

Clerk of the Board of Supervisors

Donna Stottlemeyer, Clerk of the Board

101-1701	FY 16/17 Adopted Budget	FY 17/18 CAO Recommended	Change
EXPENDITURES			
Salaries and Benefits	263,005	284,327	21,322
Services and Supplies	51,433	36,221	(15,212)
Other Charges	(4,000)	(6,000)	(2,000)
Fixed Assets	0	0	0
TOTAL EXPENDITURES	310,438	314,548	4,110
REVENUE			
Fed/State	0	0	0
Grant	0	0	0
Realignment	0	0	0
Fees/Misc	33,100	700	(32,400)
TOTAL REVENUE	33,100	700	(32,400)
FUND BALANCE	0	0	0
NET COUNTY COST	277,338	313,848	36,510

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, 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.

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 Agenda.net agenda management system. Departments began entering their items in February.

Accomplishments

FY 2016-2017

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

Goals and Objectives

FY 2017-2018

- Implement document imaging retrieval on County website for database of Board minutes, resolutions, ordinances, and agendas.

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- 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.
- Additional training scheduled on Agenda.net agenda management program for the minutes module and live audio streaming.
- Continue updating office and agenda procedures due to changes or upgrade in system.
- Continue to examine opportunities that streamline operations.

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	ACTUAL EXPENDITURES 2014-2015	ACTUAL EXPENDITURES 2015-2016	BOS APPROVED 2016-2017	DEPARTMENT REQUESTED 2017-2018	CAO RECOMMENDED 2017-2018
CLERK OF THE BOARD						
101-1701-371.93-05	APPEALS BOARD FEES	0	0	0	700-	700-
101-1701-372.99-02	COUNTY CONTRIBUTION	0	0	0	315,693-	313,848-
*	REVENUE	0	0	0	316,393-	314,548-
**		0	0	0	316,393-	314,548-
Salaries & Benefits						
101-1701-411.01-01	REGULAR	155,257	183,020	203,754	206,993	206,993
101-1701-411.02-02	CO SHARE PERS	24,549	30,082	34,342	38,611	38,611
101-1701-411.02-04	GROUP HEALTH INSURANCE	11,712	18,001	19,716	20,570	20,570
101-1701-411.02-05	MEDICARE	2,250	2,643	2,954	3,001	3,001
101-1701-411.02-06	WORKERS COMP INS	874	923	1,335	16,271	14,627
101-1701-411.02-07	LIFE INSURANCE	208	311	311	324	324
101-1701-411.02-08	UNEMPLOYMENT INS	0	923	593	402	201
*	EXPENDITURE	194,850	235,903	263,005	286,172	284,327
**	Salaries & Benefits	194,850	235,903	263,005	286,172	284,327
Services & Supplies						
101-1701-411.12-00	COMMUNICATION	188	129	160	110	110
101-1701-411.17-00	MAINTENANCE/EQUIPMENT	1,440	1,440	2,073	2,073	2,073
101-1701-411.20-00	MEMBERSHIPS	450	450	450	500	500
101-1701-411.22-00	OFFICE EXPENSE	5,544	5,542	5,800	5,500	5,500
101-1701-411.23-00	PROFESSIONAL SERVICES	2,729	3,413	34,500	6,800	6,800
101-1701-411.24-00	PUBLICATIONS	2,929	1,612	1,500	1,500	1,500
101-1701-411.25-00	RENTS & LEASES/EQUIPMENT	2,101	2,151	3,950	4,300	4,300
101-1701-411.28-00	SPECIAL DPMT EXPENSE	2,250	506	900	900	900
101-1701-411.29-00	TRAVEL	252	1,765	2,100	1,500	1,500
101-1701-411.30-00	UTILITIES	0	0	0	13,038	13,038
*	EXPENDITURE	17,883	17,008	51,433	36,221	36,221

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	ACTUAL EXPENDITURES 2014-2015	ACTUAL EXPENDITURES 2015-2016	BOS APPROVED 2016-2017	DEPARTMENT REQUESTED 2017-2018	CAO RECOMMENDED 2017-2018
**	Services & Supplies	17,883	17,008	51,433	36,221	36,221
	Cost Reimbursements					
101-1701-411.90-00	REIMBURSEMENTS	3,439-	7,800-	4,000-	6,000-	6,000-
*	EXPENDITURE	3,439-	7,800-	4,000-	6,000-	6,000-
**	Cost Reimbursements	3,439-	7,800-	4,000-	6,000-	6,000-
***	CLERK OF THE BOARD	209,294	245,111	310,438	0	0
****	COUNTY ADMINISTRATION	209,294	245,111	310,438	0	0