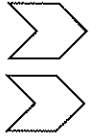
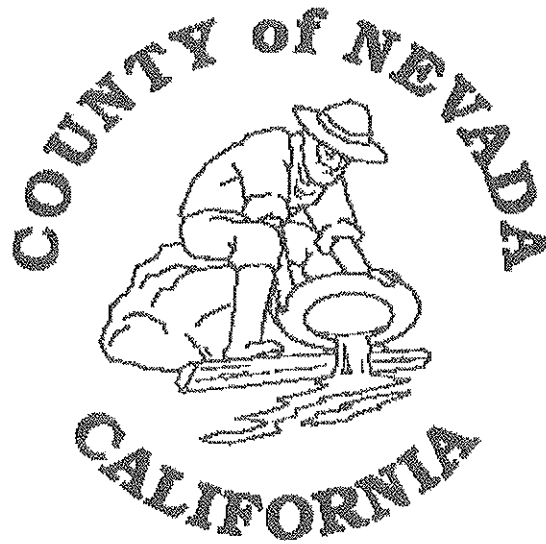


BOARD OF SUPERVISORS
Donna Landi, Clerk of the Board



<input type="checkbox"/> Clerk of the Board (10101)	\$ 1,019,152
<input type="checkbox"/> Assessment Appeals Board (11001)	7,155
Total	\$ 1,026,307





Board of Supervisors Summary

	<u>11/12</u> <u>Actual</u>	<u>12/13</u> <u>Adopted</u>	<u>12/13</u> <u>Estimated</u>	<u>13/14</u> <u>Proposed</u>	<u>13/14</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	6,184	6,100	5,735	6,100	6,100	0.0%
Miscellaneous Revenues	363	20	702	20	20	0.0%
Other Financing Sources	-	-	-	-	-	NA
General Fund Transfers	-	-	-	-	-	NA
General Fund Allocation	1,038,788	1,027,561	1,012,326	1,020,187	1,020,187	-0.7%
Total Revenues	1,045,335	1,033,681	1,018,763	1,026,307	1,026,307	-1%
Expenses						
Salaries & Benefits	789,384	778,338	775,118	799,919	799,919	2.8%
Services & Supplies	147,057	163,668	151,970	141,052	141,052	-13.8%
Other Charges	-	-	-	-	-	NA
Overhead Cost Allocation (A87)	108,894	91,675	91,675	85,336	85,336	-6.9%
Capital Assets	-	-	-	-	-	NA
Other Financing Uses	-	-	-	-	-	NA
Interfund Activity	-	-	-	-	-	NA
Contingency	-	-	-	-	-	NA
Total Expenses	1,045,335	1,033,681	1,018,763	1,026,307	1,026,307	-1%
Fund Balance Added (Used)	-	-	-	-	-	
Staffing:	10.00	10.00	10.00	10.00	10.00	

		June 30, 2013 Projected Fund Balance	FY 13/14 Revenue	FY 13/14 Expense	FY 13/14 Net Change	June 30, 2014 Projected Fund Balance
General Fund	Fund # 0101	*	1,026,307	1,026,307	-	*
		1,026,307		1,026,307	-	

* See General Fund Balance and Reserves in Section 1 for the FY 2013-14 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, and its citizens professional and courteous service; easy access to information; 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 (inactive), 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 duties, 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 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, 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 staff person.

The Clerk of the Board and staff prepare Board agendas; record Board votes and other actions; maintain Board minutes and other records; prepare indexes; certify records; issue legal advertising, including notices of public hearings; receive petitions; maintain codes of ordinances; research Public Records Requests; maintain updated lists of appointments to County Boards and Commissions; answer letters, phone calls, and inquiries; provide public information on County functions, procedures, and operations; process all correspondence and agenda items to be scheduled before the Board; provide and processes claims against the County; process land use appeals, marijuana nuisance abatement appeals, and assessment appeals; accept service on lawsuits against the County of Nevada; prepare verbatim transcripts of Board meetings when directed by the Court; and maintain 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 Board of Supervisors, Sanitation District No. 1 Board of Directors, Nevada County Assessment Appeals Board, and the Medical Marijuana Nuisance Abatement Appeals hearing body.

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

The Clerk serves as the secretary to the City Selection Committee.



Board of Supervisors/Clerk of the Board

Major Accomplishments in 2012-13:

- Implemented a new system for processing Assessment Appeals Board hearings, reducing paperwork and processing times.
- Implemented a new process to expedite Resolutions on Hold.
- Changed recording of meetings in the Board Chambers from tape cassettes to electronic MP3 player.
- Continued progress in moving towards a paperless office:
 - Moved from preparing extensive Board of Supervisors minutes to preparing summary minutes.
 - Supervisors are now using iPads, which allows them to view supporting documents electronically.
 - Agenda packets no longer require 4 copies in initial submission, so that any corrections needed during review are made prior to final copying.
 - Public requests for printed copies and electronic media have been greatly reduced due to availability of meeting records online.
- Moved District 5 office out of Truckee Town Hall – saving \$887 per month.
- Began processing and scheduling Marijuana Nuisance Abatement appeal hearings.
- Opened the Cascade Conference room resulted in a more efficient use of office space and frequent use by Board members.
- Successfully completed four economic development contracts from 2011/12 and entered into a new all-inclusive contract with the Economic Resource Council.

