

011 - CLERK OF THE BOARD

Operational Summary

Mission:

The Mission of the Clerk of the Board of Supervisors is to provide the County and its citizens easy access to information; and guidance to facilitate fair, equitable and open participation in the decision and policy making of Orange County government.

At a Glance:

Total FY 2006-2007 Actual Expenditure + Encumbrance:	2,910,908
Total Final FY 2007-2008	3,255,245
Percent of County General Fund:	0.107209%
Total Employees:	33.00

Strategic Goals:

- Facilitate the decision and policy making of Orange County government.
- Ensure the assessment appeals process is fair, timely and equitable; and promote public understanding of the process.
- Ensure records are maintained, legislative history of the County is preserved and documents are readily available to our clients.

Key Outcome Indicators:

Performance Measure	2006 Business Plan Results	2007 Business Plan Target	How are we doing?
PERCENT OF ACCURATE BOARD OF SUPERVISORS AGENDA TITLES. What: Measurement of COB's accuracy and training. Why: Indicator of COB's compliance with Brown Act and identifies areas requiring training.	99.2% of published agenda titles were accurate with no errors.	99.25% of agenda titles are published with no errors.	COB has consistently maintained a high level of accuracy.
PERCENT OF ACCURATELY COMPLETED AND TIMELY FILED ASSESSMENT APPEALS APPLICATIONS. What: Indicator of taxpayers' and agents' understanding of applications and process. Why: Measures success of the COB's training and outreach efforts to the public and tax agents.	87.5% of 2005 and 79% of 2006 (in progress) applications were completed accurately and timely filed.	88% of applications accurately completed and timely filed.	The State mandated form can be confusing to taxpayers. Increased use of e-filing and continued outreach should improve these statistics.
PERCENT OF ASSESSMENT APPEAL CLAIMS DECIDED OR WAIVED WITHIN 2 YEAR DEADLINE. What: Indicator of success managing caseload to ensure required actions are taken before legal deadline. Why: Assesses whether procedures & staffing result in processing appeals within the statutory deadline.	Although the 2 year deadline has not yet expired for all of the 2005 filings, 99.7% of the appeals have been resolved or waivers received.	100% of appeals resolved or waivers filed, excluding cases in litigation.	COB meeting goal due to manageable number of filings and quality tracking of database information and appeals.



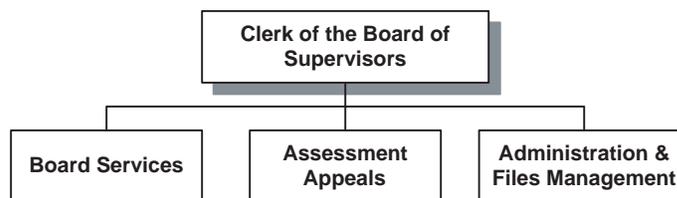
Key Outcome Indicators: (Continued)

Performance Measure	2006 Business Plan	2007 Business Plan	How are we doing?
	Results	Target	
PERCENT OF ASSESSMENT APPEALS HEARINGS HELD OR SCHEDULED WITHIN ONE YEAR OF FILING. What: Indicator of efficiency in processing and scheduling appeals. Why: Measures COB's success in meeting its customer service goal & guidance of 2nd yr protective filing.	98.8% of 2005 filings held initial hearings within one year, excluding those with applicant waivers filed.	95% of hearings scheduled within one year, excluding filings with applicant waivers.	With anticipated increased filings, COB may have some difficulties in providing this level of service.
RESULTS OF CUSTOMER SATISFACTION SURVEYS (COB DEPT AND ASSESSMENT APPEALS OUTREACH). What: Measurement of success in meeting clients' needs. Why: Assesses COB's success in meeting the needs of its customers in a professional and courteous manner.	COB has received favorable ratings from 93%-100% of respondents.	97% rating of services as good or outstanding.	COB has consistently received favorable ratings from its clients.

