

Clerk of the Board of Supervisors

Rachel Ferris, Clerk of the Board

	FY 17/18 Adopted Budget	FY 18/19 CAO Recommended	Change
101-1701			
EXPENDITURES			
Salaries and Benefits	284,327	228,697	(55,630)
Services and Supplies	39,821	43,243	3,422
Other Charges	(6,000)	(2,000)	4,000
Fixed Assets			0
TOTAL EXPENDITURES	318,148	269,940	(48,208)
REVENUE			
Fed/State			0
Grant			0
Realignment			0
Fees/Misc	700	700	0
TOTAL REVENUE	700	700	0
FUND BALANCE	0	0	0
NET COUNTY COST	317,448	269,240	(48,208)

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 Statues, 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 audio training on Agenda.net management program linking to specific index points on the Agenda.

Accomplishments

FY 2017-2018

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

Goals and Objectives

FY 2018-2019

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

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- Facilitate 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.

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	ACTUAL EXPENDITURES 2015-2016	ACTUAL EXPENDITURES 2016-2017	BOS APPROVED 2017-2018	DEPARTMENT REQUESTED 2018-2019	CAO RECOMMENDED 2018-2019
CLERK OF THE BOARD						
101-1701-371.91-02	OTHER COPIES	0	145-	0	0	0
101-1701-371.93-05	APPEALS BOARD FEES	0	700-	700-	700-	700-
101-1701-372.99-01	OPERATING TRANSFERS IN	0	32,500-	0	0	0
101-1701-372.99-02	COUNTY CONTRIBUTION	0	277,338-	317,448-	338,862-	269,240-
* REVENUE		0	310,683-	318,148-	339,562-	269,940-
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**		0	310,683-	318,148-	339,562-	269,940-
Salaries & Benefits						
101-1701-411.01-01	REGULAR	183,020	203,754	206,993	200,007	130,385
101-1701-411.02-01	CO SHARE PERS-UAL	0	0	0	29,459	29,459
101-1701-411.02-02	CO SHARE PERS-NORMAL	30,082	34,342	38,611	12,643	12,643
101-1701-411.02-04	GROUP HEALTH INSURANCE	18,001	19,506	20,570	39,759	39,759
101-1701-411.02-05	MEDICARE	2,643	2,941	3,001	2,900	2,900
101-1701-411.02-06	WORKERS COMP INS	923	1,335	14,627	13,033	13,033
101-1701-411.02-07	LIFE INSURANCE	311	311	324	324	324
101-1701-411.02-08	UNEMPLOYMENT INS	923	611	201	194	194
* EXPENDITURE		235,903	262,800	284,327	298,319	228,697
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**	Salaries & Benefits	235,903	262,800	284,327	298,319	228,697
Services & Supplies						
101-1701-411.12-00	COMMUNICATION	129	111	110	800	800
101-1701-411.17-00	MAINTENANCE/EQUIPMENT	1,440	2,073	2,073	2,695	2,695
101-1701-411.20-00	MEMBERSHIPS	450	500	500	500	500
101-1701-411.22-00	OFFICE EXPENSE	5,542	4,355	5,500	4,500	4,500
101-1701-411.23-00	PROFESSIONAL SERVICES	3,413	38,867	10,400	10,900	10,900
101-1701-411.24-00	PUBLICATIONS	1,612	1,564	1,500	1,200	1,200
101-1701-411.25-00	RENTS & LEASES/EQUIPMENT	2,151	4,270	4,300	5,508	5,508
101-1701-411.28-00	SPECIAL DPMT EXPENSE	506	900	900	1,350	1,350

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101-1701-411.29-00	TRAVEL	1,765	256	1,500	6,290	6,290
101-1701-411.30-00	UTILITIES	0	0	13,038	9,500	9,500
*	EXPENDITURE	17,008	52,896	39,821	43,243	43,243
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**	Services & Supplies	17,008	52,896	39,821	43,243	43,243
Cost Reimbursements						
101-1701-411.90-00	REIMBURSEMENTS	7,800-	5,830-	6,000-	2,000-	2,000-
*	EXPENDITURE	7,800-	5,830-	6,000-	2,000-	2,000-
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**	Cost Reimbursements	7,800-	5,830-	6,000-	2,000-	2,000-

***	CLERK OF THE BOARD	245,111	817-	0	0	0