

Clerk of the Board of Supervisors Informational Presentation February 11, 2020



Functions & Mandates

Agendas of the Board

Meetings and Minutes of the Board (Maintains official records)

Assessment Appeals (Board of Equalization)

Claims Against the County

Clerk of the Board Web Page

Commission, Committees & Boards

Public Records Requests

Research Requests

Projects

- Resolution Search Tool
- Implementation of new Assessment Appeals Program
- Increase options for viewing Board meetings
- Brown Act training with County Counsel available for online viewing

Goals

- Increase Office Efficiencies
- Cross-Training
- Professional Development
- Improve Communication with Commissions, Committees & Boards

Budget

- Total FTE: 13
- 2019/2020 Budget: \$1.7 Million

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?