costs for office supplies, mail, and professional services. The increase of \$155,331 primarily results from costs associated with the inclusion of the Board administrative function into this budget unit; also reflected is the renewal of technology system contracts, and costs related to the unprecedented volume of assessment appeals.

Travel of \$9,102 reflects anticipated travel costs for private mileage and the annual California State Association of Counties (CSAC) conference. The \$14,418 decrease is due to budget reductions.

Transfers of \$251,588 are increasing by \$226,911 as a result of costs associated with the inclusion of the Board administrative function into this budget unit which includes Office Depot, Facilities Management, and Information Services Department charges.

Departmental revenue of \$115,235 is decreasing by \$11,430 due to a reduction in the number of new and renewal business licenses applications, and the continued decline in construction projects resulting in a decrease in environmental document filings.