

**Board of Supervisors
FY 2014 - 16 Performance Plan**

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I. Mission Statement

The mission of the County of Marin is to provide excellent services that support healthy, safe, and sustainable communities; preserve Marin’s unique environmental heritage; and encourage meaningful participation in the governance of the county by all.

II. Department Overview

Under California's constitution and laws, the Board of Supervisors serves as the legislative and executive body of Marin County. The members are elected by district and are required to live in the districts they represent. Supervisors' terms are four years and two or three supervisors are elected every two years.

The Supervisors also serve as the governing board of the Open Space District, Marin County Free Library, flood control zones, lighting district, County service areas, and sewer maintenance districts. The Board enacts ordinances, determines policies, adopts budgets, sets salaries, ensures that mandated functions are properly discharged, and supervises County departments.

Board of Supervisors includes the following programs:

- Board of Supervisors
- Clerk of the Board

III. Program Description and Responsibilities

Board of Supervisors

The Board of Supervisors serves as the legislative and executive body of Marin County. The Supervisors also serve as the governing board of the Open Space District, Marin County Free Library, flood control zones, lighting district, County service areas, and sewer maintenance districts. The Board enacts ordinances, determines policies, adopts annual budgets, fixes

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salaries, is responsible for ensuring mandated functions are properly discharged and oversees the activities of County departments.

Clerk of the Board

The County Administrator serves as the Clerk of the Board with the Assistant Clerk of the Board performing responsibilities related to the day-to-day management of the Clerk's Office.

The Clerk of the Board provides administrative support to the Board of Supervisors and the governing boards of certain special districts. A primary responsibility of the Clerk's Office is working within federal, state and local mandates, including the Brown Act and the Maddy Act, to meet established timelines and legal requirements to help ensure that the County's business is conducted openly, and that information is made freely available to assist the public in understanding and participating in the County's decision-making process.

The Clerk of the Board Office serves as custodian of the historical record of official Board actions, preserving and protecting the integrity of the official Board record. The Clerk of the Board assists the public with research and retrieval of information associated with formal actions of the Board and is responsible for ensuring accurate codification of County-adopted ordinances and processing legal publications, postings, and notices. The Clerk's Office also manages and tracks various activities related to the management of over 50 Board-appointed advisory boards and commissions.

Since 2010, the Clerk of the Board Office has operated the audio-visual equipment used to provide members of the public with real-time and archived webcasts of the Board of Supervisors' meetings. The Clerk staffs the Assessment Appeals Board, for the purpose of equalizing the values of all property on the local assessment roll. The Assessment Appeals Board hears appeals by property owners from the assessments established by the County Assessor.

IV. Accomplishments for FY 2013-14

- Received bond rating upgrade from Moody's rating agency to AAA making us one of only two California Counties to have the highest rating from the major rating agencies
- Dedicated \$4 million for low-income Marin mothers and their babies for healthy nutrition and lifestyle training
- Approved four-year Plan on Aging to address the needs of older adults, family caregivers, and people with disabilities in Marin County
- Accelerated pay down of unfunded pension liability through a new \$32.2 million contribution, which will save ongoing resources starting in two years
- Contributed \$26 million and created a retiree trust fund to enable the County to fully fund retiree health benefits over the next 30 years
- Implemented the "Express Permitting" program for same-day review and issuance of building permits for minor building permits and rooftop photovoltaic installations
- Adopted Housing Element to provide housing opportunities in our community for all incomes
- Funded accelerated Road and Bridge work program that resurfaced (overlay and seal coat) 23 miles of roads
- Successfully passed Measure A by 74 percent of Marin's voters, increasing funding for parks, open space, and agricultural land preservation by approximately \$10 million per year for nine years. All of the major Marin County Parks and Open Space constituent

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groups participated in the formulation of the Measure A Expenditure Plan and worked diligently to promote passage

- Substantially reduced permit fees affecting tree removal, floating homes, use permit renewals, and major variances
- Approved cost-saving labor agreements that cap the County's contribution toward employees' share of pension costs
- Proactively pursued next steps in pension reform, following an April pension forum which attracted close to 200 participants, by exploring a hybrid pension plan, creating a retiree health-benefits trust, and advocating for additional pension-cost reductions and statewide reform
- Approved agreement with Marin Agriculture Institute to move farmers market to the Civic Center campus and dedicated \$1 million towards potential improvements

V. Performance Plan

Department Goal	Countywide Goal
Objective I: Create a community that supports equity and creates opportunities for those who are less fortunate	I. Healthy Communities

