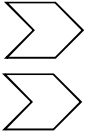


BOARD OF SUPERVISORS
Julie Patterson-Hunter, Clerk of the Board



<input type="checkbox"/> Clerk of the Board (10101)	\$ 1,205,908
<input type="checkbox"/> Assessment Appeals Board (11001)	7,875
Total	\$ 1,213,783





Board of Supervisors Summary

	<u>14/15</u> <u>Actual</u>	<u>15/16</u> <u>Adopted</u>	<u>15/16</u> <u>Estimated</u>	<u>16/17</u> <u>Proposed</u>	<u>16/17</u> <u>Adopted</u>	<u>% Change</u> <u>From Prior</u> <u>Adopted</u>
Revenues						
Taxes	-	-	-	-	-	NA
Licenses, Permits & Franchises	-	-	-	-	-	NA
Fines, Forfeitures, & Penalties	-	-	-	-	-	NA
Use of Money & Property	-	-	-	-	-	NA
Federal/State Intergovernmental	-	-	-	-	-	NA
Charges for Services	5,854	3,200	2,410	3,100	3,100	-3.1%
Miscellaneous Revenues	637	200	250	250	250	25.0%
Other Financing Sources	-	-	-	-	-	NA
General Fund Transfers	-	-	-	-	-	NA
General Fund Allocation	1,150,011	1,164,069	1,134,485	1,210,433	1,210,433	4.0%
Total Revenues	1,156,502	1,167,469	1,137,145	1,213,783	1,213,783	4%
Expenses						
Salaries & Benefits	875,592	897,950	874,231	972,445	972,445	8.3%
Services & Supplies	121,418	116,050	109,728	93,860	93,860	-19.1%
Other Charges	34,238	29,690	30,688	29,054	29,054	-2.1%
Overhead Cost Allocation (A87)	125,254	118,177	118,177	118,424	118,424	0.2%
Capital Assets	-	-	-	-	-	NA
Other Financing Uses	-	5,602	5,602	-	-	-100.0%
Interfund Activity	-	-	(1,281)	-	-	NA
Contingency	-	-	-	-	-	NA
Total Expenses	1,156,502	1,167,469	1,137,145	1,213,783	1,213,783	4%
Fund Balance Added (Used)	-	-	-	-	-	
Staffing:	10.00	10.00	10.00	10.00	10.00	
		June 30, 2016				June 30, 2017
		Projected	FY 16/17	FY 16/17	FY 16/17	Projected
		Fund Balance	Revenue	Expense	Net Change	Fund Balance
GENERAL FUND	Fund # 0101	*	1,213,783	1,213,783	-	*
			1,213,783	1,213,783	-	

* See General Fund Balance and Reserves in Section 1 for the FY 2016-17 General Fund analysis.



Board of Supervisors/Clerk of the Board

Mission Statement:

Nevada County Mission: “We work with the community to develop sound and innovative public policy, provide strong leadership, and deliver excellent services in a fiscally responsible manner.”

The mission of the Clerk of the Board of Supervisors is to provide the Board of Supervisors, County departments, and citizens professional and courteous service; easy access to public records; and guidance through the process to facilitate open participation in the decision and policy-making of Nevada County government.

Service Description:

The Board of Supervisors is the legislative and executive body of County government and also serves as the governing body of the Nevada County Sanitation District No. 1, the Nevada County Housing Authority and the Nevada County Water Agency (inactive). In addition, members of the Board represent the County on numerous intergovernmental bodies.

The Board of Supervisors, in its legislative role, adopts ordinances, resolutions and rules within the limits prescribed by State law, and is responsible for seeing that all Federal- and State-mandated functions are properly discharged.

