

# CLERK OF THE BOARD

CLERK OF THE BOARD .....1010

*KRISTI FURMAN, Clerk of the Board*

## CLERK OF THE BOARD'S BUDGET UNIT

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### PROGRAM DISCUSSION

**Programs:** The mission of the Office of the Clerk of the Board is to strive for excellence in public service by providing respectful and responsive service to the Board, the community, and customer departments.

This is achieved by cultivating a work environment that fosters employee excellence, encourages training and development opportunities, enables its professional staff to provide a diverse array of services in support of the Board of Supervisors, and affords quality service to the citizens of Mendocino County. Additionally, this office is dedicated to pursuing advancements in records management technology whenever feasible to protect the integrity and availability of the public records under its guardianship.

The Clerk of the Board manages the business of the Board of Supervisors and is the Department Head for the Board of Supervisors and Clerk of the Board functions.

Pursuant to government statutes, most Clerk of the Board programs are mandated by the State of California, while others are established pursuant to local regulations or administrative policy. Departmental staff performs a variety of functions in support of the Board and individual District Supervisors, including Board business services, constituency support services, regulatory and policy guidance, technical support services, and associated responsibilities. Staff promotes close coordination and cooperation with Board members, County agencies and departments, community representatives, members of the public, and State and Federal agencies. The Program Chart graphically displays the programmatic and operational responsibilities of Clerk of the Board Office.

**Public Trust:** Clerk of the Board staff strive to promote a professional, responsive, and knowledgeable staff to respond to public inquiries, community needs, and requests for service.

**Practices:** Clerk of the Board staff further supports the Board and the organization by providing administrative, regulatory, technical, and programmatic guidance associated with the following areas of service: Board operations; Board business services; constituency services; land use matters (Appeals, Williamson Act contract execution/Agricultural Preserves, Subdivision Map Act processing, property acquisition/recording, regulatory guidance); Board of Equalization; Board

records management including administration of an automated records imaging and retention system, systems administration and operation of 18 computer workstations; administration of a systems server and local area network; and maintenance of the departmental website. Additional programs administered by the Clerk of the Board include boards and commissions (in excess of 115 boards/1,100+ individual appointees), special districts, community services districts, advisory committees, and various other boards and commissions; contract management; codification of County Ordinances and maintenance of the Mendocino County Code. Staff also performs duties associated with serving as the secretary to: the Public Facilities Corporation, the Redevelopment Agency of the County of Mendocino, the IHSS Public Authority Governing Board, the Mendocino County Water Agency, the City Selection Committee, and the Employee Suggestion Award Committee.

Staff attends all meetings of the Board of Supervisors and executes associated records, adhering to strictly mandated production schedules for agendas, legal notices, and meeting minutes. Staff also prepares Board initiated staff reports, Committee reports, and special projects as directed. Staff is responsible for preserving all records of the Board of Supervisors, serving as the records center for County offices and the public on all Board actions. In addition, Clerk of the Board staff assists others by providing administrative, regulatory, technical, and programmatic guidance related to Board actions.

**People:** The Clerk of the Board's staff will continue to provide professional and responsive service to the community; within available staffing resources; explore service enhancements to better meet the needs of the public and County departments, and provide business support services to the members of the Board.

### MAJOR ACCOMPLISHMENTS IN F/Y 2008-09

**Programs:** Meet all mandated deadlines, staffed all essential Board meetings, coordinated and carried out a myriad of Board directives, and offered guidance to fellow departments and neighboring counties in executing various business transactions. Implemented the second phase of the agenda webposting in March 2009 by expanding access to supporting document-

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online access to audio-recordings of Board proceedings; transitioned (Phase I) responsibility for business support services for the Ukiah Valley Sanitation District Board to the newly elected Board (and will implement Phase II transition of records custodian services in Fiscal Year 2009/2010); and provided policy review and orientation services to two newly elected Board members.

**Public Trust:** Maintained effective and efficient operations preserving the quality and integrity of the work executed by the Clerk of the Board office.

**Practices:** Supported the Board in its community outreach efforts by coordinating off-site and evening Board meetings throughout the County; expanded online resources to maximize paper conservation efforts; and implemented a number of service modifications in March 2009 impacting internal operations and constituency services.

**People:** Expanded online resources for public access to information; offered individualized Clerk of the Board in-service trainings to County departments by request (see **Programs** above); and implemented various service modifications in March 2009 to address a 20% staffing reduction and address operational implications of County-wide mandatory time off.

## GOALS/OBJECTIVES FOR F/Y 2009-10

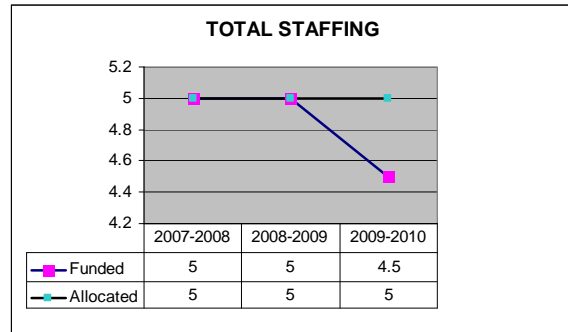
**Programs:** Complete various website enhancement projects; expand public access to Board information; research automated solutions for effective systems management; and explore conversion of the Boards and Commissions management/tracking system.

**Public Trust:** Maintain effective and efficient operations preserving the quality and integrity of the work executed by the Clerk of the Board staff.

