




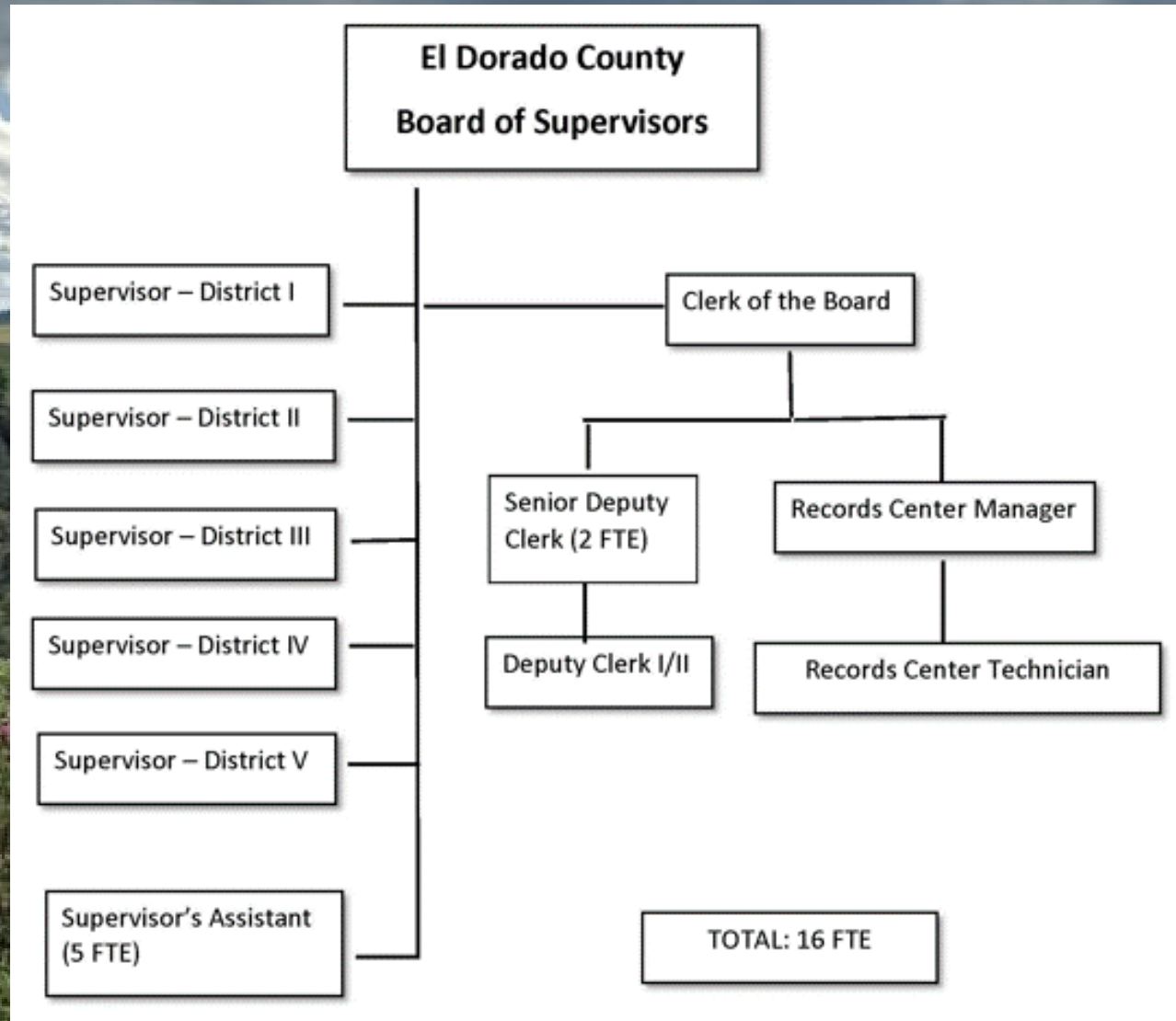
Clerk of the Board of Supervisors Overview 2025

Presented to the Board of Supervisors on
February 5, 2025

A scenic landscape photograph featuring a wooden railing in the foreground, pink flowers, and a cloudy sky. The text is overlaid on a semi-transparent white box.

