

# Clerk of the Board of Supervisors Informational Presentation

February 8, 2021



# **FUNCTIONS & MANDATES**

**AGENDAS OF THE BOARD**

**MEETINGS AND MINUTES OF THE BOARD**

**ASSESSMENT APPEALS (BOARD OF EQUALIZATION)**

**CLAIMS AGAINST THE COUNTY**

**CLERK OF THE BOARD HOME PAGE**

**ADMINISTRATION OF COMMISSIONS, COMMITTEES &  
BOARDS INCLUDING ONLINE DATABASE**

# FUNCTIONS & MANDATES

COUNTY ORDINANCE CODE (CODIFICATION LIAISON, PUBLIC NOTICING, GENERAL RESOURCE)

CUSTODIAN OF RECORD FOR THE BOARD OF SUPERVISORS (MAINTAINS THE OFFICIAL RECORD)

LEGISTAR ADMINISTRATION (COUNTY'S LEGISLATIVE MANAGEMENT PROGRAM)

POST MEETING FOLLOW UP (DOCUMENT SIGNING, ROUTING, RECORDING, FILING)

PUBLIC RECORD ACT REQUESTS (ADMINISTRATION OF GOVQA)

RESEARCH REQUESTS

# Projects

- Implementation of Assessment Appeals Program
- Updating the Audio/Video in the Board of Supervisor's meeting room
- Baseline survey to Commissions, Committees & Boards
- Implement safety measures/plan for Board office

# Goals

- Continue to look for Office Efficiencies
- Continue Cross-Training
- Encourage Professional Development
- Improve Communication with Commissions, Committees & Boards

# Budget

- Total FTE: 13
- 2021/2022 Budget: \$1.7 Million
- General Fund

**Organizational Chart Total FTE:  
13**

**Board of Supervisors**

**District I Supervisor**

**District II Supervisor**

**District III Supervisor**

**District IV Supervisor**

**District V Supervisor**

**Supervisors Assistants (5 FTE)**

**Clerk of the Board (1 FTE)**

**Sr. Deputy Clerk (1 FTE)  
Deputy Clerk I/II (1 FTE)**

# Questions?