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# County of San Diego

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CLERK OF THE BOARD OF SUPERVISORS
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February 28, 1992

TO: Chairman George F. Bailey
Vice Chairman Brian P. Bilbray
Supervisor Susan Golding
Supervisor Leon L. Williams
Supervisor John MacDonald

FROM: Clerk of the Board of Supervisors

SUBJECT: **Clerk of the Board Services and Supplies Account**

In the conclusion of my Annual Report to the Board of Supervisors (dated December 24, 1991), I noted that an immediate task of the Department was to explore ways to meet a Services and Supplies budget which has been inadequately funded and which was recently further reduced as part of an across-the-board budget action. An e-mail update was provided to the Board Chiefs-of-Staff on January 16, 1992. This is to brief you on this matter.

During the past five years, the Clerk of the Board's Services and Supplies appropriation has not been adequately funded to meet the needs of the Department and the County. The bulk of the Department's Services and Supplies budget is spent providing publication services and mandated legal advertising.

As had been done in previous years, the Department on January 6, 1992, submitted a request for transfer of funds in the amount of $25,000 to be taken from salary savings. On January 9, 1992, the request was denied by the Office of Financial Management. This matter was also subsequently discussed with the Assistant Chief Administrative Officer.

In light of this action, the Department has examined priorities and alternatives, particularly in the areas of our publication and legal advertising expenses. The following are actions being taken by this Department:

<u>Mandated Legal Advertising:</u> The Department is now using the California Newspaper Service Bureau. This service ensures the most efficient and cost-effective means of handling our mandated legal advertising.

Printed on recycled paper

Mainframe Access to Documents/Records: The Department is working with the Department of Information Services to provide mainframe connectivity and on-line access to Clerk of the Board documents. The benefits of this project include providing more efficient and timely transmission of vital county documents and information; ensures greater access to these documents and records to all county departments; reduces hard copies of documents, thereby aiding the environment as well as the budget; provides on-line retrieval and printing; and ensures more effective and efficient means for updating documents. Phase 1 of this project provides access to the Agenda, Statement of Proceedings and Board Records. This phase has been implemented, and the Department is involved in an informational campaign with county departments to instruct and encourage county staff to utilize this mode of document retrieval.

Agenda, Back-Up, Statement of Proceedings and Other Document Distribution: The Department has pared down the internal county distribution of Agendas, Back-Up, Statement of Proceedings and other publications. Distribution is made to Department Heads, Assistant Department Heads, and Deputy Directors. In addition, the Department is also utilizing cost-effective photocopy standards, such as duplex, copy reduction, and white paper stock only.

Publication Services: The Department has been providing photocopy/publication services to a number of other county departments. These services are provided with no reimbursements or transfer of funding from these General Fund Departments. Included in this has been the printing of the county's proposed and final budgets, as well as other large printing requests. The current Service and Supply budget projections indicate that serious curtailment or ceasing these publication services may be necessary prior to the close of this fiscal year.

Other Service and Supply Expenditures: The Department is very prudent in its use of funds. Only those items absolutely necessary for our operations, or are required for health and safety reasons, are being processed.

The Department is committed to the judicious use of all of our resources. We are utilizing new technologies to provide information access to county staff and the public. We are dedicated to providing consistently excellent services to the county and the public in the most efficient and cost-effective way. We are also obligated and committed to provide these services within the approved budget appropriations.

This report is provided to update you on the current status of this budget and services. I am available to discuss this matter further with you, if you wish. Thanks for your consideration.

Respectfully,

Thomas J Pastuszka

THOMAS J. PASTUSZKA
Clerk of the Board of Supervisors

cc: Norman W. Hickey, Chief Administrative Officer
David E. Janssen, Assistant Chief Administrative Officer