

Clerk-Recorder

Terry Hansen – Clerk Recorder

RECORDER

101-0200	FY 12/13 Adopted Budget	FY 13/14 CAO Recommended	Change
EXPENDITURES			
Salaries and Benefits	495,629	532,088	36,459
Services and Supplies	34,048	36,222	2,174
Other Charges	0	0	
Fixed Assets	0	0	0
TOTAL EXPENDITURES	529,677	568,310	38,633
REVENUE			
Fed/State	0	0	0
Grant	0	0	0
Realignment	0	0	0
Fees/Misc	376,296	431,432	55,136
TOTAL REVENUE	376,296	431,432	55,136
FUND BALANCE	0	0	0
NET COUNTY COST	153,381	136,878	(16,503)

Program Description

The County Clerk is responsible for issuing marriage licenses, performing civil marriage ceremonies, filing Fictitious Business Name Statements, processing professional registrations to include Process Servers, issuing certified copies of vital records and filing specific environmental documents.

Workload Indicators: Recording position to remain vacant and unfunded at this time.

Accomplishments FY 2012/2013

- Partial completion of the project to provide high quality film and scanned images of Yuba County's recorded maps.
- Completion of project contracted with BMI Imaging to provide archival film and digital reel images of the volumes of old recorded books that were missing images.
- Continued cross training with reduced staffing to meet public needs without reduction in office hours.
- Continued staff training due to new and changing legislation that results in changes in our operation and procedures.
- Clerk/Recorder Elections office received award for Outstanding Customer Service from Yuba County Board of Supervisors.

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Goals and Objectives FY 2013/2014

- Develop map retrieval process to provide public and other county departments access to all digitized map images.
- Develop an archival collection of images of recorded maps for sale to the public.
- Refurbish, repair and preserve volumes of recorded documents and indices with use of trust funding as provided by law.
- Replace by re-filming/scanning older inferior quality images in order to provide clear reproducible document images for our electronic record systems and to insure quality archival images.
- Amend county's documentary transfer tax ordinance as recommended by the County Recorder Association of California to reflect the expanded definition of "realty sold" to achieve equitable treatment of all changes of ownership of real property.
- Potential purchase and implementation of new system to provide a high level of service and efficiency for the functions of the recorder and county clerk.

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Elections

101-0800	FY 12/13 Adopted Budget	FY 13/14 CAO Recommended	Change
EXPENDITURES			
Salaries and Benefits	269,884	232,545	(37,339)
Services and Supplies	264,425	254,419	(10,006)
Other Charges	0	0	0
Fixed Assets	0	0	0
TOTAL EXPENDITURES	534,309	486,964	(47,345)
REVENUE			
Fed/State	0	0	0
Grant	0	0	0
Realignment	0	0	0
Fees/Misc	185,000	7,750	(177,250)
TOTAL REVENUE	185,000	7,750	(177,250)
FUND BALANCE	0	0	0
NET COUNTY COST	349,309	479,214	129,905

Program Description

The Elections Office is a division of the County Clerk/Recorder under the direction of an election County Clerk. The Registrar of Voters Office performs a range of election-related duties, in addition to other public services that increase citizen participation and election.

Election-Related Duties Include:

- Conduct federal, state, and local elections held in Yuba County.
- Register voters and maintain the voter registration file.
- Procure all polling places and recruit all poll workers in Yuba County.
- Provide information to candidates regarding the nomination process and campaign finance disclosure requirements.

- Maintain files of campaign committee financial statements (itemized listings of candidates' and campaigns' contributions and expenditures).
- Provide voter registration information and related campaign materials to candidates and campaigns.

Public Services Include:

- Provide proof of registration upon request.
- Provide information to candidates and campaigns.
- Conduct training for poll workers and other Election Officials.

Workload Indicators: Any changes to the election process in Yuba County require Federal Clearance per Section 5 of the Voting Rights Act. A significant amount of research and documentation is required for every request for clearance.

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Accomplishments

FY 2012/2013

- Conducted Special Vacancy Primary and General Election for State Senate District 4.
- Implemented legislative changes for Military and Overseas voters.
- Clerk/Recorder Elections Office received award for Outstanding Customer Service from the Yuba County Board of Supervisors.

Goals and Objectives

FY 2013/2014

- Streamline election specific processes and procedures.

