



CLERK OF THE BOARD OF SUPERVISORS

Budget Category	Budget 2006/07	Requested 2007/08	Recommend 2007/08	Change (Col 3-Col 1)
APPROPRIATIONS				
Salaries & Benefits	\$144,839	\$213,224	\$213,224	\$68,385
Svs & Supplies	\$18,575	\$25,150	\$25,150	\$6,575
Other Charges	\$0	\$0	\$0	\$0
Fixed Assets	\$1,500	\$3,775	\$3,775	\$2,275
Cap/Imp Other Finance	\$0	\$0	\$0	\$0
Cost Reimbursements	-\$10,000	-\$13,500	-\$13,500	-\$3,500
A-87 Charges	\$0	\$0	\$0	\$0
Total Appropriations	\$154,914	\$228,649	\$228,649	\$73,735
REVENUES				
Fed/State Revenue	\$0	\$0	\$0	\$0
Grant Revenue	\$0	\$0	\$0	\$0
Realignment Revenue	\$0	\$0	\$0	\$0
Miscellaneous Revenue	\$0	\$0	\$0	\$0
Fund Balance	\$0	\$0	\$0	\$0
General Fund	\$154,914	\$228,649	\$228,649	\$73,735
Total Revenues	\$154,914	\$228,649	\$228,649	\$73,735

Program Description

The Clerk of the Board provides administrative and clerical support to the Board of Supervisors; prepares agendas, minutes, and maintains the official records of Board actions; maintains records of appointment for Board appointed committees and commissions; prepares agendas and maintains records for the Assessment Appeal Board, IHSS Public Authority, and Three Rivers Levee Improvement Authority; and serves as the custodian of official records ensuring access to those records. Prepares and administers the Clerk of the Board, Board of Supervisors, and Board Special budgets.

Mission Statement

"The mission of the office of the Clerk of the Board of Supervisors is to provide the County and its citizens with professional and courteous service; prompt efficient access to information; and guidance through the process to facilitate open participation in the decision and policy making process of the County of Yuba."

Major Accomplishments FY 2006/07

- ✓ Provided training for departments on agenda and committee submittal requirement.
- ✓ Developed departmental webpage on the County intranet for the agenda submittal process which includes forms and Board memo and resolution templates.
- ✓ Expanded Questys imaging database to include resolutions dated back to 1992.
- ✓ Updated Agenda and Committee Sections of the office training manual.
- ✓ Attended annual and spring Clerk of the Board's Association Conference; Questys Solutions User Group Conference; California Association of Clerks and Election Officials New Law Workshop; Preventing Workplace Harassment, Discrimination and Retaliation and Ethics in Public Service Workshops; and FPPC Officer/Official Training.

Major Goals and Objectives 2007/08

- ✓ Implement document imaging retrieval on County website for Questys database.
- ✓ Provide training for departments on agenda and committee submittal requirements.
- ✓ Update Board of Supervisors website to include role and functions of the Supervisors and Boards, Commissions, and Committees.
- ✓ Continue to update office Training Manual.
- ✓ Continue expansion of Questys database to include past Board resolutions.
- ✓ Develop a Boards, Commissions, and Committees Handbook.
- ✓ Meet mandates as established by Government Codes, ordinances, and Board of Supervisors.

Major Workload Indicators

The Clerk of the Board’s office continues to carry a maximum workload with current staffing. A significant increase in telephone, email, and counter contact has been experienced during the current fiscal year. Board of Supervisors, IHSS, and Assessment Appeals remain constant.

Three Rivers Levee Improvement Authority (TRLIA) has had a 68 percent increase in billable hours over last year. For this fiscal year 239 hours have been billed through the third quarter as compared to 163 hours for Fiscal Year 2005/2006.

Allocated Positions (Current, Vacant, Requested)

Clerk of the Board of Supervisors	1 - Permanent
Deputy Clerk of the Board	2 - Permanent

Funding Summary

General Fund	93 %
TRLIA Reimbursement	7%