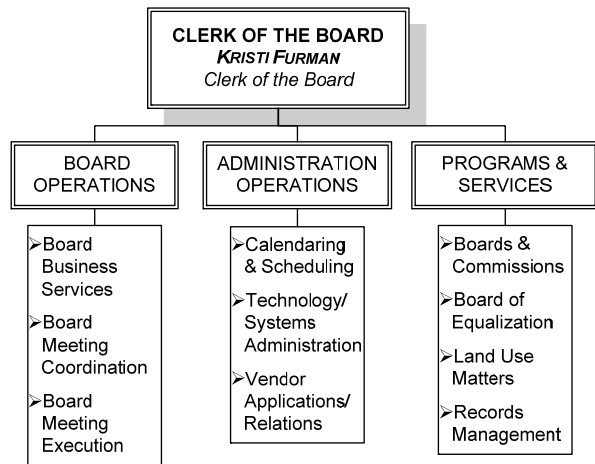
**Practices:** Post expanded information online for the benefit of the public and to further paper conservation practice.

**People:** Maintain a focused and concentrated effort in meeting the needs of the citizens, including online access to Board information, supporting the Board's outreach to various communities by conducting off-site and evening Board meetings; work with County departments in the evolution of the Board's agenda management system; and actively monitor service levels in sustaining compliance with the department's policy and production mandates.

## STAFFING CHART



## PROGRAM CHART



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## SUMMARY OF MAJOR BUDGET ACCOUNTS

### *Salaries & Employee Benefits*

- ◇ Acct. 1011 Provides for staffing and benefits for 4.5 full time positions.
- ◇ Acct. 1012 Provides for extra help on fiscal assistance.

### *Revenues*

- ◇ Acct. 6390 Provides for application fee for Board of Equalization.
- ◇ Acct. 7600 Provides for revenues from copies, audiotapes, etc.
- ◇ Acct. 7700 Provides for revenues from appeals and miscellaneous planning matters.

## CEO RECOMMENDED BUDGET COMMENTS

The CEO recommends funding as submitted by the Department. This budget provides funding for 4.5 FTE positions. This budget was reduced in total Net County Cost by \$(25,768) over prior year by reducing travel and training and delay in hiring for 6 months the Administrative Assistant position and utilizing some of the savings to increase the extra help line item to increase hours on fiscal activities.

## FINAL BUDGET COMMENTS

During the Final Budget Deliberations, the Board of Supervisors approved the CEO Recommended Budget including any adjustments from Bargaining Unit negotiation agreements applied (if applicable) to this budget.

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State Controller  
County Budget Act  
(1985)

County of Mendocino  
State of California  
Budget Unit Financing Uses Detail  
Final Budget for Fiscal Year 2009-10

County Budget Form  
Schedule 9

Classification:

Function: 1 General Government

Budget Unit: 1010 Clerk of the Board

Activity: 101 General - Legislative & Administrative

Fund: 1100 County General

Financing Uses Classification	2007-08 Budget	2007-08 Actuals	2008-09 Budget	2008-09 Actuals	2009-10 Request	2009-10 Recommend	2009-10 Adopted
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)

as of 6/30/09

**Salaries & Employee Benefits**

861011 Regular Employees	272,904	256,151	287,706	256,083	287,784	251,987	239,852
861012 Extra Help	5,000	8,016	3,500	7,487	3,500	28,894	28,894
861013 Overtime Reg Emp	1,500	7,761	1,500	2,454	1,500	1,500	1,500
861021 Co Cont Retirement	42,439	35,776	40,821	35,525	36,496	31,195	31,195
861022 Co Cont OASDI	16,754	15,851	17,111	15,193	17,231	14,764	14,045
861023 Co Cont Medicare	3,918	3,814	4,048	3,662	4,030	3,453	3,284
861024 Co Cont Retire Incr	17,796	14,435	17,320	15,080	13,461	11,516	11,516
861030 Co Cont Health Ins	34,565	29,585	32,518	34,488	47,526	40,219	40,219
861031 Co Cont Unemp Ins	234	234	193	193	193	240	240
861035 Co Cont Workers Comp	4,427	4,427	7,585	7,585	7,585	10,798	10,798
Total Salaries & Employee Benefits	399,537	376,050	412,302	377,750	419,306	394,566	381,543

**Services & Supplies**

862060 Communications	4,500	3,379	2,500	3,988	5,136	5,136	5,136
862101 Insurance - General	2,679	2,679	388	388	388	383	383
862120 Maint - Equip	5,110	641	1,466	0	0	0	0
862150 Memberships	475	350	475	200	200	200	200
862170 Office Expense	21,062	20,687	16,728	12,345	10,000	10,000	10,000
862187 Education & Training	3,000	1,315	0	782	0	0	0
862189 Prof/Spec Svcs - Other	4,790	3,827	4,000	3,326	4,750	4,750	4,750
862190 Publ/Legal Notice	3,500	2,968	3,500	2,198	3,500	3,500	3,500
862230 Info Tech Equip	0	1,278	0	0	0	0	0
862239 Spec Dept Expense	750	12,549	750	232	750	750	750
862250 Trans/Travel	0	593	0	92	0	0	0
862253 Travel Out of County	2,500	3,912	2,371	3,169	0	0	0
Total Services & Supplies	48,366	54,178	32,178	26,721	24,724	24,719	24,719

**Fixed Assets**

864370 Equipment	0	188	0	0	0	0	0
Total Fixed Assets	0	188	0	0	0	0	0

**Total Net Appropriations**

	447,903	430,417	444,480	404,471	444,030	419,285	406,262
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**Less: Revenues**

825398 SB90 Reimb	0	0	0	0	0	0	0
826390 Other Charges	12,000	13,785	7,800	7,075	0	5,000	16,250
827600 Other Sales	2,600	809	1,000	210	500	500	500
827700 Other	5,000	4,725	3,400	1,905	11,250	11,250	0
Total Revenues	19,600	19,319	12,200	9,190	11,750	16,750	16,750

**Total Net County Cost**

	428,303	411,098	432,280	395,280	432,280	402,535	389,512
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