



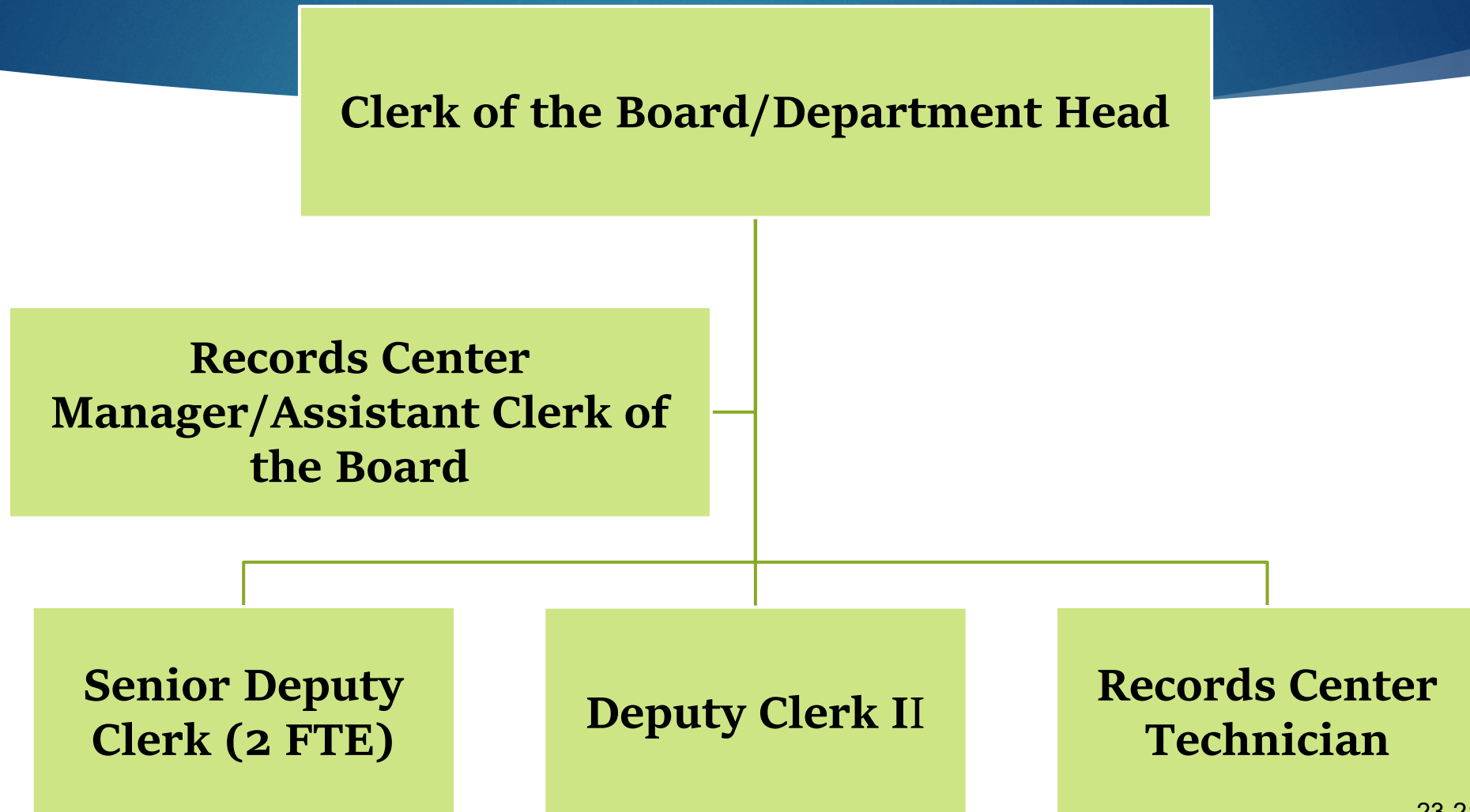
Clerk of the Board Overview 2024

PRESENTED TO THE BOARD OF SUPERVISORS ON JANUARY 24, 2024

Mission Statement

Together, we enhance the well-being of all residents, businesses, and visitors by delivering effective public service.

Organizational Chart



What we do?



