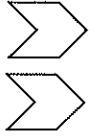
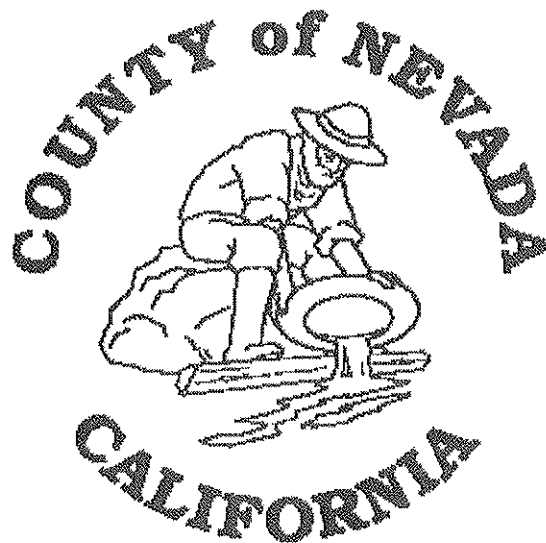


**BOARD OF SUPERVISORS**  
Donna Landi, Clerk of the Board



|   |                     |
|---|---------------------|
| <input type="checkbox"/> Clerk of the Board (10101)       | \$ 1,033,681        |
| <input type="checkbox"/> Assessment Appeals Board (11001) | -                   |
| <b>Total</b>  | <b>\$ 1,033,681</b> |





## Board of Supervisors Summary

|                                  | <u>10/11</u><br><u>Actual</u> | <u>11/12</u><br><u>Adopted</u> | <u>11/12</u><br><u>Estimated</u> | <u>12/13</u><br><u>Proposed</u> | <u>12/13</u><br><u>Adopted</u> | <u>% Change</u><br><u>From Prior</u><br><u>Adopted</u> |
|----------------------------------|-------------------------------|--------------------------------|----------------------------------|---------------------------------|--------------------------------|--|
| <b>Revenues</b>                  |                               |                                |                                  |                                 |                                |  |
| Taxes                            | -                             | -                              | -                                | -                               | -                              | NA   |
| Licenses, Permits & Franchises   | -                             | -                              | -                                | -                               | -                              | NA   |
| Fines, Forfeitures, & Penalties  | -                             | -                              | -                                | -                               | -                              | NA   |
| Use of Money & Property          | -                             | -                              | -                                | -                               | -                              | NA   |
| Federal/State Intergovernmental  | 2,330                         | -                              | -                                | -                               | -                              | NA   |
| Charges for Services             | 8,879                         | 5,100                          | 6,300                            | 6,100                           | 6,100                          | 19.6%  |
| Miscellaneous Revenues           | 983                           | -                              | 53                               | 20                              | 20                             | NA   |
| Other Financing Sources          | -                             | -                              | -                                | -                               | -                              | NA   |
| General Fund Transfers           | -                             | -                              | -                                | -                               | -                              | NA   |
| General Fund Allocation          | 1,054,322                     | 1,056,237                      | 1,037,122                        | 1,027,561                       | 1,027,561                      | -2.7%  |
| <b>Total Revenues</b>            | <b>1,066,514</b>              | <b>1,061,337</b>               | <b>1,043,475</b>                 | <b>1,033,681</b>                | <b>1,033,681</b>               | <b>-3%</b>   |
| <b>Expenses</b>                  |                               |                                |                                  |                                 |                                |  |
| Salaries & Benefits              | 814,463                       | 796,522                        | 783,741                          | 778,338                         | 778,338                        | -2.3%  |
| Services & Supplies              | 124,623                       | 155,921                        | 150,840                          | 163,668                         | 163,668                        | 5.0%   |
| Other Charges                    | -                             | -                              | -                                | -                               | -                              | NA   |
| Overhead Cost Allocation (A87)   | 127,428                       | 108,894                        | 108,894                          | 91,675                          | 91,675                         | -15.8%   |
| Capital Assets                   | -                             | -                              | -                                | -                               | -                              | NA   |
| Other Financing Uses             | -                             | -                              | -                                | -                               | -                              | NA   |
| Interfund Activity               | -                             | -                              | -                                | -                               | -                              | NA   |
| Contingency                      | -                             | -                              | -                                | -                               | -                              | NA   |
| <b>Total Expenses</b>            | <b>1,066,514</b>              | <b>1,061,337</b>               | <b>1,043,475</b>                 | <b>1,033,681</b>                | <b>1,033,681</b>               | <b>-3%</b>   |
| <b>Fund Balance Added (Used)</b> | <b>-</b>                      | <b>-</b>                       | <b>-</b>                         | <b>-</b>                        | <b>-</b>                       |  |
| <b>Staffing:</b>                 | <b>10.00</b>                  | <b>10.00</b>                   | <b>10.00</b>                     | <b>10.00</b>                    | <b>10.00</b>                   |  |
|                                  |                               | June 30, 2012                  |                                  |                                 |                                | June 30, 2013  |
|                                  |                               | Projected                      | FY 12/13                         | FY 12/13                        | FY 12/13                       | Projected  |
|                                  |                               | Fund Balance                   | Revenue                          | Expense                         | Net Change                     | Fund Balance   |
| General Fund                     | Fund #0101                    | *                              | 1,033,681                        | 1,033,681                       | -                              | *  |
|                                  |                               |                                | <b>1,033,681</b>                 | <b>1,033,681</b>                | <b>-</b>                       |  |