FY 2006-07 Key Project Accomplishments:

- Continued participation with property tax administration departments in development of new Orange County Assessment Tax System
- Increased usage of e-filing for assessment appeals applications
- Implemented new Conflict of Interest tracking system and began internal modifications and development discussions in preparation of future online Form 700 e-filing capabilities
- Restructured County Conflict of Interest code
- Implemented E-Agenda Search Engine where County Agencies/Departments may research and review Board of Supervisors agenda items back to 01/01/99
- Developed Department Disaster Recovery Plan
- Planned and hosted California Clerk of the Board of Supervisors Association annual conference

Organizational Summary



COB - Executive - Provides leadership and vision, management oversight and direction to all Clerk of the Board functions; performs administrative functions including budget preparation and monitoring, strategic financial projections, human resources, legislative analysis, prepares business plan and monitors progress in meeting goals and performance indicators.

Board Services - Prepares and publishes agendas for Board of Supervisors and other authorities in accordance with legal requirements for public meetings; records and publishes actions taken by the Board; maintains official rosters of Boards, Commissions and Committees; processes legal publications, postings and notices; receives and administers bid

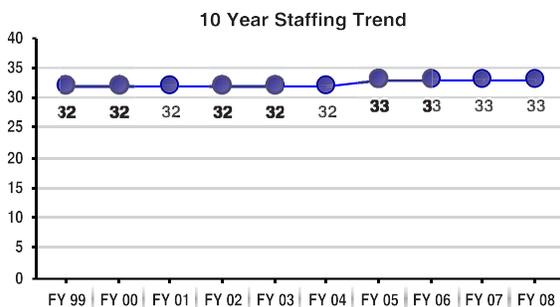


openings for County projects; administers oaths of office for various elected and appointed officials and employees; serves as filing officer for Statement of Economic Interest forms; receives and processes claims, summons and complaints against the County.

Assessment Appeals - Receives and processes assessment appeal applications; schedules hearings in accordance with legal requirements; prepares minutes and processes actions of the Appeals Boards and Hearing Officers; provides assistance and education on the assessment appeals process to the general public and professional groups through workshops, brochures and the Internet.

Administration/Files Mgmt - Provides files management for all records that the Clerk of the Board is required to maintain; assists County staff and the public with research and retrieval of information; provides technical knowledge and coordination in development and implementation of automation projects; provides end-user system support services; performs purchasing, petty cash and payroll functions for Clerk of the Board and the Board of Supervisors Offices.

Ten Year Staffing Trend:



Ten Year Staffing Trend Highlights:

- Even with increased workload and additional responsibilities and services, Clerk of the Board has maintained level staffing requirements for over ten years and has virtually eliminated the use of extra and temporary help. This has been accomplished primarily through automation of previously labor-intensive activities. Increase of one position in FY 04-05 was due to the transfer from the County Executive Office of the position supporting the Board Chairman.

Budget Summary

Plan for Support of the County's Strategic Priorities:

Through use of automation developed and implemented over the past 10 years, the Clerk of the Board has been able to reduce ongoing operational costs and maintain level staffing. This has been accomplished while at the same time enhancing the availability of information and documents both internal to the County and to the general public. The Clerk of the Board will continue to pursue cost savings and revenue enhancements where efficient and cost-effective. Ideas implemented include online filing of assessment appeals applications, online availability of agenda staff reports and backup and search and retrieval capability for historical agenda documents for County Agencies/Departments through the Intranet.

Changes Included in the Base Budget:

The recommended base budget meets the Net County Cost limit established for the Department while allowing the Department to continue to provide its existing level of services.

Approved Budget Augmentations and Related Performance Results:

Unit Amount	Description	Performance Plan	BRASS Ser.
Increase Net County Cost for Market Adjustments Amount:\$ 107,884	Funding of classification, market and equity adjustments.	Resolution of classification, recruitment and retention issues.	2301
Increase Net County Cost for Hall of Administration 5th Floor Conference Rooms Amount:\$ 75,000	The HOA 5th floor conference/break rooms require refurbishing for improved function.	To provide functional and ergonomic conference and break rooms within limited space.	2307



Final Budget History:

Sources and Uses	FY 2005-2006	FY 2006-2007	FY 2006-2007	FY 2007-2008	Change from FY 2006-2007	
	Actual Exp/Rev	Budget As of 6/30/07	Actual Exp/Rev ⁽¹⁾ As of 6/30/07	Final Budget	Actual Amount	Percent
Total Positions	33	33	33	33	0	0.00
Total Revenues	157,379	164,703	128,325	181,086	52,761	41.12
Total Requirements	2,551,162	2,924,380	2,885,668	3,255,245	369,577	12.81
Net County Cost	2,393,783	2,759,677	2,757,343	3,074,159	316,816	11.49

(1) Amounts include prior year expenditure and exclude current year encumbrance. Therefore, the totals listed above may not match Total FY 2006-07 Actual Expenditure + Encumbrance included in the "At a Glance" section.