**AGENDAS OF THE BOARD
MEETINGS AND MINUTES OF
THE BOARD (MAINTAINS
OFFICIAL RECORDS)
CLERK OF THE BOARD AND
BOARD OF SUPERVISORS
WEB PAGES**



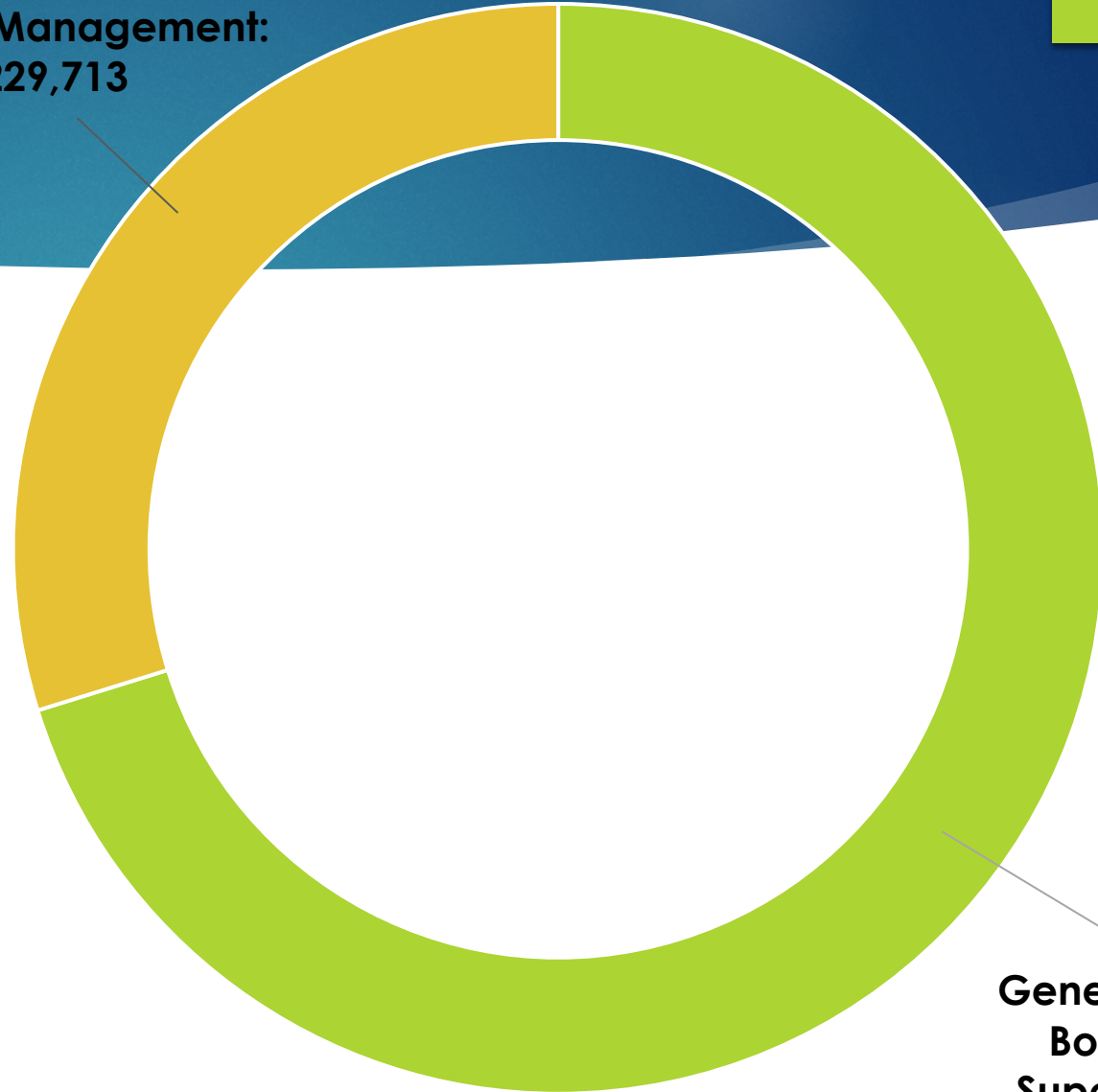
**ASSESSMENT APPEALS
(BOARD OF EQUALIZATION)
CLAIMS AGAINST THE
COUNTY
MANAGEMENT OF THE
COUNTY'S RECORDS CENTER**