\* See General Fund Balance and Reserves in Section 1 for the FY 2012-13 General Fund analysis.



# Board of Supervisors/Clerk of the Board

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## **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, 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; 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 prepares Board agendas; records Board votes and other actions; maintains Board minutes and other records; prepares indexes; certifies records; issues legal advertising, including notices of public hearings; receives petitions; maintains codes of ordinances; prepares lists of appointments to County Boards and Commissions; answers letters, phone calls, and inquiries; provides public information on County functions, procedures, and operations; processes all correspondence and agenda items to be scheduled before the Board; provides and processes claims against the County; processes land use 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 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, and Nevada County Assessment Appeals Board.

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

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

## **Major Accomplishments in 2011-12:**

- Use of SharePoint to save paper and streamline our processes.



## Board of Supervisors/Clerk of the Board

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- New Agenda packet process – 1 original now required (no additional copies)
- New Resolution Process – Instead of delivering a fully executed resolution, an e-mail is sent to the originating department with a link so they may obtain it online.
- Use of online Leave Calendars – This saves time and everyone knows who is out or who has requested that period of time.
- Online use of access to AAB applications – No more copying of documents. Database is shared with Assessor online through Sharepoint.
- Streamlined positions and additional cross training.
- Assumed Administration of Economic Development contracts.
- Board Chambers Calendar now online – saves time, adds efficiency for other departments' scheduling. Helps IGS/Facilities plan for streaming of meetings, staff support, heating or air conditioning, etc.
- Updated/streamlined COOP Plan (combined Plans for COB and BOS)
- Reorganized office file storage and office supplies for better efficiency.

### Objectives & Performance Measures for 2012-13:

#### Objective:

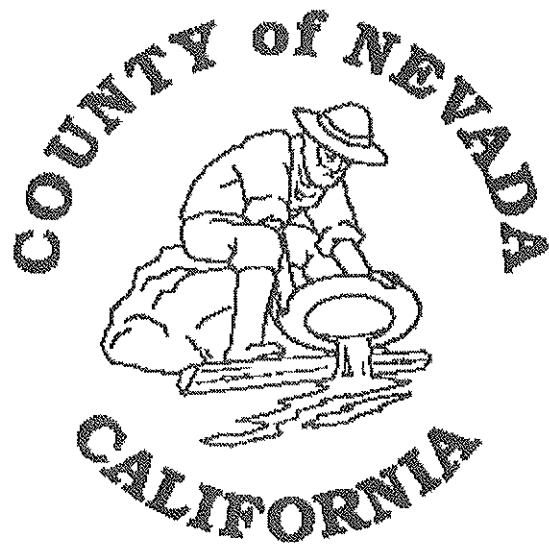
Continue to seek workflow solutions to streamline business processes.