As an executive body, the Board: 1) determines annual budget allocation; 2) approves contracts for public improvement projects and other specialized services; 3) conducts public hearings on matters such as zoning appeals and planning issues; 4) provides for the compensation of all County officials and employees; 5) creates offices, boards, committees and commissions as needed, appointing members and fixing the terms of office; 6) directs an annual audit of all County accounts, books, and records; 7) provides policy direction to the County Executive Officer for the operation and administration of County departments; and 8) exercises executive authority for the provision of local government services to County residents; including roads, health and welfare programs, Public Defender, Jail facilities, and law enforcement in unincorporated areas.

The Clerk of the Board, under administrative direction from the Board of Supervisors, performs duties as provided in the Government Code Sections 25100–25105.5, including preparing and maintaining the official records of the Board of Supervisors. The department operates with a staff of five full-time employees and one temporary, part-time staff person.

The Clerk of the Board attends each session of the Board of Supervisors, prepares and maintains minutes, and authenticates and files each resolution and ordinance passed by the board. The Department prepares Board agendas; processes all correspondence and agenda items to be scheduled before the Board; records Board votes and other actions; maintains and certifies records; prepares indexes; issues legal advertising, including notices of public hearings; receives petitions; maintains codes of ordinances; researches Public Records Requests; maintains updated lists of appointments to County Boards and Commissions; answers letters, phone calls, and inquiries; provides public information on County functions, procedures, and operations; processes claims against the County; processes land use appeals, marijuana nuisance abatement appeals, and assessment appeals; accepts service on lawsuits against the County of Nevada; prepares verbatim transcripts of Board meetings when directed by the Court; and maintains archives of County ordinances, resolutions, and the minutes of Board meetings since 1856.

The Clerk’s Office also provides administrative and clerical services to the Nevada County Sanitation District No. 1 Board of Directors, Nevada County Assessment Appeals Board, and the Medical Marijuana Nuisance Abatement Appeals hearing body. In 2014, the office also assumed administrative and clerical services for the Code Compliance Nuisance Abatement hearing body. Pursuant to Government Code Sec. 50270 – 50279.2, the Clerk of the Board also serves as the permanent secretary to the City Selection Committee.



Board of Supervisors/Clerk of the Board

The Clerk serves as Filing Officer for Economic Interest Statements (Form 700) for Special Districts, County Committees/Commissions, LAFCo, Nevada County Transportation Commission, Nevada County Transit Services Commission, and the Grand Jury.

Major Accomplishments in 2015-16:

- With assistance of County Counsel, developed and implemented a flat fee for processing appeals of medical marijuana, code compliance and Outdoor Event Ordinance nuisance abatement orders.
- The Clerk of the Board completed the Nevada County Community Leadership Institute.
- The District 3 Supervisor received his credential from the CSAC Institute.
- Staff updated the Continuity of Operations Plan to CEO's new template.
- The Board Analyst completed Emergency Public Information Officer training through the California Specialized Training Institute.
- Full implementation of the Legistar Legislative Management System has been completed for the agenda process, including a new Staff Memo process, further streamlining the agenda process.
- Implemented the iLegislate Live Manager module which allows more efficient capture of meeting minutes directly into the electronic record.
- We are continuing the process of scanning older Resolutions into SharePoint, which is helpful to county staff and members of the public in finding documents.
- In 2015, 30 Marijuana appeal hearings and 12 costs hearing were held.
- In 2015, 19 online public records requests and 3 written public records requests were answered.
- In collaboration with CEO's office and the Nevada City Rotary, hosted a successful County/staff panel discussion on economic development for a group of delegates from Kazakhstan (through the "Open World" program).

Objectives & Performance Measures for 2016-17:

Objective:

Ensure records are maintained, legislative history of the County is preserved; while continuing to seek workflow solutions to streamline business processes, reduce paper documents and increase online department and public access to official county documents.