Initiative Description	Program(s)
Prevent homelessness for those that are precariously housed	Board of Supervisors
Coordinate with community partners to successfully implement healthcare reform	Board of Supervisors
Support opportunities for creation of affordable housing, including the implementation of our plan to address the Analysis of Impediments	Board of Supervisors
Effectively implement public safety state/county realignment of services	Board of Supervisors

Department Goal	Countywide Goal
Objective II: Create a sustainable community, including responsible environmental stewardship of our natural environment	III. Sustainable Communities

Initiative Description	Program(s)
Support implementation of voter-approved Measure A for parks, open space and agriculture preservation	Board of Supervisors
Support local and organic farming as well as Marin targeted industries	Board of Supervisors
Support energy efficiency initiatives to reduce our greenhouse gas emissions	Board of Supervisors

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Department Goal	Countywide Goal
Objective III: Increase public awareness, community engagement and build trust through the way the County communicates with the public	V. Community Participation

Initiative Description	Program(s)
Enhance our public website and increase use of social media to better inform and engage the public	Board of Supervisors
Improve community engagement for consideration of controversial planning efforts	Board of Supervisors

Department Goal	Countywide Goal
Objective IV: Create a thriving organization, providing meaningful careers in the delivery of public services	VII. Employer of Choice

Initiative Description	Program(s)
Implement remaining action plan to address National Organization for Women (NOW) consent decree	Board of Supervisors
Work with County departments to address issues identified from 2014 employee survey	Board of Supervisors
Invest in training and career development for our employees	Board of Supervisors

Department Goal	Countywide Goal
Objective V: Create a financially sustainable budget that addresses long-term liabilities and preserves core services and community values	X. Financial Responsibility

Initiative Description	Program(s)
Support and implement the Board's pension reform guidelines, including exploring an employee option hybrid plan for new miscellaneous employees	Board of Supervisors
Make cost-effective investments to maintain our road infrastructure	Board of Supervisors

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Department Goal	Countywide Goal
Goal I: Work within federal, state and local mandates to meet established timelines and legal requirements to help ensure the County's business is conducted openly and information is freely available to assist the public in understanding and participating in the County's decision-making process	VIII. Effective Communication

Initiative Description	Program(s)
Provide option for online filing of conflict-of-interest forms for members of required boards and commissions, providing greater convenience for filers	Clerk of the Board
Continue to operate and manage the upgraded webcasting equipment used to provide members of the public with real-time and archived webcasts of the Board of Supervisors' meetings	Clerk of the Board
Continue to provide Board-member access to agenda content through the use of tablet computers (i.e., iPads), resulting in decreased use of paper	Clerk of the Board
Develop procedure to digitize agreements previously approved by the Board, in compliance with the County's Record Retention Schedule to provide greater access to these records and free-up needed office space	Clerk of the Board
Continue to cross train staff in the Assessment Appeals Board (AAB) functions including functions related to AAB hearings to ensure hearings on Applications for Changed Assessment are held on a timely basis given increased workloads and limited resources	Clerk of the Board
Implement new AAB database which was developed through a partnership with the Information Services and Technology Department to provide greater cross-departmental resources on Applications for Changed Assessment	Clerk of the Board
Process Applications for Changed Assessment that may be filed resulting from fluctuations in the real estate market, ownership changes, and claims for property tax relief pursuant to California Revenue and Taxation Code Sections 63.1 and 69.5 (Propositions 58 and 60)	Clerk of the Board

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Department Goal	Countywide Goal
Goal II: Enhance public access to County Advisory Boards/Commission Information	VI. Excellent Customer Service

Initiative Description	Program(s)
Provide oversight and tracking of activities for over 50 Board-appointed advisory boards and commissions, including working with the boards and commissions to ensure compliance with the conflict-of-interest requirements under the Political Reform Act	Clerk of the Board

Department Goal	Countywide Goal
Goal III: Improve public access to information of County Advisory Boards/Commissions by working with staff to the County's Advisory Boards/Commissions to post on-line meeting information including agendas, minutes, and reports	VIII. Effective Communication

Initiative Description	Program(s)
In partnership with Information Services and Technology, the Clerk of the Board successfully migrated resolutions, minutes, and ordinances adopted since 1852 into the County's document management platform OnBase and established a kiosk in the Clerk's office for improved public access to these records. The Clerk of the Board continues to enhance the permanent Board documents available to staff and the public through OnBase and works with staff and the public to research past Board actions	Clerk of the Board
Serve as custodian of the historical record of official Board actions	Clerk of the Board