#### Performance Measures:

- Ensure records are maintained, legislative history of the County is preserved, and documents are readily available to our clients.
- Provide video streaming of Nevada County Board of Supervisors meetings.
- Continue to seek technology to reduce paper documents and increase online public access to official county documents.
- Continue to seek funding to preserve historical Board minutes from 1856.

|                          |   |
|--------------------------|---|
| 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>10/11</u><br><u>Actual</u> | <u>11/12</u><br><u>Adopted</u> | <u>11/12</u><br><u>Estimated</u> | <u>12/13</u><br><u>Proposed</u> | <u>12/13</u><br><u>Adopted</u> | <u>% Change</u><br><u>From Prior</u><br><u>Adopted</u> |
|----------------------------------|-------------------------------|--------------------------------|----------------------------------|---------------------------------|--------------------------------|--|
| <b>Revenues</b>                  |                               |                                |                                  |                                 |                                |  |
| Taxes                            | -                             | -                              | -                                | -                               | -                              | NA   |
| Licenses, Permits & Franchises   | -                             | -                              | -                                | -                               | -                              | NA   |
| Fines, Forfeitures, & Penalties  | -                             | -                              | -                                | -                               | -                              | NA   |
| Use of Money & Property          | -                             | -                              | -                                | -                               | -                              | NA   |
| Federal/State Intergovernmental  | 2,330                         | -                              | -                                | -                               | -                              | NA   |
| Charges for Services             | 8,879                         | 5,100                          | 6,300                            | 6,100                           | 6,100                          | 19.6%  |
| Miscellaneous Revenues           | 983                           | -                              | 53                               | 20                              | 20                             | NA   |
| Other Financing Sources          | -                             | -                              | -                                | -                               | -                              | NA   |
| General Fund Transfers           | -                             | -                              | -                                | -                               | -                              | NA   |
| General Fund Allocation          | 1,038,706                     | 1,055,158                      | 1,036,043                        | 1,027,561                       | 1,027,561                      | -2.6%  |
| <b>Total Revenues</b>            | <b>1,050,898</b>              | <b>1,060,258</b>               | <b>1,042,396</b>                 | <b>1,033,681</b>                | <b>1,033,681</b>               | <b>-3%</b>   |
| <b>Expenses</b>                  |                               |                                |                                  |                                 |                                |  |
| Salaries & Benefits              | 814,463                       | 796,522                        | 783,741                          | 778,338                         | 778,338                        | -2.3%  |
| Services & Supplies              | 119,362                       | 149,158                        | 144,077                          | 156,744                         | 156,744                        | 5.1%   |
| Other Charges                    | -                             | -                              | -                                | -                               | -                              | NA   |
| Overhead Cost Allocation (A87)   | 117,073                       | 114,578                        | 114,578                          | 98,599                          | 98,599                         | -13.9%   |
| Capital Assets                   | -                             | -                              | -                                | -                               | -                              | NA   |
| Other Financing Uses             | -                             | -                              | -                                | -                               | -                              | NA   |
| Interfund Activity               | -                             | -                              | -                                | -                               | -                              | NA   |
| Contingency                      | -                             | -                              | -                                | -                               | -                              | NA   |
| <b>Total Expenses</b>            | <b>1,050,898</b>              | <b>1,060,258</b>               | <b>1,042,396</b>                 | <b>1,033,681</b>                | <b>1,033,681</b>               | <b>-3%</b>   |
| <b>Fund Balance Added (Used)</b> | <b>-</b>                      | <b>-</b>                       | <b>-</b>                         | <b>-</b>                        | <b>-</b>                       |  |
| <b>Staffing:</b>                 | <b>10.00</b>                  | <b>10.00</b>                   | <b>10.00</b>                     | <b>10.00</b>                    | <b>10.00</b>                   |  |
| <b>2012/13 Fund Analysis:</b>    |                               |                                |                                  |                                 |                                |  |
|                                  |                               |                                |                                  |                                 | Fund Balance                   |  |
|                                  |                               | Revenues                       | Expenses                         |                                 | Added (Used)                   |  |
| General Fund                     | Fund #0101                    | 1,033,681                      | 1,033,681                        |                                 | -                              |  |
|                                  |                               | <b>1,033,681</b>               | <b>1,033,681</b>                 |                                 | <b>-</b>                       |  |

