

Clerk of the Board of Supervisors

Donna Stottlemeyer – Clerk of the Board

101-1701	FY 12/13 Adopted Budget	FY 13/14 CAO Recommended	Change
EXPENDITURES			
Salaries and Benefits	181,555	186,282	4,727
Services and Supplies	19,186	19,161	(25)
Other Charges	(5,000)	(5,500)	(500)
Fixed Assets	0	0	0
TOTAL EXPENDITURES	195,741	199,943	4,202
REVENUE			
Fed/State	0	0	0
Grant	0	0	0
Realignment	0	0	0
Fees/Misc	0	1,700	1,700
TOTAL REVENUE	0	1,700	1,700
FUND BALANCE	0	0	0
NET COUNTY COST	195,741	198,243	2,502

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, Revenue and Taxation Codes, and County Ordinances, Resolutions, and the Administrative Policy and Procedures Manual.

Accomplishments

FY 2012/2013

- The preparation and maintenance of all official records of Board of Supervisors meetings including agendas, minutes, resolutions, ordinances, contracts, and actions
- Maintains records and rosters for 37 Board appointed committees, commissions, and boards including 203 appointees

- Coordinates the filing and hearing of appeals of property valuations including notices, agendas, and actions of the Assessment Appeals Board
- Prepares agendas and maintain records of the Three Rivers Levee Improvement Authority, Yuba Levee Financing Authority, In Home Supportive Services Public Authority, Yuba County Public Facilities Corporation, and the Yuba County Redevelopment Agency Oversight Board
- Administers and prepares the Clerk of the Board, Board of Supervisors, and Board of Supervisors Special budgets
- Provides members of the public with agendas, notices of public hearings, access to public records and guidance in participation in the decision and policy making process of the County of Yuba

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Goals and Objectives

FY 2013/2014

- Provide training for departments on agenda and committee submittal requirements
- Assist in facilitating a Brown Act training for Boards, Commissions, and Committees
- Provide training opportunities for staff development and leadership as budget allows
- Continue looking for ways to streamline operations for costs and time savings
- Meet mandates as established by Government Codes, ordinances, and Board of Supervisors

Workload Indicators

With a 33 percent reduction in staff since 2009, the Clerk's office has continued to provide excellent and timely customer service to the public, departments, and Board members while continuing to find ways to be more efficient and frugal without impact to services. Preparation, noticing, and clerking of the various boards under the administration of the Clerk, which includes Assessment Appeals Board, are the main workload indicators. On the rise from previous years is, preparation of proclamations/certificates and the number of public records requests.

Budget Considerations

In preparing this year's budget, departments have been requested to keep general fund allocations to the same level as 2012/2013. The Clerk of the Board administers three budgets: Board of Supervisors, Board Special, and Clerk of the Board. The Board of Supervisors and Board Special budgets have a combined general fund savings of \$16,050 from the 2012-2013 contribution.

The Clerk's budget shows an increase in the general fund contribution over last fiscal year due to salary and benefit increases, with resources for services and supplies budgeted at the lowest level to meet the needs of the office. Revenue from the filing of assessment appeal applications is estimated to be \$1,700 for a net increase \$10,977 in general fund monies.

Within the three budgets administered by the Clerk, there is an overall general fund savings of \$5,073.

COUNTY OF YUBA
 BUDGET EXPENDITURE DETAIL
 BUDGET FOR THE FISCAL YEAR 2013-2014

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	ACTUAL EXPENDITURES 2010-2011	ACTUAL EXPENDITURES 2011-2012	BOS APPROVED 2012-2013	CAO RECOMMENDED 2013-2014
CLERK OF THE BOARD					
Salaries & Benefits					
101-1701-411.01-01	REGULAR	134,234	140,666	142,905	142,594
101-1701-411.02-02	CO SHARE PERS	16,994	19,430	20,350	22,640
101-1701-411.02-04	GROUP HEALTH INSURANCE	14,729	14,236	14,657	17,069
101-1701-411.02-05	MEDICARE	1,919	2,032	2,072	2,191
101-1701-411.02-06	WORKERS COMP INS	957	479	672	835
101-1701-411.02-07	LIFE INSURANCE	198	198	198	208
101-1701-411.02-08	UNEMPLOYMENT INS	669	693	701	745
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*	Salaries & Benefits	169,700	177,734	181,555	186,282
Services & Supplies					
101-1701-411.12-00	COMMUNICATION	114	71	130	175
101-1701-411.17-00	MAINTENANCE/EQUIPMENT	0	0	0	960
101-1701-411.20-00	MEMBERSHIPS	475	475	475	475
101-1701-411.22-00	OFFICE EXPENSE	5,650	5,609	7,030	6,900
101-1701-411.23-00	PROFESSIONAL SERVICES	2,729	2,789	4,900	4,000
101-1701-411.24-00	PUBLICATIONS	1,981	2,727	2,000	2,000
101-1701-411.25-00	RENTS & LEASES/EQUIPMENT	2,050	2,101	2,101	2,101
101-1701-411.28-00	SPECIAL DPMT EXPENSE	0	2,100	2,250	2,250
101-1701-411.29-00	TRAVEL	210	168	300	300
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*	Services & Supplies	13,209	16,040	19,186	19,161
Cost Reimbursements					
101-1701-411.90-00	REIMBURSEMENTS	6,617-	12,503-	5,000-	5,500-
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*	Cost Reimbursements	6,617-	12,503-	5,000-	5,500-
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**	CLERK OF THE BOARD	176,292	181,271	195,741	199,943

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ACCOUNT NUMBER	ACCOUNT DESCRIPTION	ACTUAL EXPENDITURES 2010-2011	ACTUAL EXPENDITURES 2011-2012	BOS APPROVED 2012-2013	CAO RECOMMENDED 2013-2014
***	COUNTY ADMINISTRATION	176,292	181,271	195,741	199,943