Performance Measures:

- Continue progress in scanning to SharePoint all Resolutions from 1959 forward.
- Continue to seek funding to preserve historical Board minutes from 1856 to 1966.
- Upload the Committee, Commission and Special Districts database, currently stored in the Access program, into a new online system for easier use and maintenance of information. This will drastically reduce the need for hand-typing data into hundreds of letters annually.
- Streamline our comprehensive Access database in SharePoint to enable the Assessor's office to input data and to have additional access to information input by our office.
- All Resolutions, Ordinances, Minutes will be scanned in PDFa format.
- Work with IGS to satisfy new state mandates for electronic storage of records lost on 39 rolls of microfilm. In the interim, move forward with copying 2003-current documents onto DVDs.

Objective:

Continue to strive for excellence in leadership and public service by facilitating training and educational opportunities for staff and Supervisors.

Performance Measures:

- Obtain CSAC Credential by Clerk of the Board
- Continued effort toward obtaining California State Clerk of the Board of Supervisors Association (CCBSA) Clerk of the Board official certification

Service Budget Unit Code	- 10101
Office/Department	- Board of Supervisors/Clerk of the Board
Major Service Area	- General Government/Legislative





Clerk of the Board (10101)

	<u>14/15</u>	<u>15/16</u>	<u>15/16</u>	<u>16/17</u>	<u>16/17</u>	<u>% Change</u>
	<u>Actual</u>	<u>Adopted</u>	<u>Estimated</u>	<u>Proposed</u>	<u>Adopted</u>	<u>From Prior</u>
						<u>Adopted</u>
Revenues						
Taxes	-	-	-	-	-	NA
Licenses, Permits & Franchises	-	-	-	-	-	NA
Fines, Forfeitures, & Penalties	-	-	-	-	-	NA
Use of Money & Property	-	-	-	-	-	NA
Federal/State Intergovernmental	-	-	-	-	-	NA
Charges for Services	5,854	3,200	2,410	3,100	3,100	-3.1%
Miscellaneous Revenues	637	200	250	250	250	25.0%
Other Financing Sources	-	-	-	-	-	NA
General Fund Transfers	-	-	-	-	-	NA
General Fund Allocation	1,144,006	1,156,068	1,127,660	1,202,558	1,202,558	4.0%
Total Revenues	1,150,497	1,159,468	1,130,320	1,205,908	1,205,908	4%
Expenses						
Salaries & Benefits	875,592	897,950	874,231	972,445	972,445	8.3%
Services & Supplies	115,912	109,124	103,978	87,060	87,060	-20.2%
Other Charges	34,238	29,690	30,688	29,054	29,054	-2.1%
Overhead Cost Plan (A87)	124,755	117,102	117,102	117,349	117,349	0.2%
Capital Assets	-	-	-	-	-	NA
Other Financing Uses	-	5,602	5,602	-	-	-100.0%
Interfund Activity	-	-	(1,281)	-	-	NA
Contingency	-	-	-	-	-	NA
Total Expenses	1,150,497	1,159,468	1,130,320	1,205,908	1,205,908	4%
Fund Balance Added (Used)	-	-	-	-	-	
Staffing:	10.00	10.00	10.00	10.00	10.00	
2016/17 Fund Analysis:						
					Fund Balance	
		Revenues	Expenses		Added (Used)	
GENERAL FUND	Fund # 0101	1,205,908	1,205,908		-	
		1,205,908	1,205,908		-	

Comments/Analysis of Differences:

Public Hearing Comments:

Adopted as proposed.



Assessment Appeals Board

Mission Statement:

The mission of the Nevada County Assessment Appeals Board is to conduct an impartial hearing process to ensure all real property and personal property within the County is fairly assessed according to applicable California law.

Service Description:

The duties of the Assessment Appeals Board, consisting of three members and two alternates, are (1) to lower, sustain, or increase upon application, or to increase after giving notice when no application has been filed, individual assessments in order to equalize assessments on the local tax assessment roll; (2) to determine the full value and, where appealed, the base year value of the property that is the subject of the hearing; (3) to hear and decide penalty assessment and to review, equalize, and adjust escaped assessment on that roll except escaped assessments made pursuant to Revenue and Taxation Code Section 531.1; (4) to determine the classification of the property that is the subject of the hearing, including classifications within the general classifications of real property, improvements, and personal property (such classifications may result in the property so classified being exempt from property taxation.); and (5) to determine the allocation of value to property that is the subject of the hearing. (Functions and jurisdiction outlined in Property Tax Rule 302.)

