

Clerk of the Board of Supervisors

Donna Stottlemeyer - Clerk of the Board

101-1701	FY 13/14 Adopted Budget	FY 14/15 CAO Recommended	Change
EXPENDITURES			
Salaries and Benefits	186,282	198,005	11,723
Services and Supplies	20,236	20,216	(20)
Other Charges	(5,500)	(5,500)	0
Fixed Assets	0	0	0
TOTAL EXPENDITURES	201,018	212,721	11,703
REVENUE			
Fed/State	0	0	0
Grant	0	0	0
Realignment	0	0	0
Fees/Misc	1,700	700	(1,000)
TOTAL REVENUE	1,700	700	(1,000)
FUND BALANCE	0	0	0
NET COUNTY COST	199,318	212,021	12,703

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, County ordinances, resolutions 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.

information on functions, requirements, and meeting schedules

- 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 Services Public Authority, Yuba County Public Facilities Corporation, and Yuba County Redevelopment Agency Oversight Board
- Coordinated five Assessment Appeal Board hearings for 69 applications and received 28 applications for changed assessments
- Provided service to public and staff while maintaining regular operating hours and response time for requests

Accomplishments

FY 2013-2014

- Updated Board website for easier navigation and included a list and links dedicated to Boards appointed Committee and Commission vacancies with additional

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Goals and Objectives

FY 2014-2015

- 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
- 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

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	ACTUAL EXPENDITURES 2011-2012	ACTUAL EXPENDITURES 2012-2013	BOS APPROVED 2013 - 2014	CAO RECOMMENDED 2014 - 2015
CLERK OF THE BOARD					
Salaries & Benefits					
101-1701-411.01-01	REGULAR	140,666	142,905	142,594	153,262
101-1701-411.02-02	CO SHARE PERS	19,430	20,350	22,640	24,454
101-1701-411.02-04	GROUP HEALTH INSURANCE	14,236	15,461	17,069	16,981
101-1701-411.02-05	MEDICARE	2,032	2,063	2,191	2,222
101-1701-411.02-06	WORKERS COMP INS	479	672	835	874
101-1701-411.02-07	LIFE INSURANCE	198	198	208	212
101-1701-411.02-08	UNEMPLOYMENT INS	693	701	745	0
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*	Salaries & Benefits	177,734	182,350	186,282	198,005
Services & Supplies					
101-1701-411.12-00	COMMUNICATION	71	102	175	175
101-1701-411.17-00	MAINTENANCE/EQUIPMENT	0	0	960	1,440
101-1701-411.20-00	MEMBERSHIPS	475	475	475	475
101-1701-411.22-00	OFFICE EXPENSE	5,609	4,744	6,900	6,900
101-1701-411.23-00	PROFESSIONAL SERVICES	2,789	2,729	4,000	3,500
101-1701-411.24-00	PUBLICATIONS	2,727	1,469	2,000	2,000
101-1701-411.25-00	RENTS & LEASES/EQUIPMENT	2,101	1,926	2,101	2,101
101-1701-411.28-00	SPECIAL DPMT EXPENSE	2,100	1,875	3,325	3,325
101-1701-411.29-00	TRAVEL	168	160	300	300
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*	Services & Supplies	16,040	13,480	20,236	20,216
Other Financing Uses					
101-1701-411.85-02	COMPENSATED ABSENCES	2,049-	376-	0	0
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*	Other Financing Uses	2,049-	376-	0	0
Cost Reimbursements					
101-1701-411.90-00	REIMBURSEMENTS	12,503-	6,307-	5,500-	5,500-

COUNTY OF YUBA
 CAO RECOMMENDED BUDGET DETAIL
 FISCAL YEAR 2014-2015

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*	Cost Reimbursements	12,503-	6,307-	5,500-	5,500-
**	CLERK OF THE BOARD	179,222	189,147	201,018	212,721
***	COUNTY ADMINISTRATION	179,222	189,147	201,018	212,721