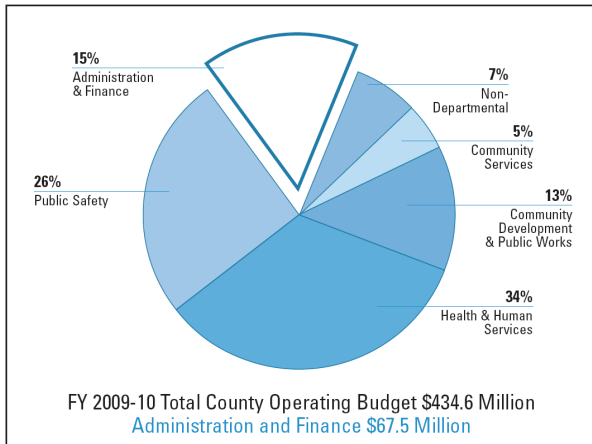




Administration and Finance

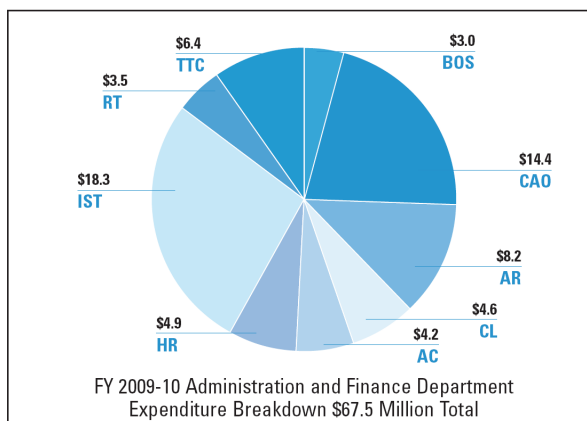


Administration and Finance Departments:

- **Board of Supervisors [BOS]:** Serves as the legislative and executive body of the County, elected to four year terms, they have overall responsibility for County government
- **County Administrator's Office [CAO]:** The CAO is appointed by the Board of Supervisors to implement Board decisions, and operates directly under the Board to provide research, information and recommendations, as well as management assistance and oversight
- **Assessor-Recorder [AR]:** Elected official whose office determines the value of taxable real and business property in the County and maintains access to official, vital and historical records
- **Auditor-Controller [AC]:** Serves as the primary office for the accounting and disbursing of County funds, and maintains the accounts of County government, school districts, and many special districts. The ACO also administers major financial, budgetary, payroll, fixed asset and tax apportionment systems (Beginning in FY 2009-10, the duties of the ACO will be consolidated into the new Department of Finance)
- **County Counsel [CL]:** Serves as legal counsel in civil matters for all County department and some special districts; prepares contracts, resolutions, and ordinances; files and litigates civil cases; and renders legal opinions
- **Human Resources [HR]:** Oversees employee recruitment and staffing regulations, training and development, labor relations and workforce planning
- **Information Services and Technology [IST]:** Assists departments through the deployment of information services and telecommunications technologies and maintains the County's technology infrastructure, telephones and website
- **Retirement [RT]:** Administers the County's retirement system, including the prudent investment of a retirement fund exceeding \$1 billion
- **Treasurer-Tax Collector/Registrar of Voters/Clerk [TTC]:** Receives, safeguards, and invests County, schools, and special district funds; collects taxes and revenues; and probates estates for County residents when required as the public administrator

Introduction

The Administration and Finance Service Area includes nine departments that primarily provide internal services to the County organization. These internal services include county-wide management, human resources administration, information technology, legal representation, and financial management. Public services provided through this service area include, licenses and certificates, elections, and tax assessment and collection.



ADMINISTRATION AND FINANCE BUDGET SUMMARY

All Funds	FY 2008-09 Approved	FY 2009-10 Recommended	FY 2009-10 Change	Allocated Positions
Department Expenditures				
Board of Supervisors	\$2,935,896	\$2,970,998	\$35,102	21.00
County Administrator's Office	16,148,772	14,409,427	(1,739,345)	19.00
Assessor-Recorder	8,480,891	8,242,936	(237,955)	76.00
Auditor-Controller	4,539,371	4,165,391	(373,980)	32.00
County Counsel	4,307,753	4,560,515	252,762	23.70
Human Resources	4,844,886	4,881,927	37,041	34.80
Information Services and Technology	18,443,637	18,347,355	(96,282)	103.00
Retirement	3,634,277	3,519,381	(114,896)	18.00
Treasurer-Tax Collector/ Registrar of Voters/Clerk	6,234,919	6,427,358	192,439	35.07
Total Service Area Expenditures	\$69,570,402	\$67,525,288	(\$2,045,114)	362.57

Highlights of Accomplishments FY 2008-09

- Conducted the County's third Community Survey, which showed that approximately three-fourths of residents are satisfied with the services County government provides
- Provided in-house safety training for 550 employees, for cost savings of \$55,000 compared with using an outside consultant
- Successfully conducted the Presidential General Election on November 4, 2008 with a record 90.8% turnout of voters
- Won the dismissal of a wrongful death lawsuit in which damages could have exceeded \$1 million
- Recruited, placed, and tracked volunteers providing over \$8 million in donated services to Marin County
- Established the new Director of Finance position combining the elected positions of Auditor-Controller and eventually Treasurer-Tax Collector following passage of Measure B in November 2008
- Developed a virtualized server environment for more than 100 servers, which reduces costs and saves energy
- Approved the Marin Energy Authority Joint Powers Agreement in order to implement a Community Choice Aggregation program within Marin County
- Developed and began implementation of a long-term restructuring process to create a more sustainable budget that addresses the County's budget shortfall



Overall Rating of County Services

Based on 2009 Community Survey

