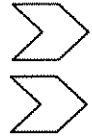
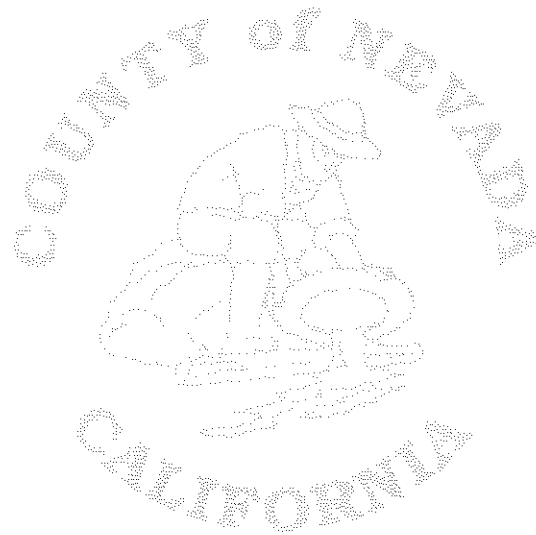


BOARD OF SUPERVISORS
Cathy Thompson, Clerk of the Board



<input type="checkbox"/> Clerk of the Board (10101)	\$ 1,100,961
<input type="checkbox"/> Assessment Appeals Board (11001)	11,941
Total	\$ 1,112,902





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.

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. 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 Police protection 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 seven full-time employees and one part-time 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 1851.

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, Nevada County Water Agency, and Nevada County Water Agency Advisory Council.

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 also serves as the secretary to the City Selection Committee.

Major Accomplishments in 2007-08:

- Established a system for tracking Board of Supervisors referrals through the E-Works system with County Departments.



Board of Supervisors/Clerk of the Board

- Established onscreen forms on County website to complete committee applications, claim forms, and assessment appeals online, and print.
- Continued conversion of paper to electronic media for ease of access. (Ongoing)
- Continued Department procedures manual updating. (Ongoing)
- Continued monitoring and implementation of State Laws affecting the duties of the Clerk of the Board. (Ongoing)
- Continued recruitment and appointment of new members to vacant positions on the committees, councils, and commissions appointed by the Board of Supervisors. (Ongoing)
- Meetings of the Nevada County Board of Supervisors can now be viewed on television through cablecast government channels and DVDs of the Board of Supervisors meetings are available for the public to purchase.

Objectives & Performance Measures for 2008-09:

Objective:

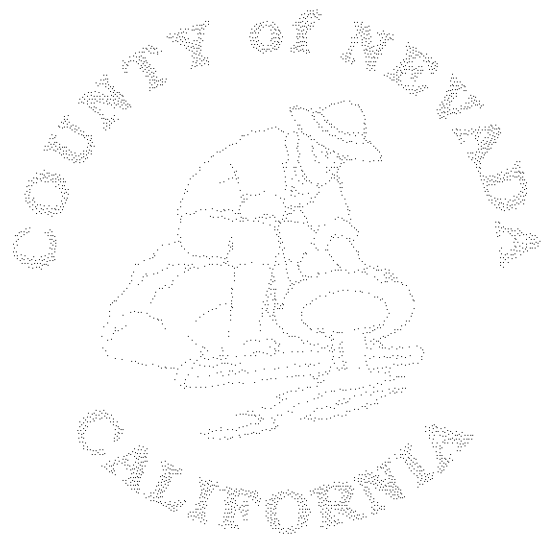
Continue the development and implementation of Phase II of the COB document imaging and indexing system to reduce paper and increase public on-line access to official county documents.

Performance Measures:

- Establish an application development for the paperless agenda process. This system will allow department heads to electronically submit Board agenda items and provide for processing and distribution of paperless agenda materials.
- Initiate a project to preserve historical Board minutes from 1856.
- Continue to upgrade equipment and expand technological capabilities in the Board of Supervisors office.

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>06/07</u>	<u>07/08</u>	<u>07/08</u>	<u>08/09</u>	<u>08/09</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	880	350	1,535	500	500	42.9%
Miscellaneous Revenues	-	-	-	-	-	NA
Other Financing Sources	-	-	-	-	-	NA
General Fund Transfers	-	-	-	-	-	NA
General Fund Allocation	996,701	1,088,190	1,086,899	1,100,461	1,100,461	1.1%
Total Revenues	997,581	1,088,540	1,088,434	1,100,961	1,100,961	1%
Expenses						
Salaries & Benefits	847,026	853,076	858,210	852,252	852,252	-0.1%
Services & Supplies	107,161	118,878	117,596	146,541	146,541	23.3%
Other Charges	-	-	-	-	-	NA
Overhead Cost Allocation (A87)	33,570	116,586	112,628	102,168	102,168	-12.4%
Capital Assets	-	-	-	-	-	NA
Other Financing Uses	9,825	-	-	-	-	NA
Interfund Activity	-	-	-	-	-	NA
Contingency	-	-	-	-	-	NA
Total Expenses	997,581	1,088,540	1,088,434	1,100,961	1,100,961	1%
Fund Balance Added (Used)	-	-	-	-	-	
Staffing:	12.00	12.00	12.00	11.00	11.00	
2008-09 Fund Analysis:						
					Fund Balance	
		Revenues	Expenses		Added (Used)	
General Fund	Fund # 0101	1,100,961	1,100,961		-	
		1,100,961	1,100,961		-	

Comments/Analysis of Differences:

Other Financing uses in 06/07 Actuals represents a replacement vehicle. FY08/09 proposed staffing reflects the deletion of 1 full-time Board Clerk I/II.

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 3 members and one alternate, 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, prepares and distributes minutes and official records related to assessment appeals, and processes the actions of the appeals board.

Major Accomplishments in 2007-08:

- 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)

- Expanded Assessment Appeals information available on the Clerk of the Board website.
- Provided on-line training to Assessment Appeals Board through State Board of Equalization.

Objectives & Performance Measures for 2008-09:

Objective:

Work with the Assessor to ensure all assessment appeals by county property owners in 2008-2009 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.
- Schedule 90% of all assessment appeals within one (1) year of application.

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



Assessment Appeals Board (11001)

	<u>06/07</u>	<u>07/08</u>	<u>07/08</u>	<u>08/09</u>	<u>08/09</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	-	-	-	-	-	NA
Miscellaneous Revenues	-	-	-	-	-	NA
Other Financing Sources	-	-	-	-	-	NA
General Fund Transfers	-	-	-	-	-	NA
General Fund Allocation	11,260	4,345	4,345	11,941	11,941	174.8%
Total Revenues	11,260	4,345	4,345	11,941	11,941	175%
Expenses						
Salaries & Benefits	-	-	-	-	-	NA
Services & Supplies	2,224	3,290	3,290	3,290	3,290	0.0%
Other Charges	-	-	-	-	-	NA
Overhead Cost Allocation (A87)	9,036	1,055	1,055	8,651	8,651	720.0%
Capital Assets	-	-	-	-	-	NA
Other Financing Uses	-	-	-	-	-	NA
Interfund Activity	-	-	-	-	-	NA
Contingency	-	-	-	-	-	NA
Total Expenses	11,260	4,345	4,345	11,941	11,941	175%
Fund Balance Added (Used)	-	-	-	-	-	

Staffing: None

2008-09 Fund Analysis:

		Revenues	Expenses	Fund Balance Added (Used)
General Fund	Fund # 0101	11,941	11,941	
		11,941	11,941	

Comments/Analysis of Differences:

Public Hearing Comments:

Adopted as proposed.