Comments/Analysis of Differences:

### Public Hearing Comments:

Adopted as proposed.



# Assessment Appeals Board

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## 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 2011-12:

- Website for Assessment Appeals clients to obtain forms, instructions, 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.

## Objectives & Performance Measures for 2012-13:

### Objective:

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.

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





## Assessment Appeals Board (11001)

|                                  | <u>10/11</u><br><u>Actual</u> | <u>11/12</u><br><u>Adopted</u> | <u>11/12</u><br><u>Estimated</u> | <u>12/13</u><br><u>Proposed</u> | <u>12/13</u><br><u>Adopted</u> | <u>% Change</u><br><u>From Prior</u><br><u>Adopted</u> |
|----------------------------------|-------------------------------|--------------------------------|----------------------------------|---------------------------------|--------------------------------|--|
| <b>Revenues</b>                  |                               |                                |                                  |                                 |                                |  |
| 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          | 15,616                        | 1,079                          | 1,079                            | -                               | -                              | -100.0%  |
| <b>Total Revenues</b>            | <b>15,616</b>                 | <b>1,079</b>                   | <b>1,079</b>                     | <b>-</b>                        | <b>-</b>                       | <b>-100%</b>   |
| <b>Expenses</b>                  |                               |                                |                                  |                                 |                                |  |
| Salaries & Benefits              | -                             | -                              | -                                | -                               | -                              | NA   |
| Services & Supplies              | 5,261                         | 6,763                          | 6,763                            | 6,924                           | 6,924                          | 2.4%   |
| Other Charges                    | -                             | -                              | -                                | -                               | -                              | NA   |
| Overhead Cost Allocation (A87)   | 10,355                        | (5,684)                        | (5,684)                          | (6,924)                         | (6,924)                        | NA   |
| Capital Assets                   | -                             | -                              | -                                | -                               | -                              | NA   |
| Other Financing Uses             | -                             | -                              | -                                | -                               | -                              | NA   |
| Interfund Activity               | -                             | -                              | -                                | -                               | -                              | NA   |
| Contingency                      | -                             | -                              | -                                | -                               | -                              | NA   |
| <b>Total Expenses</b>            | <b>15,616</b>                 | <b>1,079</b>                   | <b>1,079</b>                     | <b>-</b>                        | <b>-</b>                       | <b>-100%</b>   |
| <b>Fund Balance Added (Used)</b> | <b>-</b>                      | <b>-</b>                       | <b>-</b>                         | <b>-</b>                        | <b>-</b>                       |  |

Staffing: None

### 2012/13 Fund Analysis:

|              |            | <u>Revenues</u> | <u>Expenses</u> | <u>Fund Balance</u><br><u>Added (Used)</u> |
|--------------|------------|-----------------|-----------------|--|
| General Fund | Fund #0101 | -               | -               | -  |
|              |            | -               | -               | -  |

### Comments/Analysis of Differences:

General Fund allocation netted to zero due to the increase in Cost Plan credit.

### Public Hearing Comments:

Adopted as proposed.



