

Clerk of the Board of Supervisors

Donna Stottlemeyer, Clerk of the Board

101-1701	FY 14/15 Adopted Budget	FY 15/16 CAO Recommended	Change
EXPENDITURES			
Salaries and Benefits	197,791	255,040	57,249
Services and Supplies	20,216	19,791	(425)
Other Charges	(5,500)	(2,500)	3,000
Fixed Assets	0	0	0
TOTAL EXPENDITURES	212,507	272,331	59,824
REVENUE			
Fed/State	0	0	0
Grant	0	0	0
Realignment	0	0	0
Fees/Misc	700	500	(200)
TOTAL REVENUE	700	500	(200)
FUND BALANCE	0	0	0
NET COUNTY COST	211,807	271,831	60,024

Program Description

The Clerk of the Board of Supervisors Office performs numerous duties in fulfilling its charge to provide administrative support to the Board of Supervisors and information to the public. Many functions are defined and mandated by California Statutes and Revenue and Taxation Codes, and County ordinances, resolution and the Administrative Policy and Procedures Manual. Some duties include maintaining all Board records and agendas, preparing and monitoring the Board budget, and attending and taking minutes of all sessions of the Board and other affiliated agencies.

Services Public Authority, Yuba County Public Facilities Corporation, and Yuba County Redevelopment Agency Oversight Board

- Coordinated three Assessment Appeal Board hearings for 51 applications and received 21 applications for changed assessments
- Provided service to public and staff while maintaining regular operating hours and response time for requests

Accomplishments

FY 2014-2015

- Prepared and maintained agendas, minutes, resolutions, ordinances, and contracts of Board of Supervisors, Three Rivers Levee Improvement Authority, Yuba Levee Financing Authority, In Home Supportive

Goals and Objectives

FY 2015-2016

- Complete migration to LSX agenda management system that will provide a comprehensive paperless agenda which may be accessed by tablet or computer
- Implement document imaging retrieval on County website for database of Board minutes, resolutions, ordinances, and agendas

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- Provide training for departments on agenda and committee submittal requirements
- Help facilitate a Brown Act and Public Records Act training for Boards, Commissions, and Committees
- Develop informational handout for Board appointed representatives regarding general roles and responsibilities
- Investigate live web streaming of Board of Supervisors meetings
- Update office and agenda procedures due to changes or upgrade in system
- Ascertain ways to streamline operations for costs and time savings

Pending Issues/Policy Considerations FY 2015-2016

- Migration to the new agenda management program has been a challenge and ongoing for two fiscal years which has delayed the transition to new computers and Windows 2007. If migration is not accomplished, funding will be required for agenda management software. Funding is required for software to manage Board Standing Committee appointments as the current program is not compatible with Windows 2007.
- With the real estate market recovery there has been a decrease in assessment appeals and subsequently processing fees have decreased. Reimbursements from TRLIA continue to decrease.

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	ACTUAL EXPENDITURES 2012-2013	ACTUAL EXPENDITURES 2013-2014	ORIGINAL BUDGET 2014-2015	CAO RECOMMENDED
CLERK OF THE BOARD					
Salaries & Benefits					
101-1701-411.01-01	REGULAR	142,905	144,422	153,262	192,211
101-1701-411.02-02	CO SHARE PERS	20,350	21,558	24,454	31,800
101-1701-411.02-04	GROUP HEALTH INSURANCE	15,461	16,390	16,771	26,085
101-1701-411.02-05	MEDICARE	2,063	2,088	2,222	2,787
101-1701-411.02-06	WORKERS COMP INS	672	835	874	923
101-1701-411.02-07	LIFE INSURANCE	198	208	208	311
101-1701-411.02-08	UNEMPLOYMENT INS	701	745	0	923
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*	Salaries & Benefits	182,350	186,246	197,791	255,040
Services & Supplies					
101-1701-411.12-00	COMMUNICATION	102	118	175	200
101-1701-411.17-00	MAINTENANCE/EQUIPMENT	0	1,440	1,440	1,440
101-1701-411.20-00	MEMBERSHIPS	475	475	475	450
101-1701-411.22-00	OFFICE EXPENSE	4,744	5,457	6,900	6,900
101-1701-411.23-00	PROFESSIONAL SERVICES	2,729	3,493	3,500	3,500
101-1701-411.24-00	PUBLICATIONS	1,469	1,557	2,000	2,000
101-1701-411.25-00	RENTS & LEASES/EQUIPMENT	1,926	2,276	2,101	2,101
101-1701-411.28-00	SPECIAL DPMT EXPENSE	1,875	1,856	3,325	2,000
101-1701-411.29-00	TRAVEL	160	180	300	1,200
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*	Services & Supplies	13,480	16,852	20,216	19,791
Other Financing Uses					
101-1701-411.85-02	COMPENSATED ABSENCES	376-	0	0	0
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*	Other Financing Uses	376-	0	0	0
Cost Reimbursements					
101-1701-411.90-00	REIMBURSEMENTS	6,307-	4,828-	5,500-	2,500-

COUNTY OF YUBA
CAO RECOMMENDED BUDGET DETAIL
FISCAL YEAR 2015-2016

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*	Cost Reimbursements	6,307-	4,828-	5,500-	2,500-
**	CLERK OF THE BOARD	189,147	198,270	212,507	272,331