COUNTY OF YUBA
BUDGET EXPENDITURE DETAIL
BUDGET FOR THE FISCAL YEAR 2013-2014

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	ACTUAL EXPENDITURES 2010-2011	ACTUAL EXPENDITURES 2011-2012	BOS APPROVED 2012-2013	CAO RECOMMENDED 2013-2014
CLERK RECORDER					
Salaries & Benefits					
101-0200-411.01-01	REGULAR	335,735	337,113	361,366	375,758
101-0200-411.01-03	EXTRA HELP	0	7,517	0	0
101-0200-411.01-04	OVERTIME	32	0	0	0
101-0200-411.01-07	VACATION PAY	384	0	0	0
101-0200-411.02-02	CO SHARE PERS	42,562	46,319	51,459	57,909
101-0200-411.02-03	COPST	0	226	0	0
101-0200-411.02-04	GROUP HEALTH INSURANCE	65,118	57,274	71,156	83,979
101-0200-411.02-05	MEDICARE	4,732	4,905	5,240	5,625
101-0200-411.02-06	WORKERS COMP INS	2,315	1,670	2,225	4,469
101-0200-411.02-07	LIFE INSURANCE	309	297	314	331
101-0200-411.02-08	UNEMPLOYMENT INS	1,060	1,098	1,097	1,190
101-0200-411.02-09	RETIREE HEALTHCARE INS	0	2,688	2,772	2,827
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*	Salaries & Benefits	452,247	459,107	495,629	532,088
Services & Supplies					
101-0200-411.12-00	COMMUNICATION	957	1,066	2,000	2,000
101-0200-411.15-00	INSURANCE	7,915	8,650	4,110	2,924
101-0200-411.17-00	MAINTENANCE/EQUIPMENT	0	0	0	3,360
101-0200-411.20-00	MEMBERSHIPS	688	688	688	688
101-0200-411.22-00	OFFICE EXPENSE	19,897	20,091	21,000	21,000
101-0200-411.22-82	MICRO GRAPHIC	0	11,875	0	0
101-0200-411.22-83	TRUNCATION	0	2,795	0	0
101-0200-411.22-84	MODERNIZATION	0	40,732	0	0
101-0200-411.22-85	CLERK US TRUST	0	2,790	0	0
101-0200-411.23-00	PROFESSIONAL SERVICES	0	553	1,000	1,000
101-0200-411.26-00	RENTS & LEASES/BLDG & IMP	2,774	2,957	3,500	3,500
101-0200-411.28-00	SPECIAL DPMT EXPENSE	196	0	1,000	1,000
101-0200-411.29-00	TRAVEL	508	612	750	750
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*	Services & Supplies	32,935	92,809	34,048	36,222
	Cost Reimbursements				
101-0200-411.90-00	REIMBURSEMENTS	86,444-	0	0	0
*	Cost Reimbursements	86,444-	0	0	0
**	CLERK RECORDER	398,738	551,916	529,677	568,310
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ELECTIONS					
Salaries & Benefits					
101-0800-415.01-01	REGULAR	165,853	153,443	182,350	144,546
101-0800-415.01-03	EXTRA HELP	9,744	6,135	12,000	12,000
101-0800-415.01-04	OVERTIME	5,571	1,260	5,000	5,000
101-0800-415.01-07	VACATION PAY	0	2,376	0	0
101-0800-415.02-02	CO SHARE PERS	20,847	20,696	25,967	22,197
101-0800-415.02-03	COPST	260	184	360	360
101-0800-415.02-04	GROUP HEALTH INSURANCE	22,890	17,517	37,550	40,135
101-0800-415.02-05	MEDICARE	2,584	2,335	2,891	2,403
101-0800-415.02-06	WORKERS COMP INS	1,654	835	1,271	3,575
101-0800-415.02-07	LIFE INSURANCE	181	162	184	166
101-0800-415.02-08	UNEMPLOYMENT INS	2,886	759	912	744
101-0800-415.02-09	RETIREE HEALTHCARE INS	0	1,358	1,399	1,419
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*	Salaries & Benefits	232,470	207,060	269,884	232,545
Services & Supplies					
101-0800-415.12-00	COMMUNICATION	807	908	1,500	1,500
101-0800-415.17-00	MAINTENANCE/EQUIPMENT	13,000	13,650	15,650	17,310
101-0800-415.20-00	MEMBERSHIPS	138	138	150	150
101-0800-415.22-00	OFFICE EXPENSE	12,623	8,545	13,000	13,000
101-0800-415.23-00	PROFESSIONAL SERVICES	57,658	0	30,100	29,834
101-0800-415.24-00	PUBLICATIONS	2,405	3,391	2,400	4,800
101-0800-415.26-00	RENTS & LEASES/BLDG & IMP	3,132	1,872	1,200	3,400
101-0800-415.28-00	SPECIAL DPMT EXPENSE	136,513	139,669	200,000	184,000
101-0800-415.29-00	TRAVEL	219	451	425	425
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*	Services & Supplies	226,495	168,624	264,425	254,419
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**	ELECTIONS	458,965	375,684	534,309	486,964

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ACCOUNT NUMBER	ACCOUNT DESCRIPTION	ACTUAL EXPENDITURES 2010-2011	ACTUAL EXPENDITURES 2011-2012	BOS APPROVED 2012-2013	CAO RECOMMENDED 2013-2014
***	ELECTIONS	458,965	375,684	534,309	486,964