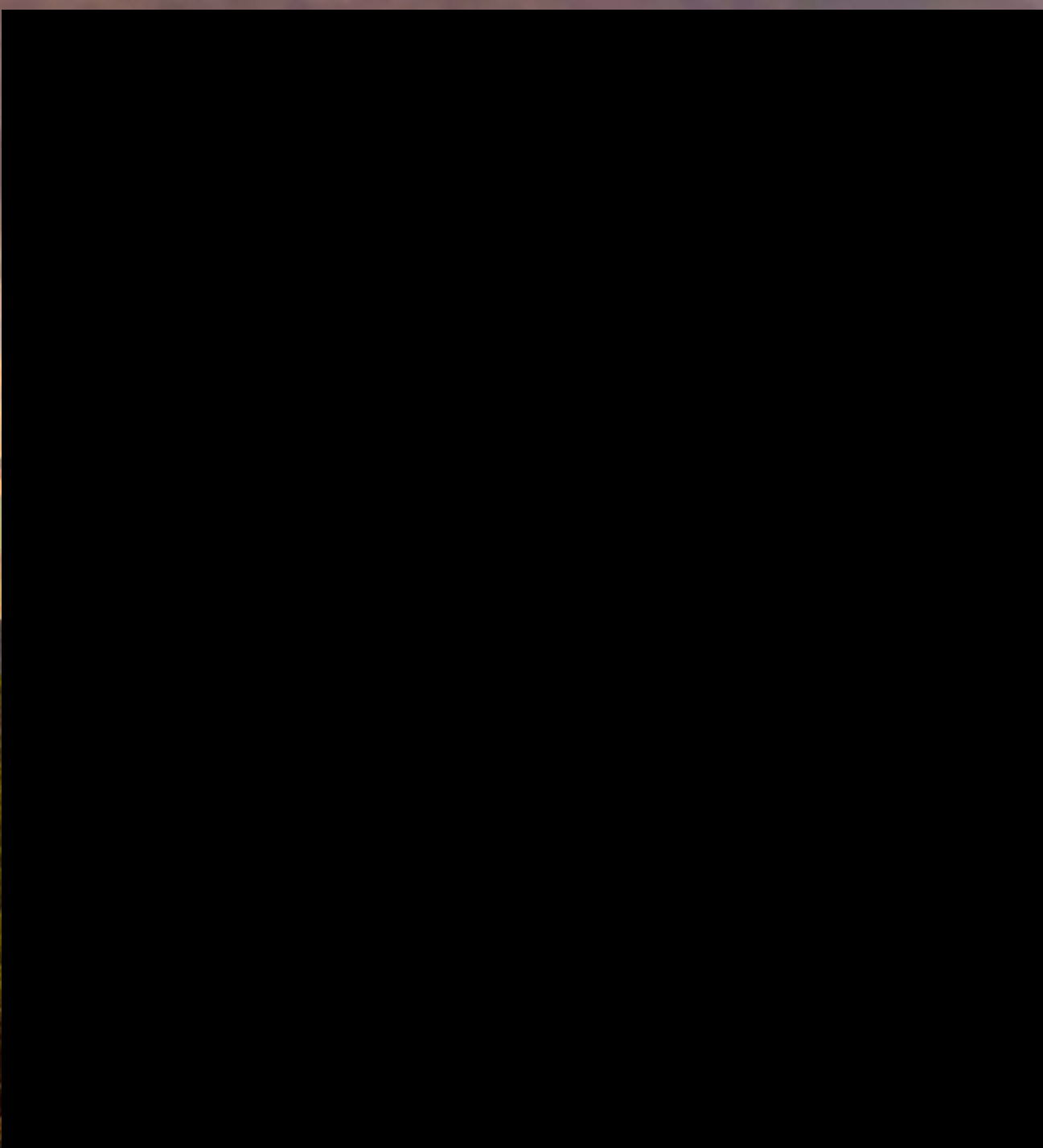
Our Mission: Together, we enhance the well-being of all residents, businesses, and visitors by delivering effective public service.