Detailed budget by expense category and by activity is presented for agency: Clerk of the Board in the Appendix on page A23

Highlights of Key Trends:

- The Department continues to focus on new automation techniques and public outreach efforts to enhance service levels to both its public and internal clients. If real estate values decline, it may result in increased assessment appeal filings.

Budget Units Under Agency Control:

No.	Agency Name	COB - Executive	Board Services	Assessment Appeals	Administration/Files Mgmt	Total
011	Clerk of the Board	442,439	1,178,422	1,055,999	578,385	3,255,245
	Total	442,439	1,178,422	1,055,999	578,385	3,255,245



011 - Clerk of the Board

Summary of Final Budget by Revenue and Expense Category:

Revenues/Appropriations	FY 2005-2006		FY 2006-2007		FY 2006-2007		FY 2007-2008		Change from FY 2006-2007	
	Actual Exp/Rev	Budget	Actual Exp/Rev ⁽¹⁾	Budget	Actual Exp/Rev ⁽¹⁾	Budget	Actual	Final Budget	Amount	Percent
Charges For Services	\$ 155,458	\$ 163,203	\$ 127,153	\$ 163,203	\$ 127,153	\$ 163,203	\$ 180,836	\$ 180,836	\$ 53,683	42.22%
Miscellaneous Revenues	1,921	1,500	1,172	1,500	1,172	1,500	250	250	(922)	-78.67
Total Revenues	157,379	164,703	128,325	164,703	128,325	164,703	181,086	181,086	52,761	41.12
Salaries & Benefits	1,871,021	2,203,387	2,200,529	2,203,387	2,200,529	2,203,387	2,411,600	2,411,600	211,071	9.59
Services & Supplies	682,764	723,393	690,317	723,393	690,317	723,393	847,345	847,345	157,028	22.75
Intrafund Transfers	(2,623)	(2,400)	(5,178)	(2,400)	(5,178)	(2,400)	(3,700)	(3,700)	1,478	-28.55
Total Requirements	2,551,162	2,924,380	2,885,668	2,924,380	2,885,668	2,924,380	3,255,245	3,255,245	369,577	12.81
Net County Cost	\$ 2,393,783	\$ 2,759,677	\$ 2,757,343	\$ 2,759,677	\$ 2,757,343	\$ 2,759,677	\$ 3,074,159	\$ 3,074,159	\$ 316,816	11.49%

(1) Amounts include prior year expenditure and exclude current year encumbrance. Therefore, the totals listed above may not match Total FY 2006-07 Actual Expenditure + Encumbrance included in the "At a Glance" section.

Final Budget Summary of COB - Executive:

Revenues/Appropriations	FY 2005-2006		FY 2006-2007		FY 2006-2007		FY 2007-2008		Change from FY 2006-2007	
	Actual Exp/Rev	Budget	Actual Exp/Rev ⁽¹⁾	Budget	Actual Exp/Rev ⁽¹⁾	Budget	Actual	Final Budget	Amount	Percent
Charges For Services	\$ 189	\$ 0	\$ 23	\$ 0	\$ 23	\$ 0	\$ (23)	\$ 0	\$ (23)	-100.00%
Miscellaneous Revenues	805	1,000	19	1,000	19	1,000	0	0	(19)	-100.00
Total Revenues	994	1,000	42	1,000	42	1,000	0	0	(42)	-100.00
Salaries & Benefits	365,365	407,053	425,836	407,053	425,836	407,053	388,977	388,977	(36,859)	-8.66
Services & Supplies	121,994	98,524	82,252	98,524	82,252	98,524	53,462	53,462	(28,790)	-35.00
Total Requirements	487,359	505,577	508,088	505,577	508,088	505,577	442,439	442,439	(65,649)	-12.92
Net County Cost	\$ 486,365	\$ 504,577	\$ 508,046	\$ 504,577	\$ 508,046	\$ 504,577	\$ 442,439	\$ 442,439	\$ (65,607)	-12.91%

