

Clerk of the Board of Supervisors

Rachel Ferris, Clerk of the Board

101-1701	FY 18/19 Adopted Budget	FY 19/20 CAO Recommended	Change
EXPENDITURES			
Salaries and Benefits	\$228,697	\$250,968	\$22,271
Services and Supplies	\$43,843	\$44,092	\$249
Other Charges	(\$2,000)	(\$2,000)	\$0
Fixed Assets	\$0		\$0
TOTAL EXPENDITURES	\$270,540	\$293,060	\$22,520
REVENUE			
Fed/State	\$0		\$0
Grant	\$0		\$0
Realignment	\$0		\$0
Fees/Misc	\$700	\$700	\$0
TOTAL REVENUE	\$700	\$700	\$0
FUND BALANCE	\$0		\$0
NET COUNTY COST	\$269,840	\$292,360	\$22,520

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, 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.

Accomplishments

FY 2018-2019

- Prepared and maintained agendas, minutes, resolutions, ordinances, and contracts of Board of Supervisors, Three Rivers Levee Improvement Authority, South Yuba Transportation Improvement Authority, Smartsville Cemetery District, In Home Supportive Services Public Authority, Yuba County Public Facilities Corporation, and Countywide Redevelopment Successor 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

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Performance Measures

FY 2018-2019

Data collection has not been constantly applied in prior years due to the change in Agenda management systems and in how data was stored. Current data from Fiscal Year 18/19 will be set as the base year and will be carried forward. Currently we are tracking the following tasks, time studies, and products:

- ♦ Agenda preparation: includes all tasks related to reviewing items, compiling, creating, publishing, and posting agendas.
- ♦ Board meetings: includes and all tasks related to attending Board meetings, time stamping and indexing audio, executing, copying, scanning, and distributing paperwork, and preparation of minutes, and minute orders.
- ♦ Resolutions, Ordinances, and Minutes: indexing
- ♦ Assessment Appeals: Receive, review, and process applications, prepare correspondence, and hearing notices.

Comparison Years 2016/17, 2017-18 and partial year 2018-19 July – April: meetings and agenda items.

Fiscal Year	Meetings	Agenda items	Correspondence	Special Presentations	Closed Sessions	Committee items	Grand Totals
2016-17	37	481	59	31	87	32	690
2017-18	31	548	66	24	81	10	729
2018-19							
July - April	25	414	65	31	74	15	599

Comparison Years 2016-17, 2017-18 and partial year 2018-19 July – April: Resolutions and Ordinances.

Fiscal Year	Resolutions	Ordinances
2016-17	230	11
2017-18	104	6
2018-19		
July - April	151	9

Calendar year of 2018 - meetings attended by the Clerk of the Board, including preparation of agendas, cancellations, paperwork, and minutes:

Name	Scheduled	Amended	Special	Cancelled
Board of Supervisors	29	6	3	1
TRLIA	21		3	15
Smartsville Cemetery	5		1	1
South Yuba Transportation Improvement Authority	2			2
RDA /County wide oversight	1			1
City Selection	1			

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Assessment Appeal applications, hearings and disposition for filing year 2018.

Appeals Received	Hearings	Rejected Untimely filed	Withdrawn	Denied for lack of Appearance
30	1	4	6	8

Goals and Objectives

FY 2019-2020

- Implement document imaging retrieval on County website for database of Board minutes, resolutions, ordinances, and agendas
- Facilitate Brown Act and Public Records Act training for Boards, Commissions, and Committees
- Facilitate agenda preparation workshop for County staff
- 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 saving