- Reduce paper documents and increase online public access to official county documents.
- Continue to seek funding to preserve historical Board minutes from 1856.
- Implement submittal of Statement of Economic Interest 700 Forms Online.

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

Objectives & Performance Measures for 2013-14:

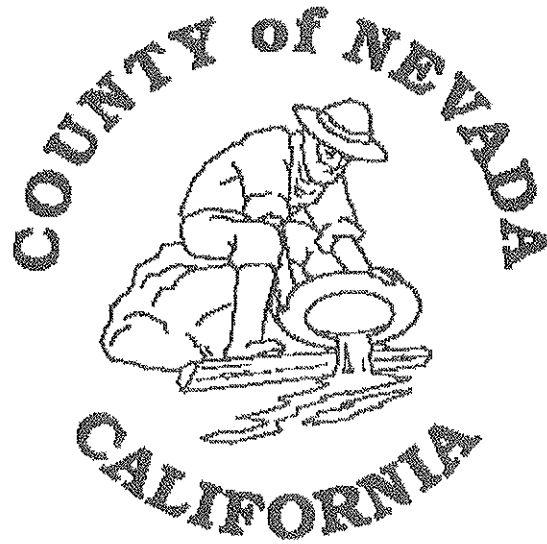
Objectives:

Continue to seek workflow solutions to streamline business processes.

Performance Measures:

- Ensure records are maintained, legislative history of the County is preserved, and documents are readily available to the public.
- Provide video streaming of Nevada County Board of Supervisors meetings.





Clerk of the Board (10101)

	<u>11/12</u> <u>Actual</u>	<u>12/13</u> <u>Adopted</u>	<u>12/13</u> <u>Estimated</u>	<u>13/14</u> <u>Proposed</u>	<u>13/14</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	6,184	6,100	5,735	6,100	6,100	0.0%
Miscellaneous Revenues	363	20	702	20	20	0.0%
Other Financing Sources	-	-	-	-	-	NA
General Fund Transfers	-	-	-	-	-	NA
General Fund Allocation	1,040,838	1,027,561	1,012,326	1,013,032	1,013,032	-1.4%
Total Revenues	1,047,385	1,033,681	1,018,763	1,019,152	1,019,152	-1%
Expenses						
Salaries & Benefits	789,384	778,338	775,118	799,919	799,919	2.8%
Services & Supplies	143,423	156,744	145,046	134,126	134,126	-14.4%
Other Charges	-	-	-	-	-	NA
Overhead Cost Allocation (A87)	114,578	98,599	98,599	85,107	85,107	-13.7%
Capital Assets	-	-	-	-	-	NA
Other Financing Uses	-	-	-	-	-	NA
Interfund Activity	-	-	-	-	-	NA
Contingency	-	-	-	-	-	NA
Total Expenses	1,047,385	1,033,681	1,018,763	1,019,152	1,019,152	-1%
Fund Balance Added (Used)	-	-	-	-	-	
Staffing:	10.00	10.00	10.00	10.00	10.00	
2013/14 Fund Analysis:						
					Fund Balance	
General Fund	Fund # 0101	Revenues	Expenses	Added (Used)		
		1,019,152	1,019,152	-		
		1,019,152	1,019,152	-		

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 2012-13:

- Website for Assessment Appeals clients to obtain forms, instructions, assistance in preparing their hearing, and general information on equalization. (Ongoing)
- Clients have the ability to complete applications on line and submit hard copy. (Ongoing)
- Assessor's office can now obtain status information on Assessment Appeals through SharePoint. (Ongoing)
- Implemented a new system for processing Assessment Appeals Board hearings, reducing paperwork and processing times.

Objectives & Performance Measures for 2013-14:

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. (Mandatory)
- Schedule 50% of all assessment appeals within one (1) year of application.
- Provided on-line training to Assessment Appeals Board through State Board of Equalization.
- Implement improved Sharepoint site for shared information between the Assessor's office and Clerk of the Board.
- Implement electronic filing of Assessment Appeal Applications.
- Research implementation of electronic filing of Applications for Changed Assessment.
- Migration of property tax records from NEMO to new property tax.

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



Assessment Appeals Board (11001)

	<u>11/12 Actual</u>	<u>12/13 Adopted</u>	<u>12/13 Estimated</u>	<u>13/14 Proposed</u>	<u>13/14 Adopted</u>	<u>% Change From Prior 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	(2,050)	-	-	7,155	7,155	NA
Total Revenues	(2,050)	-	-	7,155	7,155	NA
Expenses						
Salaries & Benefits	-	-	-	-	-	NA
Services & Supplies	3,634	6,924	6,924	6,926	6,926	0.0%
Other Charges	-	-	-	-	-	NA
Overhead Cost Allocation (A87)	(5,684)	(6,924)	(6,924)	229	229	NA
Capital Assets	-	-	-	-	-	NA
Other Financing Uses	-	-	-	-	-	NA
Interfund Activity	-	-	-	-	-	NA
Contingency	-	-	-	-	-	NA
Total Expenses	(2,050)	-	-	7,155	7,155	NA
Fund Balance Added (Used)	-	-	-	-	-	

Staffing: None

2013/14 Fund Analysis:		Fund Balance		
		<u>Revenues</u>	<u>Expenses</u>	<u>Added (Used)</u>
General Fund	Fund # 0101	7,155	7,155	-
		<u>7,155</u>	<u>7,155</u>	<u>-</u>

Comments/Analysis of Differences:

Public Hearing Comments:

Adopted as proposed.