Organizational Chart



What we do:

- Agendas of the Board
- Meetings and Minutes of the Board (Maintains official records)
- Processing of all follow up documentation from Board meetings
- Assessment Appeals (Board of Equalization)
- Claims Against the County
- Maintain Clerk of the Board and Board of Supervisors Web Pages
- Support the County's Commissions, Committees and Boards
- Public Records Requests administration
- Research Projects
- Management of County's Records Center



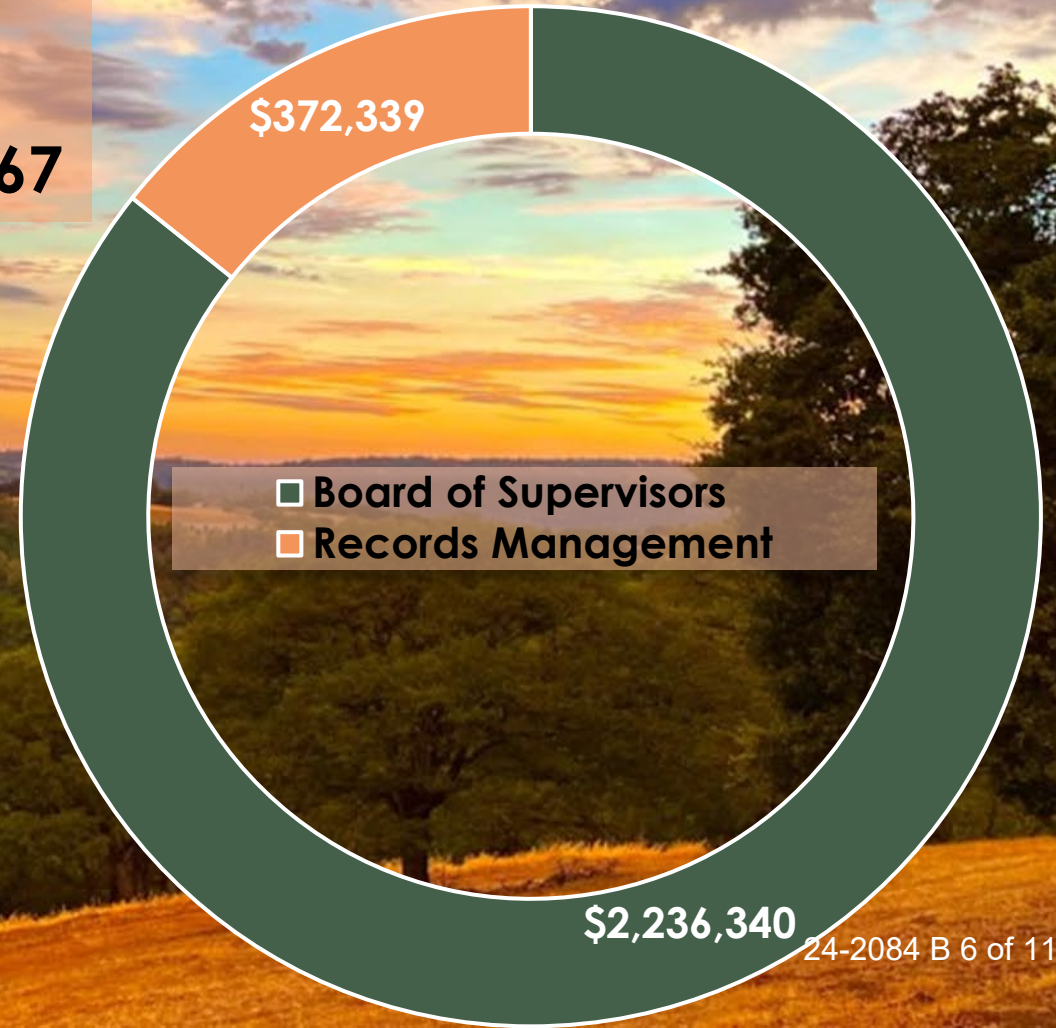
Total Operating Appropriations

General Fund:

Board of Supervisors: \$2,236,340

Records Management: \$372,339

Total Operating Appropriations: \$2,608,467



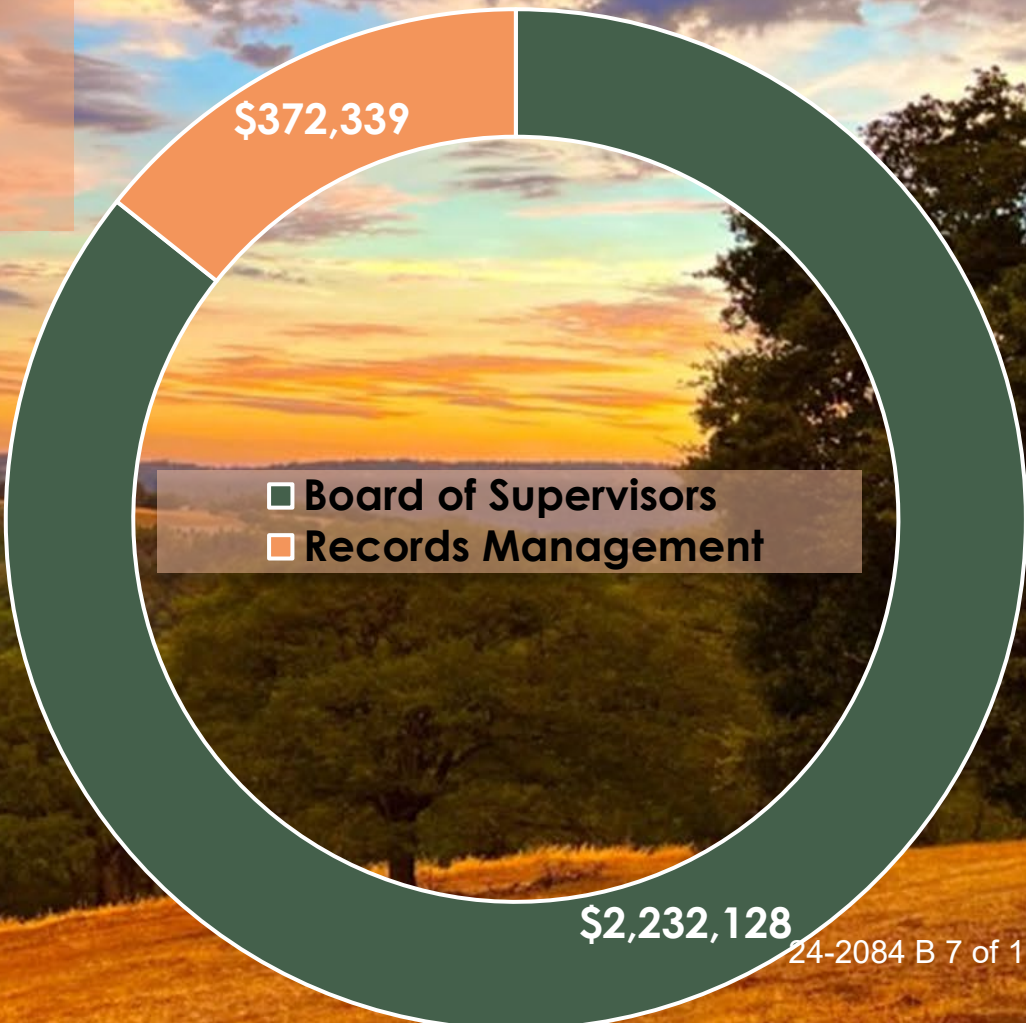
Net County Cost

General Fund:

