

Clerk of the Board of Supervisors

Donna Stottlemeyer, Clerk of the Board

101-1701	FY 15/16 Adopted Budget	FY 16/17 CAO Recommended	Change
EXPENDITURES			
Salaries and Benefits	255,040	263,005	7,965
Services and Supplies	19,791	48,933	29,142
Other Charges	(2,500)	(4,000)	(1,500)
Fixed Assets	0	0	0
TOTAL EXPENDITURES	272,331	307,938	35,607
REVENUE			
Fed/State	0	0	0
Grant	0	0	0
Realignment	0	0	0
Fees/Misc	500	30,600	30,100
TOTAL REVENUE	500	30,600	30,100
FUND BALANCE	0	0	0
NET COUNTY COST	271,831	277,338	5,507

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, as well as 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.

Financing Authority, In Home Supportive Services Public Authority, Yuba County Public Facilities Corporation, and Yuba County Redevelopment Agency Oversight Board

- Coordinated Assessment Appeal Board hearings for applications and received applications for changed assessments
- Provided service to public and staff while maintaining regular operating hours and response time for requests
- Completed migration to LSX agenda management system, upgraded to Windows 2010 and Microsoft Office 2010
- Administered Grand Jury budget and reimbursements

Accomplishments

FY 2015-2016

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

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Goals and Objectives

FY 2016-2017

- 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
- 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
- Continue updating office and agenda procedures due to changes or upgrade in system
- Continue ascertaining opportunities to streamline operations for costs and time savings

Pending Issues/Policy Considerations

FY 2016-2017

Migration to the new agenda management program was completed; the system is still not stable with ongoing concerns and unresolved issues. Funding for a reliable program is needed.

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	ACTUAL EXPENDITURES 2013-2014	ACTUAL EXPENDITURES 2014-2015	ORIGINAL BUDGET 2015-2016	CAO RECOMMENDED 2016-2017
CLERK OF THE BOARD					
Salaries & Benefits					
101-1701-411.01-01	REGULAR	144,422	155,257	192,211	203,754
101-1701-411.02-02	CO SHARE PERS	21,558	24,549	31,800	34,342
101-1701-411.02-04	GROUP HEALTH INSURANCE	16,390	11,712	26,085	19,716
101-1701-411.02-05	MEDICARE	2,088	2,250	2,787	2,954
101-1701-411.02-06	WORKERS COMP INS	835	874	923	1,335
101-1701-411.02-07	LIFE INSURANCE	208	208	311	311
101-1701-411.02-08	UNEMPLOYMENT INS	745	0	923	593
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*	Salaries & Benefits	186,246	194,850	255,040	263,005
Services & Supplies					
101-1701-411.12-00	COMMUNICATION	118	188	200	160
101-1701-411.17-00	MAINTENANCE/EQUIPMENT	1,440	1,440	1,440	2,073
101-1701-411.20-00	MEMBERSHIPS	475	450	450	450
101-1701-411.22-00	OFFICE EXPENSE	5,457	5,544	6,900	5,800
101-1701-411.23-00	PROFESSIONAL SERVICES	3,493	2,729	3,500	32,000
101-1701-411.24-00	PUBLICATIONS	1,557	2,929	2,000	1,500
101-1701-411.25-00	RENTS & LEASES/EQUIPMENT	2,276	2,101	2,101	3,950
101-1701-411.28-00	SPECIAL DPMT EXPENSE	1,856	2,250	2,000	900
101-1701-411.29-00	TRAVEL	180	252	1,200	2,100
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*	Services & Supplies	16,852	17,883	19,791	48,933
Cost Reimbursements					
101-1701-411.90-00	REIMBURSEMENTS	4,828-	3,439-	2,500-	4,000-
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*	Cost Reimbursements	4,828-	3,439-	2,500-	4,000-
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**	CLERK OF THE BOARD	198,270	209,294	272,331	307,938