

1. Program Title: Clerk of the Board / Assessment Appeals / Planning Commission

Program Description:

- The Office of the Clerk of the Board provides clerical and administrative services to the Assessment Appeals Boards, the Planning Commission, and other boards and commissions. The Clerk of the Board maintains the official records of the Board of Supervisors’ legislative actions and receives, certifies, and preserves all documents as specified by the Sacramento County Charter and state and local statutes.
- The principal function of an appeals board is to determine the full value of property or to determine matters of property assessment over which the appeals board has jurisdiction.
- The Planning Commission is a five-member commission appointed by the Board of Supervisors to hear land use, zoning and related policy issues. Insuring compliance with legal noticing requirements, meeting scheduling, agenda preparation and meeting follow-up are overseen by the Clerk of the Board's office. Clerk of the Board staff also acts as clerk of the commission at their meetings.

	Base	Unfunded	Funded Base	Percentage
Appropriations	\$1,356,718	\$17,000	\$1,339,718	1.3%
Reimbursements (-)	-1,800	0	-1,800	0.0%
Net Appropriations	1,354,918	17,000	1,337,918	1.3%
Revenues:				
Fees	309,665	0	309,665	0.0%
Other				
Total Revenues	309,665	0	309,665	0.0%
Carryover	0	0	0	0.0%
Net Cost	\$1,045,253	\$17,000	\$1,028,253	1.6%
Fulltime Equivalent Positions	10.0	0	10.0	0.0%

Program Impact:

Terminal Pay: \$17,000 reduction –The elimination of terminal pay is a 1.63% net cost reduction to our funding. This will result in leaving a position vacant sixty to ninety days until costs are absorbed. It is anticipated we will see at least one retirement within this fiscal year. The level of impact depends upon the position left vacant. Management would first have to make the determination of which employee(s) can carry the extra workload. Each deputy clerk position is rather specialized, so some training would be required of the deputy clerks that pick up the duties of the vacant position. With each employee currently having a full workload, there would be a negative impact to the employees carrying the additional workload until the vacancy is filled.

Potential Impact on other Departments/Program Partners:

If an employee retires or resigns, leaving a vacancy to cover terminal pay will result in an increase in workload for some deputy clerks. It will be difficult for them to complete their primary job functions with the added responsibilities. With the deputy clerks taking on extra responsibilities longer response times to external customers and department / program partners may result. There is also the potential of decreased quality of work product as well as the possibility of missing mandated deadlines.