Final Budget Summary of Board Services:

Revenues/Appropriations	FY 2005-2006		FY 2006-2007		FY 2006-2007		FY 2007-2008		Change from FY 2006-2007	
	Actual Exp/Rev	Budget	Actual Exp/Rev ⁽¹⁾	Budget	Actual Exp/Rev ⁽¹⁾	Budget	Actual	Final Budget	Amount	Percent
Charges For Services	\$ 9,425	\$ 8,100	\$ 12,117	\$ 8,100	\$ 12,117	\$ 8,100	\$ 9,903	\$ 9,903	\$ (2,214)	-18.27%
Miscellaneous Revenues	1,116	500	1,142	500	1,142	500	250	250	(892)	-78.10
Total Revenues	10,541	8,600	13,259	8,600	13,259	8,600	10,153	10,153	(3,106)	-23.42
Salaries & Benefits	449,871	572,235	576,313	572,235	576,313	572,235	777,623	777,623	201,310	34.93

Final Budget Summary of Board Services:

Revenues/Appropriations	FY 2005-2006	FY 2006-2007	FY 2006-2007	FY 2007-2008	Change from FY 2006-2007	
	Actual Exp/Rev	Budget As of 6/30/07	Actual Exp/Rev ⁽¹⁾ As of 6/30/07	Final Budget	Actual Amount	Percent
Services & Supplies	177,135	253,761	220,310	404,499	184,189	83.60
Intrafund Transfers	(2,623)	(2,400)	(5,178)	(3,700)	1,478	-28.55
Total Requirements	624,382	823,596	791,445	1,178,422	386,977	48.90
Net County Cost	\$ 613,841	\$ 814,996	\$ 778,186	\$ 1,168,269	\$ 390,083	50.13%

Final Budget Summary of Assessment Appeals:

Revenues/Appropriations	FY 2005-2006	FY 2006-2007	FY 2006-2007	FY 2007-2008	Change from FY 2006-2007	
	Actual Exp/Rev	Budget As of 6/30/07	Actual Exp/Rev ⁽¹⁾ As of 6/30/07	Final Budget	Actual Amount	Percent
Charges For Services	\$ 143,175	\$ 148,698	\$ 114,764	\$ 169,866	\$ 55,102	48.01%
Total Revenues	143,175	148,698	114,764	169,866	55,102	48.01
Salaries & Benefits	607,320	708,052	691,395	728,418	37,023	5.35
Services & Supplies	370,418	347,765	364,470	327,581	(36,889)	-10.12
Total Requirements	977,738	1,055,817	1,055,865	1,055,999	134	0.01
Net County Cost	\$ 834,563	\$ 907,119	\$ 941,101	\$ 886,133	\$ (54,968)	-5.84%

Final Budget Summary of Administration/Files Mgt:

Revenues/Appropriations	FY 2005-2006	FY 2006-2007	FY 2006-2007	FY 2007-2008	Change from FY 2006-2007	
	Actual Exp/Rev	Budget As of 6/30/07	Actual Exp/Rev ⁽¹⁾ As of 6/30/07	Final Budget	Actual Amount	Percent
Charges For Services	\$ 2,670	\$ 6,405	\$ 248	\$ 1,067	\$ 819	329.53%
Miscellaneous Revenues	0	0	12	0	(12)	-100.00
Total Revenues	2,670	6,405	260	1,067	807	309.86
Salaries & Benefits	448,465	516,047	506,986	516,582	9,596	1.89
Services & Supplies	13,218	23,343	23,285	61,803	38,518	165.42
Total Requirements	461,682	539,390	530,270	578,385	48,115	9.07
Net County Cost	\$ 459,012	\$ 532,985	\$ 530,010	\$ 577,318	\$ 47,308	8.93%