

# 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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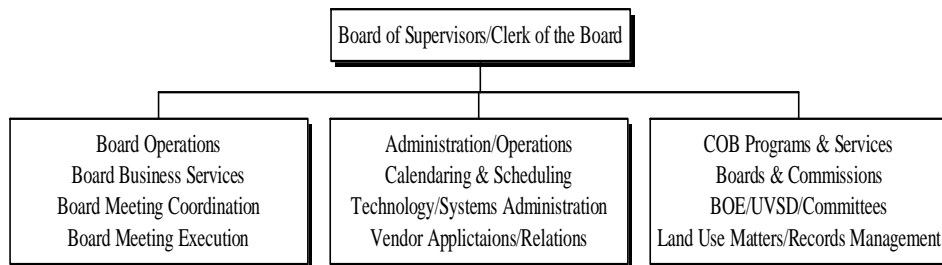
### MISSION

**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 is responsible for providing administrative support to the Board of Supervisors and is the Department Head for the Clerk of the Board's Office.

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 chart below 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/recordation, 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

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Governing Board, the Mendocino County Water Agency, the Ukiah Valley Sanitation District, the City Selection Committee, and the Employee Suggestion Award Committee.

Staff attends all meetings of the Board of Supervisors and prepares all meeting correspondence, 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:** Members of the Clerk of the Board staff will continue to provide professional and responsive service to the community; 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 2007-08 FISCAL YEAR

**Programs:** The department was able to meet all mandated deadlines, staff all essential Board meetings, coordinate and carry out a myriad of Board directives, and offer guidance to fellow departments and neighboring counties in executing various business transactions. Staff was able to offer in-service training on agenda processes (including Brown Act compliance), Boards & Commissions, Questys Records Management system and Questys WebEx training. The department also implemented Questys WebEx access enabling County departments remote access to historical Board records, expanded access to electronic records in the Questys Records Management system, and implemented the first phase of agenda webposting of agenda summaries offering public access to online information.

**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.

**People:** Expanded online resources for public access to information. Offered Clerk of the Board in-service trainings to County departments (see **Programs** above).

## GOALS/OBJECTIVES FOR 2008-09 FISCAL YEAR

**Programs:** Expansion of Agenda Web-posting of Board meeting materials including researching automated solutions for effective agenda management; 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.

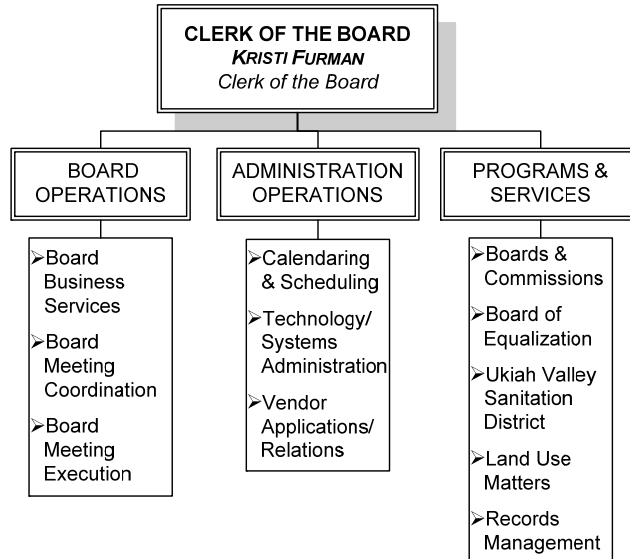
**People:** Maintain a focused and concentrated effort in meeting the needs of the citizens, including online access to Board information, supporting the Board's outreach to various communities by conducting off-site and evening Board meetings, and work with County departments in the evolution of the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

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## PROGRAM CHART



## BUDGET UNIT 1010 SUMMARY

Fund: 1100

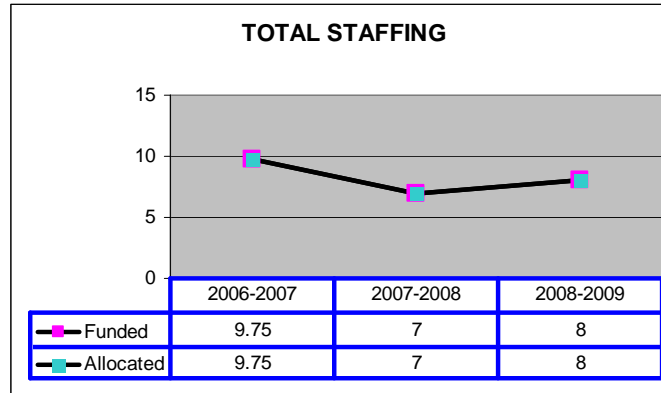
	<b>Actual 2005-06</b>	<b>Actual 2006-07</b>	<b>Adopted 2007-08</b>	<b>Actual 2007-08</b>	<b>Recommend 2008-09</b>	<b>Adopted 2008-09</b>
Salaries & Employee Benefits	669,210	265,893	399,537	376,050	412,302	412,302
Services & Supplies	83,666	39,855	48,366	54,178	32,178	32,178
Fixed Assets	794	1,173	0	188	0	0
<b>Net Appropriations</b>	<b>753,670</b>	<b>306,921</b>	<b>447,903</b>	<b>430,417</b>	<b>444,480</b>	<b>444,480</b>
Revenues	69,153	19,191	19,600	19,319	12,200	12,200
<b>Total Net County Cost</b>	<b>684,517</b>	<b>287,730</b>	<b>428,303</b>	<b>411,098</b>	<b>432,280</b>	<b>432,280</b>

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## STAFFING CHART



## FINAL BUDGET ~ MAJOR BUDGET CHANGES

(2008-09 Recommended Compared to 2008-09 Adopted)

During the Final Budget Deliberations the Board of Supervisors approved the Recommended Budget from the Executive Office for the Clerk of the Board.

### *Salaries & Employee Benefits*

- ✧ Acct. 1011 Provides for staffing and benefits for 5 full time positions. Increase of \$12,765 over prior year.
- ✧ Acct. 1012 Provides for extra help on fiscal assistance. Decreased \$1,500 from prior year to \$3,500.

### *Revenues*

- ✧ Acct. 6390 Provides for reimbursement for secretarial services for Ukiah Valley Sanitation District. Decrease from prior year of \$4,200 due to decrease in meetings.
- ✧ Acct. 7600 Provides for revenues from copies, audiotapes, etc. Decrease of \$1,600 from prior year.
- ✧ Acct. 7700 Provides for revenues from appeals and miscellaneous planning matters. Decrease of \$1,600 from prior year.