

Lines of Business Reduction Impact Statements

Board of Supervisors - Clerk to the Board

001-01-1 Reduce Operating Expenses

LOB Number	LOB Title	Positions	Expenditures	Revenue	Net Reduction
01-01	Clerk to the Board	0 / 0.0 SYE	\$38,044	\$0	\$38,044

DESCRIPTION OF REDUCTION

This reduction results in a decrease of \$38,044 in Operating Expenses funding used for office supplies, travel and training for staff, and printing of documents associated with Board of Supervisors' meetings.

IMPACT OF REDUCTION

Taking this reduction results in the Clerk's Office continuing to examine all regular expenditures for cost savings. Specifically, Board Summaries will no longer be distributed in hard copy form and alternative methods for archiving material will be examined.

In addition, the reduction results in the Clerk's Office having less flexibility to absorb special requests/projects or to enact any initiatives with expenditure implications.

001-01-2 Eliminate Limited Term Funding

LOB Number	LOB Title	Positions	Expenditures	Revenue	Net Reduction
01-01	Clerk to the Board	0 / 0.0 SYE	\$16,861	\$0	\$16,861

DESCRIPTION OF REDUCTION

This reduction results in the elimination of funding for one limited term position.

IMPACT OF REDUCTION

This reduction results in a decrease in the agency's flexibility for staffing of special projects or needs.

001-01-3 Eliminate Administrative Assistant I/Receptionist Position

LOB Number	LOB Title	Positions	Expenditures	Revenue	Net Reduction
01-01	Clerk to the Board	1 / 1.0 SYE	\$30,000	\$0	\$30,000

DESCRIPTION OF REDUCTION

This reduction eliminates one Administrative Assistant I position which functions as the only receptionist for the Clerk's Office.

IMPACT OF REDUCTION

As a result of the reduction, the workload of the receptionist position will be redistributed and absorbed by current administrative assistants. In addition, office operations may be compromised because no one will be present to monitor visitors at the front desk, and phones may not be answered in a timely manner during peak periods. Greater reliance on phonemail will be required. In addition, the timeliness of the Board Summary production and other office functions is also adversely affected by this reduction because staff will have to cover the front desk functions in addition to their other work.