**SUPPORT THE COUNTY'S
BOARDS, COMMITTEES AND
COMMISSIONS
PUBLIC RECORDS REQUESTS
RESEARCH PROJECTS**

Total Operating Appropriations

**General Fund
Records Management:
\$229,713**

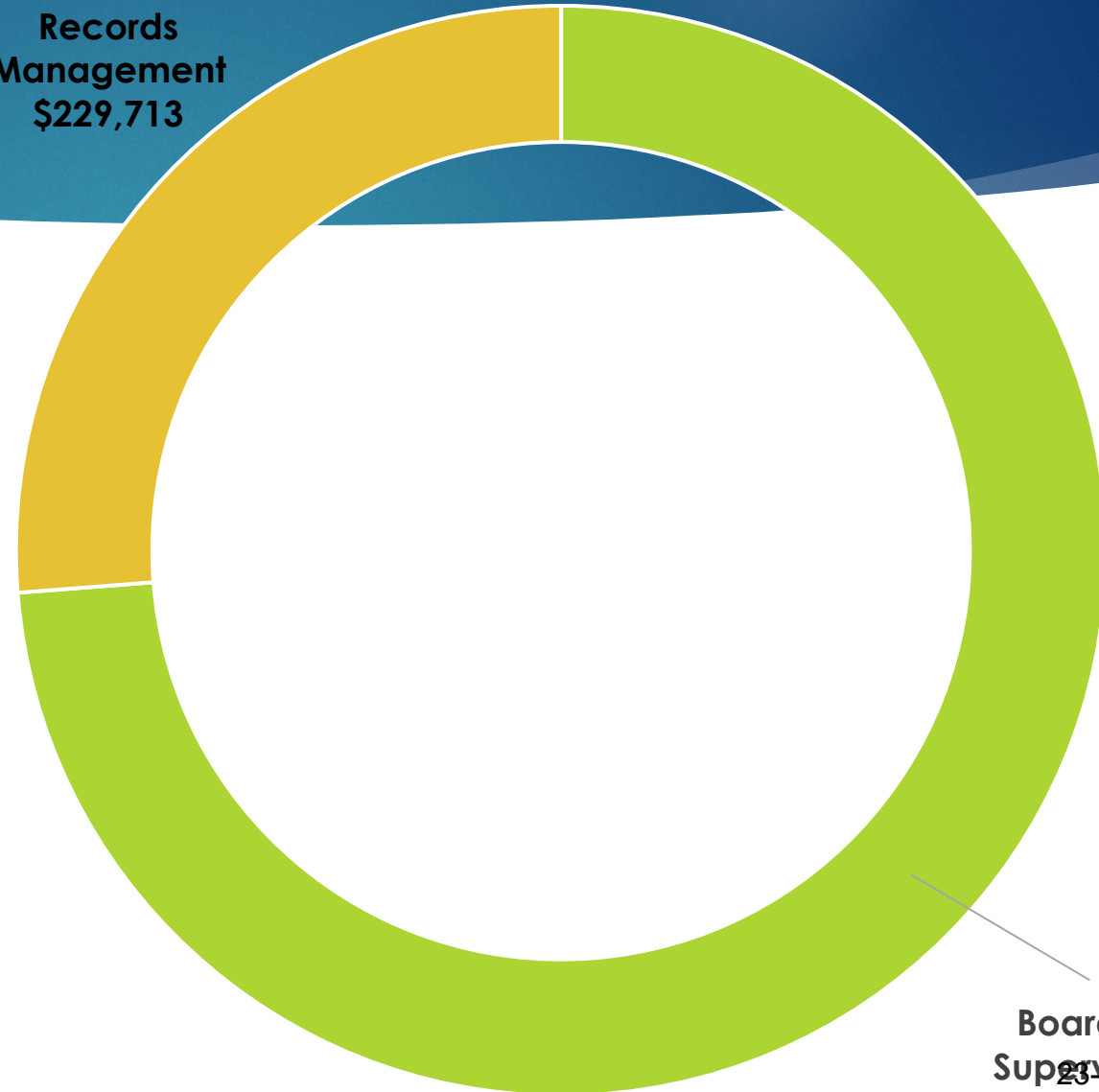


**General Fund
Board of
Supervisors:
\$2,160,906**

Based upon FY 2023-24 Budget – Total Operating Appropriations: \$2,390,619

Net County Cost of \$2,381,619

Records
Management
\$229,713

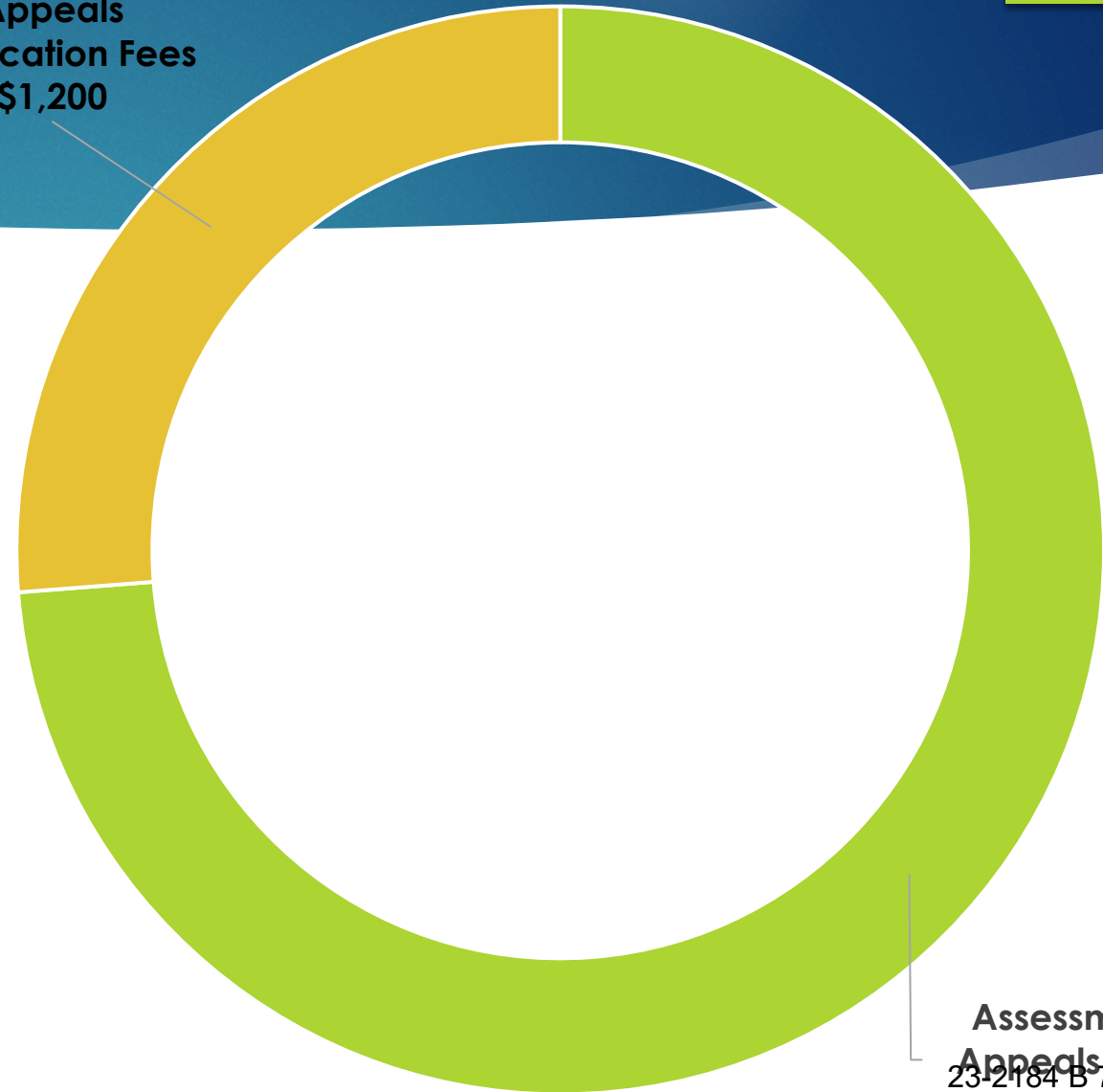


Board of
Supervisors
\$2,157,906

Revenue Sources

- Assessment Appeals Cost Recovery
 - \$1,800
- Assessment Appeals Application Fees
 - \$1,200

Assessment Appeals Application Fees \$1,200



Assessment Appeals Cost Recovery \$1,800

Service and Performance Indicators

- ▶ 100% of Board Agendas posted by 5:00pm on the Wednesday before the regular Tuesday meeting.
- ▶ 100% of Board Minutes posted within 48 hours after the conclusion of the meeting.
- ▶ 100% of Board meeting videos posted.
- ▶ 33 regular Board meetings and 8 special Board meetings.
- ▶ Transitioned all County Boards, Committees and Commissions to Legistar (legislative management system).
- ▶ Transitioned all County Boards, Committees and Commissions to a hybrid format (both in person and remote participation) for regular meetings.
- ▶ Completed a comprehensive audit of the Records Center.

Role in the Strategic Plan

- ▶ Workforce Excellence – Enhance Employee Retention: Provide professional development and leadership opportunities.
- ▶ Strategic Innovation – Promote a Culture of Creativity: Provide an environment where all ideas are encouraged to be shared and embraced.
- ▶ Strategic Innovation – Identify challenges and constraints solvable by innovative solutions: Provide Committee/Commission members the opportunity to participate remotely in locations convenient for them and the public.
- ▶ Strategic Innovation – Improve external and internal service delivery in a more convenient and efficient way: Digitalization of County records.