Board of Supervisors: \$2,232,128

Records Management: \$372,339

Total Net County Cost: \$2,604,467

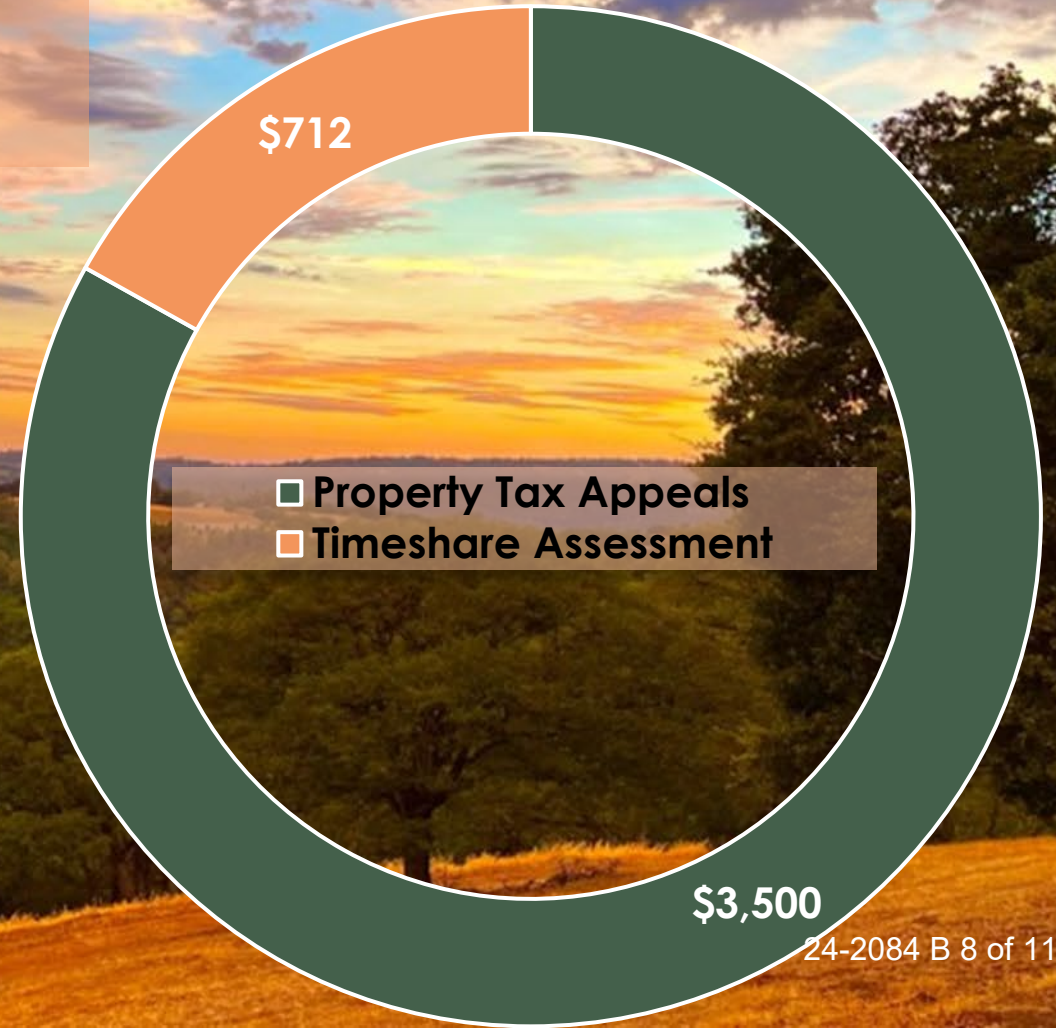


Revenue Sources

Property Tax Appeals: \$3,500

Timeshare Assessment: \$712

Total Revenue: \$4,212



Service and Performance Indicators 2024

- 100% of Board Agendas posted by 5pm on the Wednesday before the regular Tuesday meeting.
- 97% of Board Minutes posted within 48 hours after the conclusion of the meeting.
- 100% of Board meeting videos posted.
- Conducted 37 Board meetings – 4 of which were special meetings and 2 regular Board meetings which were held in South Lake Tahoe.
- Maintain approximately 12,000 boxes in the County's Records Center – 1,022 boxes destroyed in 2024.
- All Committees/Commissions utilizing Legistar (County's legislative management program) and conducting meetings in a hybrid format (both in person and online).
- All Committees/Commissions Agendas posted to the kiosk located at the Government Center.


Role in the Strategic Plan

❖ **Workforce Excellence:**

- Professional development opportunities provided to all staff.
- Cross training.

❖ **Strategic Innovation:**

- Moving towards digitalization of the County's Records Center.
- Utilization of the outdoor kiosk for posting Agendas, notices, and general information for the public.



Thank you and the Clerk's Office appreciates the continued support of the Board of Supervisors.