The Clerk of the Board provides administrative and clerical assistance to the Assessment Appeals Board. Specifically, receives and processes property tax assessment appeal applications, prepares notices, schedules and calendars for assessment appeal hearings in accordance with legal requirements, attends Assessment Appeals Board hearings, prepares and distributes minutes and official records related to assessment appeals, and processes the actions of the Appeals Board.

Major Accomplishments in 2015-16:

- For the Fiscal Year 2015/16 roll, 76 AAB applications were received and processed;
- In calendar year 2015, action was taken on 63 applications, meeting our goal to schedule at least 50% of all assessment appeals within one (1) year of application.
- The Clerk to the AAB received training on innovative practices through the CA Clerk of the Board of Supervisors Association.

Objectives & Performance Measures for 2016-17:

Objectives:

Work with the Assessor to ensure all assessment appeals by County property owners are considered and resolved by the Assessment Appeals Board in a timely manner.

Performance Measures:

- Schedule 100% of all assessment appeals within two (2) years of application, unless a waiver agreement to extend the two-year period in which the Assessment Appeals Board is required to conduct a hearing has been received. (Mandatory)
- Provide on-line training to Assessment Appeals Board through State Board of Equalization.
- Continue to develop and implement an improved SharePoint site for shared information between the Assessor's office and Clerk of the Board.
- Migrate property tax records from NEMO to Aumentum Government Revenue Management (GRM) software system for administration of the County's property taxes.

Service Budget Unit Code	- 11001
Office/Department	- Assessment Appeals Board
Major Service Area	- Gen Government/Other General



Assessment Appeals Board (11001)

	14/15 <u>Actual</u>	15/16 <u>Adopted</u>	15/16 <u>Estimated</u>	16/17 <u>Proposed</u>	16/17 <u>Adopted</u>	% Change From Prior <u>Adopted</u>
Revenues						
Taxes	-	-	-	-	-	NA
Licenses, Permits & Franchises	-	-	-	-	-	NA
Fines, Forfeitures, & Penalties	-	-	-	-	-	NA
Use of Money & Property	-	-	-	-	-	NA
Federal/State Intergovernmental	-	-	-	-	-	NA
Charges for Services	-	-	-	-	-	NA
Miscellaneous Revenues	-	-	-	-	-	NA
Other Financing Sources	-	-	-	-	-	NA
General Fund Transfers	-	-	-	-	-	NA
General Fund Allocation	6,005	8,001	6,825	7,875	7,875	-1.6%
Total Revenues	6,005	8,001	6,825	7,875	7,875	-2%
Expenses						
Salaries & Benefits	-	-	-	-	-	NA
Services & Supplies	5,506	6,926	5,750	6,800	6,800	-1.8%
Other Charges	-	-	-	-	-	NA
Overhead Cost Plan (A87)	499	1,075	1,075	1,075	1,075	0.0%
Capital Assets	-	-	-	-	-	NA
Other Financing Uses	-	-	-	-	-	NA
Interfund Activity	-	-	-	-	-	NA
Contingency	-	-	-	-	-	NA
Total Expenses	6,005	8,001	6,825	7,875	7,875	-2%
Fund Balance Added (Used)	-	-	-	-	-	

Staffing: None

2016/17 Fund Analysis:

		Revenues	Expenses	Fund Balance Added (Used)
GENERAL FUND	Fund # 0101	7,875	7,875	-
		<u>7,875</u>	<u>7,875</u>	<u>-</u>

Comments/Analysis of Differences:

Public Hearing Comments:

Adopted as proposed.



